

SOLICITATION NO. DE-SOL-0003641
Exhibit G

The following item(s) are contained in this file:

<u>ITEM</u>	<u>NAME</u>	<u>NO. OF PAGES(S)</u>
Sample Task Order 1	Site Support Services	14
Sample Task Order 2	Health Program Services	16
Sample Task Order 3	Janitorial Services (including Child Care Center Cleaning Standards)	30
Task Order	Transition	4

**SAMPLE TASK ORDER 1
SITE OPERATIONS SUPPORT**

TASK ORDER REQUEST INFORMATION:

- a) Task Order Period of Performance – December 1, 2013 through November 30, 2014
- b) Type of Task Order – Cost Plus Award Fee
- c) Task Description – Site Operations Support
- d) Location – Morgantown, WV; Pittsburgh, PA; and Albany, OR NETL Sites
- e) Travel – Travel is anticipated. (NOTE: The Offeror shall discuss the rationale for their proposed travel regardless of whether the Governments anticipation of travel.)
- f) Training – Training is anticipated related to maintaining certifications required to perform the requirements. (NOTE: The Offeror shall discuss the rationale for their proposed training regardless of whether the Governments anticipation of training.)

GENERAL REQUIREMENTS

- a) This Task Order is to be performed at the Morgantown, WV; Pittsburgh, PA; and Albany, OR NETL sites. The task involves 1) Real Property Asset Management; 2) Maintenance Management; 3) Services Management; 4) Central Work Control. This Task is covered by the Service Contract Act.
- b) The Government reserves the right to award the Task Order based upon the proposal submitted by the Offeror under this solicitation.
- c) The Task Order does require on-call support based on approval by the Task Order COR.

SPECIAL TASK ORDER INSTRUCTIONS:

- a) It is noted that the historical average work requests is 500 per month and the historical average preventative maintenance work orders is 1,000 per month.

**PERFORMANCE WORK STATEMENT
SITE OPERATIONS SUPPORT**

The Contractor shall provide support services for the general site management of NETL in accordance with NETL Order 430.1. The current locations requiring services are designated in Exhibit I of this PWS. These activities include but are not limited to:

Real Property Asset Management

- a. The Contractor shall use the Condition Assessment Survey (CAS) Program to perform file information searches and assisting in the identification of maintenance-worthy items for new buildings and systems. The Contractor shall ensure staff have knowledge of or have received training to use CAS instruments (infrared camera, ultra-sonic flow meter, power quality analyzers, or other non-destructive equipment) and assist in taking readings and measurements, thereby identifying conditions that require maintenance (site caulking, weatherproofing, door replacements, window replacements, and roof replacements).
- b. Providing input, as required and requested, for the development and processing of the NETL Site Development Plan, the Annual Maintenance Budget, the Deferred Maintenance Reporting Requirements, the Oregon State Historic Preservation Office (OSHPO) Annual Projects Report, and the Maintenance Crosscut Budget. The information contained in the database of the computerized maintenance management system shall be current, reports shall be generated, and the data shall be analyzed in support of this effort.
- c. Recommending and implementing updates, as required by procedure or request, to the CAS program at NETL.
- d. Performing inspection assessments, as required by procedure or request, and uploading all CAS data into the Facility Information Management System (FIMS) and the Condition Assessment Information System (CAIS) databases, as appropriate.
- e. The information contained in the database of the computerized Condition Assessment Information System (CAIS) shall be kept up to date through the downloading of inspection information from the individual surveys and the data analyzed as required to assist in this effort.

Central Work Control (CWC)

The Contractor shall utilize a Central Work Control (CWC) system to track work request and preventative maintenance items as detailed below.

- a. Operating a CWC system according to NETL procedures and approved industry standards. The CWC system shall be operated through an existing computerized maintenance management system.
- b. Planning and scheduling activities to determine resource and material requirements and to ensure their availability prior to scheduling the requested work.
- c. Tracking each work request from authorization, planning, and scheduling through completion and/or cancellation.
- d. Maintain current computerized maintenance management system.
- e. Routing of work request for approvals and establishment of work request priority.
- f. Providing telephone based call-in maintenance service.
- g. Developing and maintaining database for maintenance worthy items for preventative maintenance.
- h. Sort and distribute work requests to the proper work centers.

- i. Track and record data to be used in the development of the Date Completed Performance Data Report.
- j. Development of maintenance asset information form including the detailed description for the preventive maintenance work description.
- k. Documenting and entering applicable maintenance data into the computerized maintenance management system. All maintenance-worthy items shall be identified, data plate information gathered, and preventive maintenance procedures developed.
- l. Maintaining the backlog to national standards (including that a healthy backlog is maintained to ensure workers have assignments and to ensure that the backlog does not increase to a level where work cannot be completed in a timely manner).

Maintenance Management

Utilizing the NETL CWC System, the Contractor shall assist in maintaining buildings and general-purpose equipment by:

- a. Maintaining, repairing, and servicing general facilities, structures, equipment, utility systems, and surfaced areas. General facility equipment includes HVAC, refrigeration, laboratory exhaust ventilation systems including fume hoods and low pressure air, city water, fire protection, backup generators and UPS systems, pumps, compressors and delivery systems for site utilities such as high pressure natural gas, high pressure air, nitrogen, argon, hydrogen, and process cooling water systems and natural gas distribution systems from the city or utility point of entry throughout the NETL facilities. Structural maintenance shall include the inspection and repair of building roofs on a semi-annual basis.
- b. Maintaining, repairing, and servicing the local power company's electrical distribution system, including electrical power transformers and stations, as well as disconnect switches, through secondary electrical sub-panels and motor control centers. In Albany, service is required from the site side of the pole switch. In Pittsburgh, maintain the distribution systems past the power company air switches. After the air switches the equipment is owned by DOE. In Morgantown, operation is from the power company source and maintenance is from the secondary side of the site transformers.
- c. Maintaining, repairing, and servicing utility systems, which include heating and process steam generation and distribution, condensate return, process cooling water, and compressed gases.
- d. Maintaining infrastructure and repairing sanitary sewers, storm sewers, and underground, contaminated wastewater removal distribution systems.
- e. Maintaining painted surfaces associated with facility structures requiring surface preparation and specialized paint/painting techniques at all sites. The Contractor shall perform repair, patching, painting and sealing of exterior/interior building surfaces.
- f. Providing emergency support on a 24-hour per day basis if facility equipment failure impacts the NETL mission.
- g. Maintaining and repairing security fence lines and gates.
- h. Providing certified welding capabilities to complete welding requirements as assigned.
- i. Calibrating non-research related system equipment, including but is not limited to, pressure relief devices, pressure gauges, and gas regulators.
- j. Proposing and implementing updated resource management plans to meet the maintenance demands of the site.

- k. Providing trained technicians' processes for planning and scheduling of work activities, preventive maintenance procedures, equipment history and maintenance activity documentation, data analysis, root cause determinations, and response procedures to maintenance requests.
- l. Documenting and entering applicable maintenance data into the computerized maintenance management system. All maintenance-worthy items shall be identified, data plate information gathered, and preventive maintenance procedures developed.
- m. Performing installation of conduit and associated cabling in support of communications, network, and phone systems. This work will be limited to non-construction activities.
- n. Providing support in the following areas of excavation and leveling: correction of landslides, roadway and walkway upheavals, roadway and walkway sinkage, cleaning soil erosion from roadways and walkways, cold patching of potholes, and correcting/improving surface water drainage.
- o. Utilizing diagnostic equipment provided by NETL such as the vibration analyzer, electric power quality analyzer, infrared camera, ultrasonic devices and other non-destructive equipment to evaluate existing equipment to predict corrective maintenance initiatives prior to equipment failure.
- p. Developing and implementing a maintenance program for interior laboratory areas including routine maintenance of walls, ceilings, floors, fume hoods, HVAC systems, laboratory benches, gas, water and ventilation systems.
- q. Developing and implementing plans for restoration and in-kind replacement of laboratory case work, fume hoods and other laboratory infrastructure to facilitate safe, efficient and effective operations of NETL laboratory facilities consistent with National Laboratory standards.

Services Management

The Contractor shall maintain all delivery systems including preventive, corrective, and predictive activities as required by procedure and approved industry standards and practices. The Contractor shall provide support by:

- a. Operating, maintaining, and repairing all utility service systems including ancillary components.
- b. Providing general site management support through the operation of the service systems including steam, condensate return, compressed air, heating and process steam generation, process-cooling water, and wastewater treatment plants.
- c. Operating, maintaining, and repairing boilers, the cooling towers, chillers and pumps, air compressors, wastewater treatment plants, and ancillary components for these systems.
- d. Providing steam, compressed air, and process cooling water as required to meet the NETL mission.

DELIVERABLES

The following table contains the deliverables associated with this task. In addition to the list identified below, adhoc reporting will be expected as necessary related to the task areas identified above. Specific instructions related to adhoc reporting will be provided through technical direction. A copy of each deliverable shall be provided to the TCOR.

DELIVERABLE	FORMAT	FREQUENCY
Work order report.	<p>Format as specified by the Task COR</p> <p>The report shall detail open and completed work orders including estimated and actual completion dates.</p>	Monthly, on last day of the month
Scheduled Vs. Completed Report	<p>Format as specified by the Task COR</p> <p>The report shall detail scheduled versus completed work products to include an explanation of significant variances from planned.</p>	Weekly, by close of business Friday
CAS report	<p>Format as specified by the Task COR</p> <p>The report shall detail asset title, brief description including all information as reported in the FIMS database, scheduled inspection dates and actual inspection dates.</p>	Monthly, on last day of the month
Preventative Maintenance Report	<p>Format as specified by the Task COR</p> <p>The report shall detail the number of labor hours and material cost.</p>	Monthly, on last day of the month
Status of Commitments Report	<p>Format as specified by the Task COR</p> <p>The report shall detail the status of commitments made by the Contractor for maintenance-related materials, supplies, and services</p>	Monthly, on last day of the month
Procurement and Subcontracts Information Report	<p>Format as specified by the Task COR</p> <p>The report shall display any projects for which procurement and subcontracting resources are committed, as well as final costs for all purchases and completed projects.</p>	Monthly, on last day of the month
General Activity Report	<p>Format as specified by the Task COR</p> <p>The report shall detail general maintenance activities performed on NETL-owned or -leased equipment</p>	Monthly, on last day of the month
Performance Data Report	Format as specified by the Task COR	Semi-Annual

	The report shall detail the percentage comparisons for closed work orders based on estimated hours to actual hours in three categories—less than, equal to, and greater than—by total for facility and project-related work.	
Date Completed Performance Data Report -	Format as specified by the Task COR The report shall detail the percentage comparisons for closed work orders based on planned completion date to actual completion date in three categories—less than, equal to, and greater than—by total for facility and project-related work.	Semi-Annual
Total Maintenance Cost Per Building Report	Format as specified by the Task COR The report shall detail total maintenance cost per building data. The total labor and material maintenance cost for each building.	Semi-Annual

PERFORMANCE REQUIREMENTS

Performance is in accordance with the quality, schedule, and cost control performance measures as outlined in the PEP. The weight factor for each performance measure is as follows:

Performance Measure	Assigned Weight Factor
Quality of Work Products	30%
Quality of Work Processes	20%
Schedule	30%
Cost Control	20%
	100%

Performance expectations, evaluation method, and levels of performance are addressed in the following table.

Note: Systematic sampling to obtain data to review will occur through the following process. Every tenth item will be reviewed until the percent of the total items reviewed is equal to the percent identified in the evaluation method below. The starting point is not automatically the first item on the list, but is instead randomly chosen from the first ten items.

PEP Performance Measure	Performance Expectation and Evaluation Method	Level of Performance
Quality of Work Products	Performance Expectation: All maintenance is performed as specified from work orders. Evaluation Method: Facility assets and utility service systems are operated, maintained, and repaired as specified by work orders and as required by preventative maintenance schedules, procedures, and	Always accurate=0 errors
		Consistently accurate=1 error
		Mostly accurate=2 errors
		Usually accurate=3 errors
		Seldom accurate=4 or more errors

PEP Performance Measure	Performance Expectation and Evaluation Method	Level of Performance					
	<p>approved industry standards and practices. The Contractor’s monthly report of completed work orders will be reviewed monthly. Quarterly, utilizing systematic sampling, NETL will evaluate 25 completed work orders to determine if records depict field conditions. This review may include field verification.</p> <p>Performance Expectation: All CAS inspections and maintenance data provided for DOE reports (e.g., Deferred Maintenance Report, Site Development Plan, Benchmarking Report, and Annual Maintenance Budget) are accurate. All CAS for facility assets and utility systems are completed and databases maintained in order to enter traceable information into the DOE Facility Information Management System (FIMS). Evaluation Method: CAS inspections and maintenance data provided for DOE reports will be reviewed, and based on systematic sampling, 10 assets in the CAIS database will be checked for accuracy. The Contractor’s semiannual CAS report will be reviewed, and utilizing systematic sampling, 10% of records will be evaluated for completeness. The evaluation may include field verification to determine if records depict field conditions.</p>						
Quality of Work Processes	<p>Performance Expectation: Central Work Control management of work flow.</p> <p>Evaluation Method: The Contractor’s Date Completed Performance Data Report will be reviewed semi-annually. Using systematic sampling, NETL will evaluate 25 completed work orders by comparing closed work orders based on planned completion date to actual completion date in three categories—less than, equal to, and greater than—by total for facility and project-related work.</p>	<table border="1"> <tr> <td data-bbox="1050 984 1422 1020">Always accurate=0 errors</td> </tr> <tr> <td data-bbox="1050 1020 1422 1056">Consistently accurate=1 error</td> </tr> <tr> <td data-bbox="1050 1056 1422 1092">Mostly accurate=2 errors</td> </tr> <tr> <td data-bbox="1050 1092 1422 1127">Usually accurate=3 errors</td> </tr> <tr> <td data-bbox="1050 1127 1422 1163">Seldom accurate=4 or more errors</td> </tr> </table>	Always accurate=0 errors	Consistently accurate=1 error	Mostly accurate=2 errors	Usually accurate=3 errors	Seldom accurate=4 or more errors
Always accurate=0 errors							
Consistently accurate=1 error							
Mostly accurate=2 errors							
Usually accurate=3 errors							
Seldom accurate=4 or more errors							
Schedule	<p>Performance Expectation: Facility operations, maintenance, modifications, and alterations are performed on schedule.</p> <p>Evaluation Method: The Contractor’s monthly report of completed work orders will be reviewed monthly. Weekly, Contractor will submit report of scheduled work versus completed work. Significant variances will be evaluated based on justification for delays. Quarterly, using systematic sampling, NETL will evaluate 25 completed work orders by comparing actual completion date to the reported scheduled</p>	<table border="1"> <tr> <td data-bbox="1050 1352 1422 1478">Always completed ahead of schedule=100% on schedule with at least one item completed ahead of schedule</td> </tr> <tr> <td data-bbox="1050 1478 1422 1568">Always completed according to schedule=100% on schedule with none completed ahead of schedule</td> </tr> <tr> <td data-bbox="1050 1568 1422 1631">Mostly completed on schedule=90-99.9% on schedule</td> </tr> <tr> <td data-bbox="1050 1631 1422 1690">Usually completed on schedule=85-89.9% on schedule</td> </tr> </table>	Always completed ahead of schedule=100% on schedule with at least one item completed ahead of schedule	Always completed according to schedule=100% on schedule with none completed ahead of schedule	Mostly completed on schedule=90-99.9% on schedule	Usually completed on schedule=85-89.9% on schedule	
Always completed ahead of schedule=100% on schedule with at least one item completed ahead of schedule							
Always completed according to schedule=100% on schedule with none completed ahead of schedule							
Mostly completed on schedule=90-99.9% on schedule							
Usually completed on schedule=85-89.9% on schedule							

PEP Performance Measure	Performance Expectation and Evaluation Method	Level of Performance
	<p>completion date.</p> <p>Performance Expectation: All CAS inspections and maintenance data required for DOE reports are provided on schedule.</p> <p>Evaluation Method: The Contractor’s semi-annual CAS report will be reviewed. Planned completion dates will be compared to actual dates.</p>	<p>Seldom completed on schedule=less than 85% on schedule</p>
<p>Cost Control</p> <p>Cost efficiencies and circumstances beyond the control of the contractor will be taken into consideration and scores will be adjusted accordingly.</p>	<p>Actual task costs have minimal to no variance from approved plan (calculated variance will be rounded down to the nearest tenth).</p> <p>Cost control measures are documented and include a description of the action taken as well as actual dollar amount saved to date and projected savings.</p>	<p>Actual costs are within 2% of the approved cost plan AND the contractor submits no updated cost plans unless there is a change in scope AND the quality ratings (products and processes) in the PEP achieved an excellent score (3.5 or higher). The evaluator may also take into consideration cost efficiencies that were documented and confirmed in scoring an outstanding.</p> <p>Actual costs are within 5% of the approved cost plan AND the contractor submits no updated cost plans unless there is a change in scope AND the quality ratings (products and processes) in the PEP achieved a good score (3 or higher).</p> <p>Actual costs are within 10% of the approved cost plan AND the contractor submits no more than one updated cost plan that is not related to a change in scope AND the quality ratings (products and processes) in the PEP achieved a good score (3 or higher).</p> <p>Actual costs are within 10% of the approved cost plan AND the contractor submits no more than two updated cost plans that are not related to a change in scope.</p> <p>Actual costs are not within 10% of the approved cost plan AND the contractor fails to adhere to the contract requirement for adjusting their cost plan when expected to be more than + or - 10% OR the contractor submitted more than 2 revisions to the cost plans that are not related to a change in scope.</p>

Site Name	Property Name	Property Type	Usage Code	Gross Sqft	Net Usable Sqft	Primary Quantity	Primary Unit of Measure
NETL Albany	Building 1	Building	101 Office	23,348	13,829		
NETL Albany	Building 2	Building	101 Office	10,271	6,325		
NETL Albany	Building 4	Building	709 Other Support Labs	12,257	7,890		
NETL Albany	Building 5	Building	694 Other Service Buildings	10,835	7,365		
NETL Albany	Building 6	Building	400 General Storage	1,603	0		
NETL Albany	Building 7	Building	739 Other Electrical/Electronics Laboratory	1,566	1,033		
NETL Albany	Building 8	Building	101 Office	928	273		
NETL Albany	Building 9	Building	602 Paint Shops	1,398	967		
NETL Albany	Building 10	Building	694 Other Service Buildings	1,072	1,005		
NETL Albany	Building 11	Building	603 Welding Shops	2,339	2,165		
NETL Albany	Building 12	Building	694 Other Service Buildings	498	0		
NETL Albany	Building 13	Building	101 Office	230	199		
NETL Albany	Building 14	Building	450 Shed Storage	226	0		
NETL Albany	Building 15	Building	450 Shed Storage	226	0		
NETL Albany	Building 16	Building	694 Other Service Buildings	296	0		
NETL Albany	Building 17	Building	709 Other Support Labs	15,544	6,853		
NETL Albany	Building 18	Building	694 Other Service Buildings	2,922	0		
NETL Albany	Building 19	Building	400 General Storage	1,156	0		
NETL Albany	Building 20	Building	607 Other Buildings Trades Shops	1,248	446		
NETL Albany	Building 21	Building	694 Other Service Buildings	6,842	0		
NETL Albany	Building 22	Building	400 General Storage	12,057	2,093		
NETL Albany	Building 23	Building	709 Other Support Labs	21,832	11,874		
NETL Albany	Building 24	Building	709 Other Support Labs	8,349	4,041		
NETL Albany	Building 25	Building	709 Other Support Labs	12,372	9,569		
NETL Albany	Building 26	Building	709 Other Support Labs	5,454	3,101		
NETL Albany	Building 27	Building	709 Other Support Labs	1,352	975		
NETL Albany	Building 28	Building	709 Other Support Labs	27,474	11,379		
NETL Albany	Building 29	Building	709 Other Support Labs	7,883	6,768		
NETL Albany	Building 30	Building	709 Other Support Labs	16,022	11,406		
NETL Albany	Building 31	Building	709 Other Support Labs	8,329	5,518		
NETL Albany	Building 32	Building	101 Office	1,476	1,078		
NETL Albany	Building 33	Building	101 Office	12,704	6,960		
NETL Albany	Building 34	Building	709 Other Support Labs	10,120	7,012		
NETL Albany	Building 35	Building	709 Other Support Labs	1,163	0		
NETL Albany	Building 36	Building	709 Other Support Labs	1,632	0		
NETL Albany	Building 37	Building	450 Shed Storage	813	0		
NETL Albany	Building 38	Building	450 Shed Storage	1,738	0		
NETL Albany	Building 39	Building	101 Office	2,547	1,525		
NETL Albany	Modular Office Unit T-1	Building	101 Office	6,720	5,982		
NETL Albany	Modular Office Unit T-2	Building	101 Office	3,600	2,842		
NETL Albany	Secondary Roads	Other Site Facilities	1739 Secondary Roads			2	MILES
NETL Albany	Natural Gas Pipes	Other Site Facilities	8329 Piping (Natural Gas)			150	FEET
NETL Albany	Communications Systems Lines	Other Site Facilities	7221 Cables, Above Ground (Voice/Data)			7,155	FEET
NETL Albany	Sidewalks	Other Site Facilities	1129 Sidewalks			4,150	FEET
NETL Albany	Paved Parking Areas	Other Site Facilities	1789 Parking (Vehicular)			11,910	SQYD
NETL Albany	Paved Storage Areas	Other Site Facilities	4010 Storage (Open Pavement)			8,444	SQYD

Site Name	Property Name	Property Type	Usage Code	Gross Sqft	Net Usable Sqft	Primary Quantity	Primary Unit of Measure
NETL Albany	Street Lighting	Other Site Facilities	6919 Street Lights			14	EACH
NETL Albany	Sanitary Sewerage Pipes	Other Site Facilities	8529 Piping, Gravity (Sewage)			5,400	FEET
NETL Albany	Potable Water Pipes	Other Site Facilities	8129 Piping (Potable Water)			4,055	FEET
NETL Albany	Storm Water Sewer System	Other Site Facilities	8629 Piping, Gravity (Stormwater)			8,980	FEET
NETL Albany	Fire Protection Water Piping	Other Site Facilities	8141 Piping (Fire Protection Water)			300	FEET
NETL Albany	Security Fence	Other Site Facilities	2429 Fencing (Security)			3,430	FEET
NETL Albany	13 kV Electrical Lines (Underground)	Other Site Facilities	8929 Electrical Cables, Primary			1	MILES
NETL Albany	480v. Electrical Lines (Underground)	Other Site Facilities	8939 Electrical Cables, Secondary			1	MILES
NETL Albany	Groundwater Monitoring Wells	Other Site Facilities	5007 Monitoring Well(s)			1	EACH
NETL Albany	100 psi Compressed Air Piping	Other Site Facilities	8339 Piping (Industrial, Process Gas)			2,340	FEET
NETL Albany	Air Compressors (100 psig)	Other Site Facilities	5339 Plants (Process Gas)			3	EACH
NETL Albany	Transformer Stations	Other Site Facilities	8988 Power Transformers			1	KVA
NETL Albany	Fire Hydrants	Other Site Facilities	8181 Pumping Stations (Fire Protection Water)			1,000	GPM
NETL Albany	Fire Protection/ENS	Other Site Facilities	7231 Cables, Under Ground (Voice/Data)			3,700	FEET
NETL Albany	Communications Equipment	Other Site Facilities	7008 Other, Communications Monitoring Systems			1	EACH
NETL Albany	Security Shack (BLDG40)	Other Site Facilities	7409 Other, Security Systems			1	EACH
NETL Albany	Security Video Surveillance System	Other Site Facilities	7409 Other, Security Systems			1	EACH
NETL Albany	Storage Sheds	Other Site Facilities	4009 Other, Storage			1	EACH
NETL Albany	Smoke Shacks	Other Site Facilities	6008 Other, Service Structures			200	SQFT
NETL Morgantown	Navy Materials Data Systems Group	Building	642 Communications/Control Centers	3,440	2,518		
NETL Morgantown	Building 1	Building	101 Office	51,598	21,849		
NETL Morgantown	Building 2	Building	101 Office	14,783	10,326		
NETL Morgantown	Building 3	Building	793 Multifunction Research/Lab Building	19,026	12,956		
NETL Morgantown	Building 4	Building	793 Multifunction Research/Lab Building	16,660	14,167		
NETL Morgantown	Building 5	Building	694 Other Service Buildings	7,142	6,708		
NETL Morgantown	Building 6	Building	793 Multifunction Research/Lab Building	7,224	5,720		
NETL Morgantown	Building 7	Building	296 Security Hq/Badge Issuance/Gate Houses	3,210	1,833		
NETL Morgantown	Building 8	Building	694 Other Service Buildings	2,530	0		
NETL Morgantown	Building 9	Building	400 General Storage	251	185		
NETL Morgantown	Building 11	Building	400 General Storage	1,107	984		
NETL Morgantown	Building 12	Building	781 Large Scale Demonstration/Research Building	2,674	2,170		
NETL Morgantown	Building 13	Building	793 Multifunction Research/Lab Building	2,428	2,222		
NETL Morgantown	Building 14	Building	400 General Storage	6,011	5,716		
NETL Morgantown	Building 15	Building	297 Data Center	1,221	773		
NETL Morgantown	Building 16	Building	614 Equipment Calibration Shops	1,800	1,602		
NETL Morgantown	Building 17	Building	793 Multifunction Research/Lab Building	22,684	19,562		
NETL Morgantown	Building 18	Building	781 Large Scale Demonstration/Research Building	686	611		
NETL Morgantown	Building 19	Building	400 General Storage	44,277	38,583		
NETL Morgantown	Building 20	Building	607 Other Buildings Trades Shops	2,163	1,793		
NETL Morgantown	Building 22	Building	781 Large Scale Demonstration/Research Building	1,431	1,143		
NETL Morgantown	Building 23	Building	401 Programmatic General Storage	3,456	3,432		
NETL Morgantown	Building 24	Building	400 General Storage	4,231	4,164		
NETL Morgantown	Building 25	Building	703 Applied Science Laboratory	20,763	10,763		
NETL Morgantown	Building 26	Building	101 Office	63,616	29,332		
NETL Morgantown	Building 27	Building	781 Large Scale Demonstration/Research Building	370	299		
NETL Morgantown	Building 28	Building	642 Communications/Control Centers	1,241	863		

Site Name	Property Name	Property Type	Usage Code	Gross Sqft	Net Usable Sqft	Primary Quantity	Primary Unit of Measure
NETL Morgantown	Building 29	Building	601 Maintenance Shops, General	3,498	3,363		
NETL Morgantown	Building 30	Building	101 Office	1,026	844		
NETL Morgantown	Building 31	Building	450 Shed Storage	581	543		
NETL Morgantown	Building 32	Building	400 General Storage	1,944	1,847		
NETL Morgantown	Building 33	Building	410 Hazardous/Flammable Storage	4,609	2,374		
NETL Morgantown	Building 35	Building	401 Programmatic General Storage	2,017	1,927		
NETL Morgantown	Building 36	Building	607 Other Buildings Trades Shops	3,500	2,426		
NETL Morgantown	Building 38	Building	401 Programmatic General Storage	807	686		
NETL Morgantown	Building 39	Building	101 Office	106,522	41,181		
NETL Morgantown	Building 40	Building	235 Day Care Center	9,411	4,986		
NETL Morgantown	Building 41	Building	599 Other Industrial Facilities	900	801		
NETL Morgantown	Building 43	Building	296 Security Hq/Badge Issuance/Gate Houses	152	71		
NETL Morgantown	Building 22A	Building	401 Programmatic General Storage	1,216	1,189		
NETL Morgantown	Building 27A	Building	642 Communications/Control Centers	212	190		
NETL Morgantown	Research Ridge No.3	Building	101 Office	22,500	11,917		
NETL Morgantown	Modular Office Unit T-40	Building	101 Office	4,807	3,340		
NETL Morgantown	Modular Office Unit T-43	Building	101 Office	2,644	1,880		
NETL Morgantown	Modular Office Unit T-45	Building	101 Office	5,708	3,931		
NETL Morgantown	Meteorological Tower	Other Site Facilities	7279 Towers (Voice/Data)			150	HGTFT
NETL Morgantown	Paved Areas	Other Site Facilities	6778 Other, Paving Structures			9,965	SQYD
NETL Morgantown	Transformer Stations	Other Site Facilities	8979 Substations			32,866	KVA
NETL Morgantown	Electrical Lines Underground (4160v)	Other Site Facilities	8929 Electrical Cables, Primary			14	MILES
NETL Morgantown	Electrical Lines Overhead (4160v)	Other Site Facilities	8929 Electrical Cables, Primary			1	MILES
NETL Morgantown	Site Steam Heating System	Other Site Facilities	5829 Plants (Gas-Fired)			16,739,000	BTUH
NETL Morgantown	Steam Supply Pipes	Other Site Facilities	8839 Piping, Supply (Steam)			4,883	FEET
NETL Morgantown	Steam Condensate Return Pipes	Other Site Facilities	8849 Piping, Return (Steam/Condensate)			4,200	FEET
NETL Morgantown	Potable Water System	Other Site Facilities	8129 Piping (Potable Water)			7,655	FEET
NETL Morgantown	Fire Protection System	Other Site Facilities	7321 Cables, Above Ground (Fire Alarm)			3,000	FEET
NETL Morgantown	Fire Protection Water Pipes	Other Site Facilities	8141 Piping (Fire Protection Water)			5,474	FEET
NETL Morgantown	Natural Gas Pipes (underground)	Other Site Facilities	8329 Piping (Natural Gas)			7,615	FEET
NETL Morgantown	Fenced Storage Areas	Other Site Facilities	4010 Storage (Open Pavement)			1,140	SQYD
NETL Morgantown	Sanitary Sewerage Pipes	Other Site Facilities	8529 Piping, Gravity (Sewage)			9,521	FEET
NETL Morgantown	Process Water Cooling Tower	Other Site Facilities	5769 Towers (Chill Water)			750	TONS
NETL Morgantown	Ethanol Fuel Tank	Other Site Facilities	4209 Other, Tanks (Oil)			1,000	GAL
NETL Morgantown	Liquid Nitrogen Tank	Other Site Facilities	4331 Tanks (Process Gas)			1,203	CFT
NETL Morgantown	Nitrogen System Pipes	Other Site Facilities	8339 Piping (Industrial, Process Gas)			6,550	FEET
NETL Morgantown	Compressed Air System Pipes	Other Site Facilities	8339 Piping (Industrial, Process Gas)			3,900	FEET
NETL Morgantown	Communication Systems Lines	Other Site Facilities	7221 Cables, Above Ground (Voice/Data)			20,400	FEET
NETL Morgantown	Secondary Roads	Other Site Facilities	1739 Secondary Roads			2	MILES
NETL Morgantown	Tertiary Roads	Other Site Facilities	1749 Tertiary Roads			0	MILES
NETL Morgantown	Sidewalks	Other Site Facilities	1129 Sidewalks			13,753	FEET
NETL Morgantown	Security Fence	Other Site Facilities	2429 Fencing (Security)			13,540	FEET
NETL Morgantown	Parking Areas, Asphalt	Other Site Facilities	1789 Parking (Vehicular)			15,802	SQYD
NETL Morgantown	Groundwater Monitoring Wells	Other Site Facilities	5007 Monitoring Well(s)			1	EACH
NETL Morgantown	Street Lighting	Other Site Facilities	6919 Street Lights			146	EACH
NETL Morgantown	Fueling Station	Other Site Facilities	4209 Other, Tanks (Oil)			750	GAL

Site Name	Property Name	Property Type	Usage Code	Gross Sqft	Net Usable Sqft	Primary Quantity	Primary Unit of Measure
NETL Morgantown	Pipe Support System	Other Site Facilities	6008 Other, Service Structures			4,600	SQFT
NETL Morgantown	Natural Gas Well	Other Site Facilities	5369 Wells (Natural Gas)			2	CFM
NETL Morgantown	Computer System	Other Site Facilities	7008 Other, Communications Monitoring Systems			1	EACH
NETL Morgantown	Communications Equipment	Other Site Facilities	7009 Other, Communications Systems			1	EACH
NETL Morgantown	Nitrogen Receivers	Other Site Facilities	4331 Tanks (Process Gas)			791	CFT
NETL Morgantown	Air Receivers	Other Site Facilities	4331 Tanks (Process Gas)			490	CFT
NETL Morgantown	Air Compressors (100 psig)	Other Site Facilities	5339 Plants (Process Gas)			4	EACH
NETL Morgantown	Air Compressors (700 psig)	Other Site Facilities	5339 Plants (Process Gas)			2	EACH
NETL Morgantown	Toxic Gas Monitoring System	Other Site Facilities	7009 Other, Communications Systems			1	EACH
NETL Morgantown	Energy Management System	Other Site Facilities	7509 Other, Energy Management Control Systems			2,297	PTS
NETL Morgantown	Emergency Notification System	Other Site Facilities	7009 Other, Communications Systems			1	EACH
NETL Morgantown	Utility Tunnel	Other Site Facilities	6008 Other, Service Structures			3,600	SQFT
NETL Morgantown	Site Chillers	Other Site Facilities	5729 Plants (Chill Water)			460	TONS
NETL Morgantown	Electrical Lines (480v. underground)	Other Site Facilities	8939 Electrical Cables, Secondary			1	MILES
NETL Morgantown	Contaminated Water Sewer System	Other Site Facilities	8421 Piping (Industrial,Not Hazardous)			7,926	FEET
NETL Morgantown	Storm Water Sewer System	Other Site Facilities	8629 Piping, Gravity (Stormwater)			21,759	FEET
NETL Morgantown	Process Steam System (475 psig)	Other Site Facilities	5829 Plants (Gas-Fired)			7,275,000	BTUH
NETL Morgantown	Voice Mail System	Other Site Facilities	7009 Other, Communications Systems			1	EACH
NETL Morgantown	Process Cooling Water Pipes	Other Site Facilities	8131 Piping (Non-Potable Water)			570	FEET
NETL Morgantown	Clarifier	Other Site Facilities	5621 Plants (Stormwater, Primary Treatment)			40,000	GPD
NETL Morgantown	Security Shacks	Other Site Facilities	7409 Other, Security Systems			3	EACH
NETL Morgantown	Smoking Shacks	Other Site Facilities	6008 Other, Service Structures			600	SQFT
NETL Morgantown	Fire Hydrants and Valves	Other Site Facilities	8181 Pumping Stations (Fire Protection Water)			1,000	GPM
NETL Morgantown	Natural Gas Pipes (overhead)	Other Site Facilities	8329 Piping (Natural Gas)			3,550	FEET
NETL Morgantown	CNG Fueling Station	Other Site Facilities	4321 Tanks (Natural Gas)			100,000	CFT
NETL Morgantown	Security Video Surveillance System	Other Site Facilities	7409 Other, Security Systems			1	EACH
NETL Morgantown	Baltimore Aircoil Cooling Tower	Other Site Facilities	5769 Towers (Chill Water)			500	TONS
NETL Morgantown	Covered Fenced Storage Areas	Other Site Facilities	4010 Storage (Open Pavement)			389	SQYD
NETL Morgantown	RO Equipment	Other Site Facilities	3009 Other, Research And Development			1	EACH
NETL Morgantown	Knox-Western Gas Compressor	Other Site Facilities	8379 Pumping Stations (Natural Gas)			600	CFM
NETL Morgantown	Parking Garage	Other Site Facilities	1788 Parking Structures			12,967	SQYD
NETL Morgantown	Hydrogen Pipes (overhead)	Other Site Facilities	8328 Piping (Other Combustible Gases)			1,120	FEET
NETL Morgantown	Facility Sheds	Other Site Facilities	4009 Other, Storage			1	EACH
NETL Morgantown	Project Sheds	Other Site Facilities	5009 Structures, Industrial, Other			1	EACH
NETL Morgantown	Main Entrance Canopy	Other Site Facilities	6009 Other, Other,Service Structures			1	EACH
NETL Morgantown	Trailer 14	Trailer	607 Other Buildings Trades Shops	658			
NETL Morgantown	Trailer 15	Trailer	101 Office	232			
NETL Morgantown	Trailer 20	Trailer	801 Other	1,201			
NETL Morgantown	Trailer 29	Trailer	101 Office	411			
NETL Pittsburgh	Building 58	Building	101 Office	32,240	13,218		
NETL Pittsburgh	Building 59	Building	601 Maintenance Shops, General	2,857	1,423		
NETL Pittsburgh	Building 64	Building	410 Hazardous/Flammable Storage	1,773	1,542		
NETL Pittsburgh	Building 71	Building	400 General Storage	514	427		
NETL Pittsburgh	Building 74	Building	591 Materials Handling Or Processing Facilities	7,120	4,127		
NETL Pittsburgh	Building 83	Building	709 Other Support Labs	59,491	29,218		
NETL Pittsburgh	Building 84	Building	709 Other Support Labs	64,877	29,001		

Site Name	Property Name	Property Type	Usage Code	Gross Sqft	Net Usable Sqft	Primary Quantity	Primary Unit of Measure
NETL Pittsburgh	Building 86	Building	709 Other Support Labs	6,223	5,068		
NETL Pittsburgh	Building 89	Building	781 Large Scale Demonstration/Research Building	2,568	2,152		
NETL Pittsburgh	Building 90	Building	694 Other Service Buildings	984	900		
NETL Pittsburgh	Building 91	Building	101 Office	660	280		
NETL Pittsburgh	Building 92	Building	410 Hazardous/Flammable Storage	2,546	2,199		
NETL Pittsburgh	Building 93	Building	781 Large Scale Demonstration/Research Building	8,740	6,004		
NETL Pittsburgh	Building 94	Building	711 Chemistry Laboratory (Non-Nuclear)	55,194	22,222		
NETL Pittsburgh	Building 95	Building	101 Office	3,562	1,992		
NETL Pittsburgh	Building 99	Building	410 Hazardous/Flammable Storage	620	468		
NETL Pittsburgh	Granite Towers	Building	101 Office	3,117	1,589		
NETL Pittsburgh	Building 141	Building	101 Office	24,207	14,833		
NETL Pittsburgh	Building 167	Building	295 Physical Fitness	9,911	6,186		
NETL Pittsburgh	Building 900	Building	101 Office	6,065	3,249		
NETL Pittsburgh	Building 901	Building	601 Maintenance Shops, General	11,417	9,339		
NETL Pittsburgh	Building 902	Building	400 General Storage	7,932	7,175		
NETL Pittsburgh	Building 903	Building	421 Secure Storage Facility	3,808	2,357		
NETL Pittsburgh	Building 904	Building	400 General Storage	1,293	1,169		
NETL Pittsburgh	Building 907	Building	591 Materials Handling Or Processing Facilities	1,086	1,019		
NETL Pittsburgh	Building 911	Building	400 General Storage	258	189		
NETL Pittsburgh	Building 920	Building	101 Office	11,681	5,307		
NETL Pittsburgh	Building 921	Building	101 Office	25,033	13,654		
NETL Pittsburgh	Building 922	Building	101 Office	93,825	37,016		
NETL Pittsburgh	Building 923	Building	296 Security Hq/Badge Issuance/Gate Houses	338	219		
NETL Pittsburgh	Building 925	Building	235 Day Care Center	9,326	4,843		
NETL Pittsburgh	Storm Water Sewer System	Other Site Facilities	8629 Piping, Gravity (Stormwater)			21,955	FEET
NETL Pittsburgh	Natural Gas Pipes	Other Site Facilities	8329 Piping (Natural Gas)			7,370	FEET
NETL Pittsburgh	Industrial Waste Water Pipes	Other Site Facilities	8441 Piping (Hazardous,Contaminated)			2,085	FEET
NETL Pittsburgh	Fire Protection Water Pipes	Other Site Facilities	8141 Piping (Fire Protection Water)			11,345	FEET
NETL Pittsburgh	Gas Storage Tank No.13	Other Site Facilities	4319 Other, Tanks (Gas)			100	CFT
NETL Pittsburgh	Liquid Nitrogen Tanks	Other Site Facilities	4331 Tanks (Process Gas)			2,273	CFT
NETL Pittsburgh	Meteorological Towers	Other Site Facilities	7279 Towers (Voice/Data)			50	HGTFT
NETL Pittsburgh	Electrical Substation No.6	Other Site Facilities	8979 Substations			25	KVA
NETL Pittsburgh	Electrical Power Lines Underground (HV)	Other Site Facilities	8929 Electrical Cables, Primary			2	MILES
NETL Pittsburgh	Electrical Transformers	Other Site Facilities	8988 Power Transformers			17,880	KVA
NETL Pittsburgh	Potable Water System	Other Site Facilities	8129 Piping (Potable Water)			10,729	FEET
NETL Pittsburgh	Sanitary Sewerage Pipes	Other Site Facilities	8529 Piping, Gravity (Sewage)			6,629	FEET
NETL Pittsburgh	Communication Systems Lines	Other Site Facilities	7221 Cables, Above Ground (Voice/Data)			9,176	FEET
NETL Pittsburgh	Energy Management System	Other Site Facilities	7509 Other, Energy Management Control Systems			3,251	PTS
NETL Pittsburgh	Secondary Roads	Other Site Facilities	1739 Secondary Roads			2	MILES
NETL Pittsburgh	Sidewalks	Other Site Facilities	1129 Sidewalks			6,569	FEET
NETL Pittsburgh	Security Fence	Other Site Facilities	2429 Fencing (Security)			11,266	FEET
NETL Pittsburgh	Parking Lots	Other Site Facilities	1789 Parking (Vehicular)			32,831	SOYD
NETL Pittsburgh	Street Lights	Other Site Facilities	6919 Street Lights			135	EACH
NETL Pittsburgh	Nitrogen System Pipes	Other Site Facilities	8339 Piping (Industrial, Process Gas)			2,955	FEET
NETL Pittsburgh	Groundwater Monitoring Wells	Other Site Facilities	5007 Monitoring Well(s)			1	EACH
NETL Pittsburgh	Security Shacks	Other Site Facilities	7409 Other, Security Systems			2	EACH

Site Name	Property Name	Property Type	Usage Code	Gross Sqft	Net Usable Sqft	Primary Quantity	Primary Unit of Measure
NETL Pittsburgh	Smoking Shacks	Other Site Facilities	6008 Other, Service Structures			380	SQFT
NETL Pittsburgh	Fire Hydrants and Valves	Other Site Facilities	8181 Pumping Stations (Fire Protection Water)			1,000	GPM
NETL Pittsburgh	Ethanol Fuel Tank	Other Site Facilities	4221 Tanks (Oil)			1,000	GAL
NETL Pittsburgh	Security Video Surveillance System	Other Site Facilities	7409 Other, Security Systems			1	EACH
NETL Pittsburgh	Fenced Storage Areas	Other Site Facilities	4010 Storage (Open Pavement)			1,625	SQYD
NETL Pittsburgh	Covered Fenced Storage Areas	Other Site Facilities	4010 Storage (Open Pavement)			922	SQYD
NETL Pittsburgh	Communications Equipment	Other Site Facilities	7009 Other, Communications Systems			1	EACH
NETL Pittsburgh	Computer Systems	Other Site Facilities	7008 Other, Communications Monitoring Systems			1	EACH
NETL Pittsburgh	Voice Mail System	Other Site Facilities	7009 Other, Communications Systems			1	EACH
NETL Pittsburgh	Tertiary Roads	Other Site Facilities	1749 Tertiary Roads			0	MILES
NETL Pittsburgh	Fueling Station	Other Site Facilities	4209 Other, Tanks (Oil)			825	GAL
NETL Pittsburgh	CNG Fueling Station	Other Site Facilities	4321 Tanks (Natural Gas)			1	CFT
NETL Pittsburgh	Pipe Support System	Other Site Facilities	6008 Other, Service Structures			935	SQFT
NETL Pittsburgh	Project Storage Shed	Other Site Facilities	5009 Structures, Industrial, Other			1	EACH
NETL Pittsburgh	Pavilions	Other Site Facilities	2449 Recreational			3	EACH
NETL Pittsburgh	Site Air Compressors (100psig)	Other Site Facilities	5339 Plants (Process Gas)			3	EACH
NETL Pittsburgh	Site Compressed Air Pipes	Other Site Facilities	8339 Piping (Industrial, Process Gas)			2,400	FEET
NETL Pittsburgh	Emergency Notification System	Other Site Facilities	7009 Other, Communications Systems			1	EACH
NETL Pittsburgh	Ball Field	Other Site Facilities	2449 Recreational			1	EACH
NETL Pittsburgh	Trailer 168	Trailer	701 Metrology And Calibration Laboratory	765			
Totals				1,199,052	652,628	24,598,493.36	

**SAMPLE TASK ORDER 2
HEALTH PROGRAMS SERVICES**

TASK ORDER REQUEST INFORMATION:

- a) Task Order Period of Performance – December 1, 2013 through November 30, 2014
- b) Type of Task Order – Cost Plus Award Fee
- c) Task Description – Health Program Services
- d) Location – Morgantown, WV; Pittsburgh, PA; and Albany, OR NETL Sites
- e) Travel – Travel is anticipated (NOTE: The Offeror shall discuss the rationale for their proposed travel regardless of whether the Governments anticipation of travel.)
- f) Training – Training is anticipated related to maintaining certifications required to perform requirements (NOTE: The Offeror shall discuss the rationale for their proposed training regardless of whether the Governments anticipation of training.)

GENERAL REQUIREMENTS:

- a) This is a Sample Task Order to be performed at the Morgantown, WV; Pittsburgh, PA; and Albany, OR NETL sites. The task involves 1) occupational medicine; 2) Wellness; 3) Ergonomics; 4) Industrial Hygiene; 5) Personal Exposure and Workplace Monitoring; 6) Ventilation Program; 7) Radiation; 8) Personal Protective Equipment; 9) Hazards Communication; 10) Chemical Hygiene; and 11) Fire Protection and Life Safety. This Task is covered by the Service Contract Act.
- b) The Government reserves the right to award the Task Order based upon the proposal submitted by the Offeror under this solicitation.
- c) The Task Order does require on-call support based on approval by the Task Order Contracting Officer's Representative (TCOR).

SPECIAL TASK ORDER INSTRUCTIONS:

- a) Historically, physician services and a variety of other services have been covered through fixed price subcontracts as these services are not of a full-time nature.
 - **Wellness Program (NETL Albany only)** –Historical average of fitness memberships per year = 30. Historically, fitness memberships were available at off-site local gym facilities such as Aikido, Albany Athletic Club, Curves, Gold's Gym, Courthouse Athletic, Timberhill Athletic Club, WOW Anytime Fitness, and Young Men's Christian Academy (YMCA).
 - **Ergonomic Evaluations:** Historical average number per year = 36 (NETL Albany), 175 (NETL Morgantown, and 78 (NETL Pittsburgh).
 - **Occupational Medicine Program:**
 - **Medical Surveillance Physicals** - Historical average number of medical surveillance physicals per year = 25 (NETL Albany), 246 (NETL Morgantown), and 181 (NETL Pittsburgh).
 - **Medical Examinations** - Historical average number of other medical examinations (including baseline, voluntary, return-to-work, fitness for duty, and termination) per year = 2 (NETL Albany), 86 (NETL Morgantown), and 70 (NETL Pittsburgh).
 - **Occupational Visits to the OHU** - Historical average number of occupational visits per year = 40 off-site (NETL Albany) and onsite, 5,963 (NETL Morgantown) and 2,256 (NETL Pittsburgh).
 - **Non-Occupational Visits to the OHU** - Historical average number of non-occupational visits per year = 43 offsite (NETL Albany) and onsite, 8,834 (NETL Morgantown), and 4,673 (NETL Pittsburgh).

PERFORMANCE WORK STATEMENT

HEALTH PROGRAMS SERVICES

The Contractor shall provide health programs support activities at the Morgantown (MGN), Pittsburgh (PGH), and Albany (ALB) sites. These activities include, but not limited to:

1. Occupational Medicine

The Contractor shall implement and maintain an occupational medicine program that is compliant with DOE, Federal, State, and local requirements. Responsibilities include operating existing on-site Occupational Health Units (OHU) at the MGN and PGH sites and managing the subcontract for the off-site OHU for the ALB site. The ALB site shall have equivalent occupational medicine and health support services available at the off-site OHU. The occupational medicine program support activities include, but are not limited to, the following elements:

- a) Providing licensed physicians and registered nurses support to the occupational medicine program for the existing on-site OHUs in MGN and PGH and the off-site OHU in ALB;
- b) Providing physician-prescribed standing orders for registered nurses;
- c) Performing comprehensive health evaluations and counseling. Examinations shall include the offering of Prostate-Specific Antigen (PSA) tests for men and PAP smears for women. The types of health evaluations offered include:
 - **Baseline:** offered to employees when hazards are associated with work execution.
 - **Medical Surveillance:** offered to employees whose work and potential exposures to hazards mandate their inclusion in the NETL medical surveillance monitoring program. Employees in at-risk positions include, but are not limited to: hazmat technicians, project technicians, facilities technicians, grounds and janitorial staff, field engineers, and ESS&H personnel.
 - **Voluntary:** offered to employees who are not already included in NETL's medical surveillance program. These examinations will be accommodated on a first-come, first-served basis as resources allow without interfering with medical surveillance examinations or emergency response activities.
 - **Return to Work:** offered to employees who have suffered from an occupational injury/illness. These employees must be cleared by the OHU prior to returning to work.
 - **Fitness for Duty:** offered to employees to determine the employee's ability to perform job duties safely based on surgical/medical diagnosis.
 - **Post-Incident:** offered to employees when a hazardous incident has occurred.
 - **Termination:** offered to employees who are separating from a position where there is an associated hazard, occupational injury/illness, or documented exposure.
- d) Providing fitness assessments for employees who are in the medical surveillance monitoring program or whose jobs require physical exertion, such as respirator use or climbing, and employees entering positions within the emergency response organization for which medical surveillance is a regulatory requirement;
- e) Providing first-aid and emergency care services at the MGN and PGH sites, and implementing and maintaining the Nurse Plus 24/7 program at the ALB site;
- f) Providing medical surveillance through monitoring job tasks, physical evaluations, and case management for occupational injuries/illnesses;
- g) Providing medical referral service;
- h) Providing information to patients about the Employee Assistance Program process;

- i) Providing counseling to NETL employees as needed;
- j) Providing and administering immunizations and other injections such as travel vaccines and annual flu vaccine;
- k) Providing for periodic beryllium testing, as needed, for employees associated with the ALB site (Federal and Contractor) in accordance with the Chronic Beryllium Disease Prevention Program.
- l) Maintaining the hearing conservation program;
- m) Providing professional consultation to the ergonomics program evaluators and employees with occupational cumulative trauma disorders;
- n) Providing support for the respiratory protection program by ensuring that employees, requiring the use of respirators as part of their duties, have annual fit tests and have medical clearance to comply with fit testing. The Contractor will be responsible for maintaining the equipment necessary to perform annual respiratory fit testing and tracking records/notifying employees and supervisors of the need for annual fit testing.
- o) Providing personnel to participate in NETL's emergency response program as emergency medical responders;
- p) Providing a link with industrial hygiene services to integrate industrial hygiene monitoring results with medical care;
- q) Providing training support to industrial hygiene personnel for programs such as hearing conservation and respiratory protection;
- r) Providing support for medical-related training including bloodborne pathogens, cardio-pulmonary resuscitation, first-aid, and automatic external defibrillator (AED);
- s) Maintaining medical equipment such as audiometer, spirometer, vision tester, Electrocardiogram (EKG) machine, and AEDs;
- t) Developing and maintaining a consistent process between the sites for recording data in the medical database;
- u) Maintaining employee records according to regulations;
- v) Conducting at least two (2) worksite visits per month to identify work-related health risks; and
- w) Developing a customer satisfaction survey to be issued to patients randomly in which results shall be reported annually to the DOE TCOR.

2. Wellness

The Contractor shall implement and maintain a wellness program that is compliant with DOE, Federal, State, and local initiatives. Responsibilities include operating existing on-site fitness facilities at the MGN and PGH sites, and implementing and establishing equivalent wellness program support services for the ALB site through an off-site venue. These services will be in accordance with American College of Sports Medicine (ACSM) guidelines and other appropriate guidelines. The Contractor shall provide high quality, well-promoted programs that target specific identified needs in a large diverse workforce. The wellness program support activities include, but are not limited to, the following elements:

- a) Employing appropriately qualified staff to perform wellness and health promotional activities for the on-site fitness facilities in MGN and PGH. Reference exhibit I of this PWS.
- The PGH fitness facility is located in a stand-alone building. It has a men's locker room with four showers and a sauna, women's locker room with four showers and sauna, ½ basketball court, spinning room, and a combined weight and exercise room. Existing equipment in the PGH fitness facility includes: spinning bikes, treadmills, steppers, arc trainer, elliptical, rowing machine, circuit training equipment, free-weight equipment, individual/group exercise functional training equipment, and team sports equipment.
 - The MGN fitness facility is located in a multi-use building containing offices, research projects, mailroom, and the Occupational Health Unit. There are full- functioning men's and women's locker rooms. The fitness facility has a combined weight and exercise room, a room for group classes, and a small room for ping pong or other fitness activities. Existing equipment in the fitness facility includes: spinning bikes, treadmills, steppers, arc trainer, elliptical, rowing machine, circuit training equipment, free-weight equipment, individual/group exercise functional training equipment, and a ping pong table.
 - ALB does not have an on-site fitness facility, however, the Contractor shall provide equivalent services to NETL employees through other means. The Contractor will continue to maintain membership at local health/fitness facilities for Albany site employees at a level negotiated by the Contractor and the DOE.
- b) Assisting the TCOR with development and implementation of fitness and health programs to support positive lifestyle changes that fit the needs of the employees;
- c) Encouraging employees to develop, enhance, and maintain healthy lifestyles through increased cardiovascular conditioning, muscular strength, endurance and flexibility by offering individual and group exercise programs such as: Pilates, yoga, resistance training, cardio conditioning, circuit training, core/abdominal, weight lifting, spinning, or other classes as determined by employee interest and program objectives. Classes are to be conducted based on employee interests and needs and will be offered at times conducive to employee participation;
- d) Providing wellness educational programs that support the mental, physical, and spiritual well-being of NETL employees including, but not limited to, weight management, smoking cessation, general health, exercise and nutrition advice, preventive health measures, cancer awareness, seat belt safety, and first-aid/CPR/AED training;
- e) Assisting employees in the pursuit of personal growth and the development of healthy habits;
- f) Continually assess the suitability of fitness equipment for changing program goals and employee usage, and evaluate new equipment and make recommendations for replacement of older equipment;
- g) Providing assistance to users in demonstrating safe and proper usage of exercise equipment;
- h) Promoting the fitness facility through various media (i.e., Intranet messages, bulletin boards, presentations, posters and articles in various site newsletters). Develop and post on the Intranet monthly fitness facility activity schedules for the MGN and PGH sites;
- i) Assessing body composition for employees, upon request, using current instrumentation;

- j) Balancing the usage of the facility space by alternating the exercise programs with the other interested parties; and
- k) Promoting nationally-directed wellness initiatives.
- l) Ensuring fitness equipment is kept clean by wiping down with a disinfectant once a day. The fitness staff shall encourage users to disinfect and clean equipment immediately after each use.
- m) Immediately reporting mechanical or safety issues with the fitness equipment to the TCOR. The fitness staff shall ensure that unsafe fitness equipment is properly secured so that it cannot be used.

3. **Ergonomics**

The Contractor shall implement and maintain an ergonomics program. Elements of this program shall include education, work site evaluation and analysis, training, and record keeping. Specific activities include, but are not limited to:

- a) Providing ergonomic evaluations for employees as requested;
- b) Providing expert consultation services for office and industrial workstation evaluations, including focused education and training;
- c) Developing specifications or recommendations for ergonomically-related equipment and corrective actions and ensure that corrective action is accomplished for workstations and work practices so that repetitive stress motion is reduced;
- d) Implementing and maintaining a back injury prevention and safe lifting program; and
- e) Preparing a report for each workstation evaluation, record evaluation findings, and track corrective actions.

4. **Industrial Hygiene**

The Contractor shall implement an industrial hygiene program in which a certified industrial hygienist shall be part of the on-site support staff. Industrial hygiene support activities include, but are not limited to:

- a) Performing sampling for various hazards such as air toxins, mold, radon, lead, and noise;
- b) Performing respirator fit testing for employees whose job duties require the use of a respirator;
- c) Sampling and monitoring for asbestos;
- d) Maintaining and updating an inventory of testing results for asbestos-containing materials (ACM), with a site survey to be conducted not less than once every 5 years. Updates include annual condition check of known ACM;
- e) Calibrating and maintaining all portable industrial hygiene monitoring equipment used in the execution of work described in this task; and
- f) Maintaining the respiratory protection and hearing conservation programs with assistance from the OHU.

5. **Personal Exposure and Workplace Monitoring**

The Contractor shall perform personal exposure and workplace environment monitoring and will maintain

and calibrate personal monitoring equipment. Personal monitoring equipment will be supplied to personnel working in environments with potential exposures to noise, radiation, chemicals, and other personal safety hazards. Personal exposure and workplace monitoring shall include measurement of the following:

- a) Noise to ensure that employees are properly entered into the hearing conservation program, and that no employee is exposed to noise levels above the OSHA permissible limits;
- b) Chemicals, including nanomaterials and asbestos, to ensure that employees are properly entered into NETL's medical surveillance monitoring program, and that no employee is exposed to unsafe levels of chemicals, asbestos, or other potentially hazardous materials per DOE, Occupational Safety & Health Administration (OSHA) regulations, American Conference of Industrial Hygienists (ACGIH) guidelines, or National Institute for Occupational Safety and Health (NIOSH) recommendations or consensus standards;
- c) Carcinogens and reproductive hazards to ensure that employees are properly entered into the medical surveillance monitoring program and to ensure that no employee is exposed to carcinogens or reproductive hazards at unsafe levels. The Contractor will list and track the reproductive hazards;
- d) Construction activities by conducting sampling and analysis of potentially hazardous materials/exposures related to construction/renovation/project activities.

6. Ventilation Program

The Contractor shall support laboratory and process engineering functions by:

- a) Performing exhaust ventilation surveys, evaluating ventilation, and providing recommendations for improvements;
- b) Performing face velocity or other measurements on existing and new hoods before their use and at least annually to coincide with the Safety Analysis Review System (SARS) assessment date to ensure compliance with NETL policy. The Contractor will alert the responsible DOE representative and project personnel of deficiencies in hood performance and tag out noncompliant hoods;
- c) Assessing performance of ventilation flow alarm systems in each fume hood and hazard control ventilation system;
- d) Assessing performance of local ventilation systems and devices for compliance with DOE determinations for proper performance level and alerting the designated DOE representative to any deficiencies. The Contractor will provide expert consultation and assistance to correct deficiencies;
- e) Providing indoor air quality monitoring and consulting services. The Contractor shall monitor indoor air quality and interpret results in response to complaints or concerns and provide recommendations for corrective actions; and
- f) Supporting the design of new or modified ventilation systems.

7. Radiation

The Contractor shall provide radiation monitoring (ionizing and non-ionizing) and radiation protection support and will assess the risks/impact to human health based on exposure monitoring results and will maintain an inventory of radioactive materials. Radiation support activities shall include the following:

- a) Conducting leak testing of radiation sources and shielding and control areas;

- b) Performing dosimetry calculations;
- c) Conducting exposure monitoring and record keeping;
- d) Conducting microwave leak/field strength monitoring (periodically);
- e) Providing updates to site radiation source inventory information; and
- f) Administering the radiation film badge program as requested.
- g) Provide radiation safety training as requested.

8. Personal Protective Equipment (PPE)

The Contractor shall evaluate and propose PPE use. PPE support activities shall include:

- a) Providing consultation services related to chemical hygiene and the use of PPE and provide PPE training as needed for:
 - NETL employees before they start new work activities with potential risks for exposure to hazards;
 - New employees when they begin work at NETL; and
 - Temporary Contractors before they begin work at NETL.
- b) Respirator fit testing for employees who must wear respiratory protection equipment for performing their jobs or as a part of the emergency response team;
- c) Identifying hazards, processes, or tasks that require PPE and provide specifications for PPE that is compliant with OSHA regulations or consensus standards for use, materials, and construction; and
- d) Maintaining, inspecting, and cleaning PPE equipment;

9. Hazards Communication (HazCom)

The Contractor shall implement a hazards communication program and provide support to maintain compliance with HAZCOM requirements by:

- a) Estimating exposure risk and recommending and implementing mitigating actions based on exposure risk;
- b) Implementing ES&H-related signs, labels, and identifier requirements;
- c) Providing specialized training/instruction on specific topics such as, showing maintenance crews how to cut lead-painted metal;
- d) Provide support for the organic peroxide shelf-life tracking program;
- e) Assisting NETL employees, who purchase chemicals or acquire them through other means, in obtaining Material Safety Data Sheets (MSDS's) for chemicals and chemical products that arrive on site without an MSDS, legacy chemicals that have been on site but do not have an MSDS, and chemicals produced on site that are identical in nature and characteristics to a product that already has an MSDS; and
- f) Maintaining the chemical inventory database and material safety data sheets.

10. Chemical Hygiene

The Contractor shall implement and maintain a chemical hygiene program. Chemical hygiene activities include the following:

- a) Providing expertise, assessment services, and consultation for safe chemical use, handling, and storage; and
- b) Providing consultation for materials covered by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), OSHA, Toxic Substance Control Act (TSCA), Resource Conservation and Recovery Act (RCRA), Emergency Planning and Community Right-to-Know Act (EPCRA).

11. Fire Protection and Life Safety

The Contractor shall implement and maintain a fire protection program and provide life safety support. Elements of the fire protection program include the following:

- a) Reviewing fire protection program plans and procedures annually and submitting suggested updates to reflect current site practices, and DOE and regulatory requirements;
- b) Providing technical reviews and consultation for life safety code compliance and fire protection facility feature and system modifications;
- c) Performing facility fire protection appraisals for existing facilities according to the cycle established by DOE;
- d) Preparing pre-fire plans and making them available to DOE and on-site personnel such as emergency response personnel and, site maintenance personnel; and
- e) Conducting annual fire extinguisher training. Educational materials shall be supplied to employees who are not in Emergency Response Organization (ERO) positions. HAZMAT technicians and employees who serve on fire watches as part of the welding operations requirements shall be given annual hands-on fire extinguisher training.
- f) Planning and submitting suggested ideas for themes/activities each year for the National Fire Prevention Week information campaign, including messages and information for the NETL Intranet post-it board.

Note: Conducting of fire drills is the responsibility of the Emergency Response Programs Support which would be issued under a separate task order, as required.

Supporting Functions**1. Directives Support.**

The Contractor shall assist with reviewing and revising NETL directives to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.

2. Training

Delivery of lecture-based health-related training.

3. Corrective Action

The Contractor shall implement on-site corrective/preventive actions associated with action plans

previously developed, self-assessments, and other types of internal and external reviews.

4. International Organization for Standardization (ISO) 14001/OHSAS 18001 Certification Initiatives and Internal Audits.

The Contractor shall support NETL's efforts to maintain ISO 14001 and OHSAS 18001 certifications as part of the ES&H Management System, and shall participate in NETL's internal audits and assessments.

Support activities include:

- a) Participating in planning and closeout meetings of internal audits; and
- b) Assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.

Deliverables

The following table contains the deliverables associated with this task. The list is not all inclusive and additional deliverables may be necessary as requirements change. A copy of each deliverable shall be provided to the TCOR.

DELIVERABLE	FORMAT	FREQUENCY
Report customer satisfaction survey results	As determined by the TCOR	Annually
Medical-related training (e.g., Blood Borne Pathogens (BBP), CPR/First-aid/AED)	Attendance lists	As required by the ESS&H training spreadsheet
Medical records	Format as per the OHM software	Maintained as needed
Weekly update reports	As determined by the TCOR. Information will include activities, results, and effects on NETL	Weekly by close of business each Friday
Ergonomic workstation evaluation findings report	As determined by the TCOR	Per evaluation request, as needed
IH Analyses	As determined by the TCOR	Per analysis, as needed
Asbestos Inspection/ Reinspection Form	NETL F 440.1-28	Per finding of previously unknown ACM, and per finding of change of condition of maintained-in-place ACM
Exposure monitoring reports	As determined by the TCOR	Per exposure, as requested per category (e.g., noise, indoor air, dosimetry)
Radiation inventory	As determined by the TCOR	Annually
Radiation monitoring	As determined by the TCOR	Leak testing results, as required
Personal protective equipment (PPE) hazards assessment	NETL Form 440.1-12/1 or similar format	As required by SARS assessments
Superfund Amendments and Reauthorization Act (SARA) Title III Reporting	Letter and Report for DOE signatures	Annually; at least 10 working days prior to due date
Chemical Inventory	Updated database	Weekly updates to database
MSDS Library	Updated database	Weekly updates to database
Chemical Inventory	Chemical inventory lists to RPs generated by the inventory database	Semi-annually
MSDS copies	Electronic copies for database, printouts for library and requestor	Per request

Material Safety Data Sheets for new materials	Standard MSDS format	Per request
National Fire Prevention Week Information Campaign	Annual plan of activities, actions, or events, including at least, Intranet message submittals	Annually by September 15th
Directives review and generation	Directives format	As needed or requested
Other inspection and assessment results	Information/audit reports	As requested

Performance Requirements

Performance is in accordance with the quality, schedule, and cost control performance measures as outlined in the PEP. The weight factor for each performance measure is as follows:

Performance Measure	Assigned Weight Factor
Quality of Work Products	50%
Quality of Work Processes	25%
Schedule	20%
Cost Control	5%
	100%

Performance expectations, evaluation method, and levels of performance are addressed in the following table:

PEP Performance Measure	Performance Expectation and Evaluation Method	Level of Performance
Quality of Work Products	Medical Services <u>Performance Expectation:</u> Medical services are provided as required by regulation or DOE requirements. <u>Evaluation Method:</u> Monthly statistics shall be provided by the Contractor and reviewed by the program manager. The number of late services, incomplete services, or incorrect services shall be counted and used to determine the level of performance.	Always complete = no issues
		Consistently complete = no more than 3 issues per month
		Mostly complete = no more than 5 issues per month
		Usually complete = no more than 7 issues per month
		Seldom complete = More than 7 issues per month
	Chemical/MSDS Inventory <u>Performance Expectation:</u> The chemical inventory and MSDS database is maintained, current, and has accurate information. <u>Evaluation Method:</u> Each performance period, a sample of chemical inventory/MSDS records shall be reviewed by the program manager for accuracy and currency. Discrepancies are counted and used to determine the level of performance.	Always accurate = no discrepancies
		Consistently accurate = no more than 3 discrepancies
		Mostly accurate = no more than 5 discrepancies
		Usually accurate = no more than 7 discrepancies
		Seldom accurate = more than 7 discrepancies
Reports/Plans	Always accurate = no errors in any reports	

PEP Performance Measure	Performance Expectation and Evaluation Method	Level of Performance
	<p><u>Performance Expectation:</u> All reports and plans (SARA Title III) required by DOE or an external regulatory agency are prepared accurately according to the DOE and regulatory agency’s requirements.</p> <p><u>Evaluation Method:</u> All reports required in the performance period are examined by the cognizant program manager to determine their accuracy. Errors are counted to determine the level of performance. Only substantial errors are counted, minor grammar, punctuation, and spelling errors are not counted. Errors or lateness caused by DOE provided information is not counted against the Contractor.</p>	<p>Consistently accurate = no more than 2 reports contain more than 1 error in each report or 1 report contains no more than 2 errors.</p> <p>Mostly accurate = no more than 3 reports contain more than 1 error in each report or 1 report contains no more than 3 errors.</p> <p>Usually accurate = no more than 4 reports contain more than 1 error in each report or 1 report contains no more than 4 errors.</p> <p>Seldom accurate = more than 4 reports contain errors or 1 report contains more than 4 errors.</p>
<p>Quality of Work Process</p>	<p>Adherence to NETL Procedures</p> <p><u>Performance Expectation:</u> All work is accomplished per NETL procedure or contract requirements including monitoring, maintaining inventories, equipment maintenance, NEPA analysis, directives input, and other analyses.</p> <p><u>Evaluation Method:</u> The number of deviations from NETL procedures are counted in the performance period by the task manager and used to determine performance. Only those deviations with a basis in NETL procedures will be counted against the Contractor.</p>	<p>Always executed to prescribed procedures = no deviations from NETL procedures</p> <p>Consistently executed to prescribed procedures = no more than 1 deviation from procedures.</p> <p>Mostly executed to prescribed procedures = no more than 2 deviations from procedures</p> <p>Usually executed prescribed procedures = no more than 3 deviations from procedures</p> <p>Seldom executed to prescribed procedures = more than 3 deviations from procedures</p>
<p>Schedule</p>	<p><u>Performance Expectation:</u> Reports, plans, and inventories are submitted on time.</p> <p><u>Evaluation Method:</u> The number of late reports, plans and inventories are counted. Documents that are late due to circumstances beyond the control of the Contractor are not counted.</p>	<p>Completed ahead of schedule = all documents submitted prior to their due dates.</p> <p>Completed according to schedule = no more than one document submitted late and no more than one week after due date.</p> <p>Mostly completed on time = no more than two documents are submitted late or one document more than one week late.</p> <p>Usually completed on time = no more than three documents submitted late or one document more than two weeks late.</p>

PEP Performance Measure	Performance Expectation and Evaluation Method	Level of Performance
		Seldom completed on time = more than three documents submitted late or one document more than three weeks late.
<p>Cost Control</p> <p>Cost efficiencies and circumstances beyond the control of the Contractor will be taken into consideration and scores will be adjusted accordingly.</p>	<p>Actual task costs have minimal to no variance from approved plan (calculated variance will be rounded down to the nearest tenth).</p> <p>Cost control measures are documented and include a description of the action taken as well as actual dollar amount saved to date and projected savings.</p>	<p>Actual costs are within 2% of the approved cost plan AND the Contractor submits no updated cost plans unless there is a change in scope AND the quality ratings (products and processes) in the PEP achieved an excellent score (3.5 or higher). The evaluator may also take into consideration cost efficiencies that were documented and confirmed in scoring an outstanding.</p> <p>Actual costs are within 5% of the approved cost plan AND the Contractor submits no updated cost plans unless there is a change in scope AND the quality ratings (products and processes) in the Performance Evaluation Plan (PEP) achieved a good score (3 or higher).</p> <p>Actual costs are within 10% of the approved cost plan AND the Contractor submits no more than one updated cost plan that is not related to a change in scope AND the quality ratings (products and processes) in the PEP achieved a good score (3 or higher).</p> <p>Actual costs are within 10% of the approved cost plan AND the Contractor submits no more than two updated cost plans that are not related to a change in scope.</p> <p>Actual costs are not within 10% of the approved cost plan AND the Contractor fails to adhere to the contract requirement for adjusting their cost plan when expected to be more than + or -</p>

DE-SOL-0003641

Sample Task Order 2 (including Exhibit I)

PEP Performance Measure	Performance Expectation and Evaluation Method	Level of Performance
		10% OR the Contractor submitted more than 2 revisions to the cost plans that are not related to a change in scope.

NETL-Morgantown

- Fitness Facility Square Footage = 2,920
- Equipment:

Cardio Equipment	Qty	Selectorized Equipment	Qty	Free-Weight Equipment	Qty	Free-Weights	Qty	Miscellaneous Accessories	Qty
Concept 2 Rower	1	Cybox Leg Extension	1	Cybox Adjustable Bench	1	Cybox EZ Curl Bar	1	Fluidity Fitness Bar	1
Cybox Arc Trainer	1	Cybox Leg Curl	1	Cybox Utility Bench	1	Cybox 5 ft. Straight Bar	1	Lat Bar	1
Cybox Recumbant Bike	1	Cybox Torso Rotation	1	Cybox Flat Bench	2	Cybox Rubberized Dumb bells 5-125 lbs	1 set each	Revolving D Handle Bar	1
Lifefitness Treadmills	2	Cybox Abdominal	1	Cybox Twin Tier DB Rack	2	Power System EZ Curl Bar	1	Multi-purpose V Bar	1
Precor Ellipticals	2	Cybox Hip Ab/Ad	1	Cybox Single Tier DB Rack	1	Power System 45# Plates	20	Tricept Pressdown Bar	1
Precor Steppers	2	Cybox Arm Curl	1	Cybox T-Bar Row	1	Power System 35# Plates	12	Single Grip Handle	1
StarTrac Spinning Cycles w/computers	11	Cybox Dip/Chin Assist	1	Hammer Strength Olympic Bench	1	Power System 25# Plates	12	V Grip Low Pulley	1
Woodway Treadmills	2	Cybox Training Tower	1	Hammer Strength Olympic Incline Bench	1	Power System 10# Plates	12	Revolving Straight Bar	1
Nu Step	1	Cybox Arm Extension	1	Hammer Strength Military Bench	1	Power System 5# Plates	12	Bull Rope	1
		Cybox Back Extension	1	Hammer Strength Iso Row	1	Power System 2.5# Plates	6	Nylon Ankle Strap	1
		Lifefitness Pec Fly/Rear Delt	1	Hammer Strength V-Squat	1	Power System Weight Tree	1	Cable Attach Rack	1
				Hammer Strength Seated Calf Raise	1	System Bar & Plate Rack	1	Everlast Training Bag	1
				Hammer Strength Power Rack	1	EZ Curl Bar	1	Accuflex 1	1
				Maxi Cam Scott Curl	1	Power System Lock Jaw Collars	8	Premium Club Mat	11
						Neoprene Dumb bells w/Storage Rack		Premium Yoga Mat	11
						Versaball 65cm	6	Yoga Straps	11
						Versaball 55cm	4	Yoga Blocks	11
						Versaball Rack	1	Pilates Rings, Firm	10
						Power System Elite Med Ball Tree	1	Pilates Rings, Moderate	10
						Power System 6 lb Med Ball	4	Pilates Rings, Light	10
						Power System 8 lb Med	4	Mesh Nylon Carry	3

Cardio Equipment	Qty	Selectorized Equipment	Qty	Free-Weight Equipment	Qty	Free-Weights	Qty	Miscellaneous Accessories	Qty
						Ball		Bag	
						Power System 10 lb Med Ball	4	Health Club Steps	10
						Power System 12 lb Med Ball	4	Pwr Sys Pro Stretch	1
						Power System 15 lb Med Ball	4	Pwr Sys Versa Disc	1
						Power System 20 lb Med Ball	4	Pwr Sys Wobble Board	1
								Beaded Jump Rope, 8 ft.	2
								Beaded Jump Rope, 9 ft.	2
								Beaded Jump Rope, 10 ft.	2
								Pwr Sys Sting Ray	1
								Pwr Sys Manta Ray	1
								Spri Resistance Tubing	30
								Auto BP Monitor	1
								Seca Digital Scale	2
								Tanita Body Comp Anal	1

NETL-Pittsburgh

- Fitness Facility Square Footage = 10,676
- Equipment:

Cardio Equipment	Qty	Selectorized Equipment	Qty	Free-Weight Equipment	Qty	Free-Weights	Qty	Miscellaneous Accessories	Qty
Cybox Treadmill	7	Cybox Leg Extension	1	Cybox Adjustable Bench	1	Cybox EZ Curl Bar	1	Fitness Bar	1
Arc Trainer 625AT	2	Cybox Prone Leg Curl	1	Cybox Utility Bench	1	Cybox 5 ft. Straight Bar	1	Lat Bar	1
Cybox Recumbent Bike	2	Cybox Torso Rotation	1	Cybox Flat Bench	3	Cybox Rubberized Dumb bells 5-125 lbs	1	Revolving D Handle Bar	1
Woodway Treadmill	1	Cybox Abdominal	1	Cybox Twin Tier Dumbbell Rack	2	Spri EZ Curl Bar	1	Multi-purpose V Bar	1
EFX 546i Elliptical	4	Lifefitness Hip ab/ad	1	Cable Crossover	1	45# Plates	20	Tricep Press Down Bar	1
C764 Stepper	2	Cybox Arm Curl	1	Cybox Leg Press	1	35# Plates	15	Single Grip Handle	1
Spinning Cycle w/computer	11	Cybox Dip/Chin Assist	1	Hammer Strength Olympic Bench	1	25# Plates	16	V Grip Low Pulley	1
Precor Treadmill	1	Cybox Back Row	1	Hammer Strength Olympic Incline Bench	1	10# Plates	20	Revolving Straight Bar	1
Rower	1	Cybox Shoulder Press	1	Hammer Strength Military Bench	1	5# Plates	18	20" Revolving Bar	1

Cardio Equipment	Qty	Selectorized Equipment	Qty	Free-Weight Equipment	Qty	Free-Weights	Qty	Miscellaneous Accessories	Qty
Lifefitness Upright Bike	2	Cybex Arm Extension	1	Hammer Strength Iso Row	1	2.5# Plates	9	Nylon Ankle Strap	1
		Cybex Chest Press	1	Hammer Strength Decline Bench Press	1	Weight Tree	4	Cable Attachment Rack	1
		Lifefitness Lat Pulldown	1	Hammer Strength Seated Calf Raise	1	Bar & Bar Rack	1	Everlast Training Bag	1
		Cybex Pec Fly/Rear Delt	1	Power Rack	1	EZ Curl Bar	1	Wilson Basketballs	2
				Dura Bar Pack	1 set	Rope Press Down	2	Premium Club Mat	10
				Hammer Strength Preacher Curl Bench	1	10# Kettlebells	10	Soccer Net	4
						Versaball 65cm	8	Indoor Soccer Ball	2
						Versaball 55cm	4	Outdoor Soccer Ball	2
						12# Kettlebell	1	Pilates Rings – Firm	10
						Elite Med Ball Tree	1	Mesh Pinnies	1 set
						Spri 6 lb Med Ball	4	Basketball Net	2
						Spri 8 lb Med Ball	4	Reverse Grip Cable Bar	1
						Spri 10 lb Med Ball	4	The Step	20
						Spri 12 lb Med Ball	2	Lean Muscle Model	1
						Spri 15 lb Med Ball	2	Fat Model	1
						Spri 20 lb Med Ball	2	Muscle Wall Chart	1
						Life Partner Stretch Machine	1	Beaded Jump Rope 8 ft.	2
						Kettlebell Rack	1	Beaded Jump Rope 9 ft.	2
						Agility Ladders	25	Beaded Jump Rope 10 ft.	2
						Green Mini Bands	25	Resistance Tubing	30
						Beaded Jump Rope, 9 ft	25	Xpress 10 Deluxe	1
						Pink Mini Bands	25	Scale	2
						12 lb Hex Dumbbells	6	Futrex 6100 Body Composition Analyzer	1
						15 lb Hex Dumbbells	6		
						20 lb Hex Dumbbells	6		
						25 lb Hex Dumbbells	4		
						Braided Xertube sc3	5		
						Braided Xertube sc4	5		
						Braided Xertube sc5	5		

**SAMPLE TASK ORDER 3
JANITORIAL SUPPORT SERVICES****TASK ORDER REQUEST INFORMATION:**

- a) Task Order Period of Performance – October 1, 2013 through September 30, 2014
- b) Type of Task Order – Firm Fixed Price
- c) Task Description – Janitorial Support Services (Pittsburgh, PA NETL site only)
- d) Location – Pittsburgh, PA NETL site only
- e) Travel – No travel anticipated
- f) Training – No specific training is anticipated

GENERAL REQUIREMENTS

- a) This is a Sample Task Order to be performed at the Pittsburgh, PA NETL site (only). The task involves 1) janitorial services and 2) recycling services. The task is covered by the Service Contract Act.
- b) The Government reserves the right to award the Task Order based upon the proposal submitted by the Offeror under this solicitation.
- c) Recycling requires the inclusion of an approach to track and report recycling proceeds and how those proceeds will be applied to offset the cost of the recycling program in accordance with the special Task Order Clause identified below.
- d) The Task Order does require on-call support based on approval by the Task Order COR.
- e) Special work hours: The contractor shall perform these services between the hours of 2:30 p.m. and 11:00 p.m. EST, Monday through Friday, excluding holidays observed by the Federal Government. The contractor shall provide a daylight crew consisting of no less than two (2) janitors (7:00 a.m. to 3:30 p.m. EST) for housekeeping/janitorial support as the need arises.

SPECIAL TASK ORDER INSTRUCTIONS:

- a) **The following Special Task Order Clauses apply to work under this Sample Task Order and would be incorporated into the final Task Order issued:**

SUSTAINABLE ACQUISITION UNDER JANITORIAL SERVICES CONTRACTS (MAY 2011)

Pursuant to Executive Orders 13423, Strengthening Federal Environmental, Energy and Transportation Management, and 13514, Federal Leadership in Environmental, Energy, and Economic Performance, the Department of Energy is committed to managing its facilities in a manner that will promote the natural environment and protect the health and well being of its Federal employees and contractor service providers. It is anticipated that the contractor will use Affirmative Procurement Program materials for this service contract. This will include paper products containing recovered material as designated by the Environmental Protection Agency. Additional information on this program may be found at <http://www.usda.gov/biopreferred>. This also includes use of biobased cleaning supplies designated by the United States Department of Agriculture (USDA) under the BioPreferred Products Program. Additional information about this program may be found at <http://www.biopreferred.gov/>. While no formal reporting is required by the contractor, the Department is required to provide an annual report on such matters and may request information regarding estimates of the quantities of such materials used under the contract.

As part of this solicitation, the Offeror will be asked elsewhere to submit these certifications:

52.223-1 Biobased Product Certification (Dec 2007)

52.223-17 Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts (MAY 2008)

In case of an apparent inconsistency between this provision and any specification elsewhere in the contract, consult the contracting officer for resolution.

RECYCLING PROCEEDS

The Contractor shall develop and submit for approval, an approach to identify recycling proceeds of the recycling program. This shall include reporting and tracking that clearly documents recycling receipts and proceeds obtained and a clear audit trail. A check for the recycling proceeds (in the same amount being reported) addressed to the U.S. Department of Treasury shall be submitted to the Contracting Officer. The check should be annotated with the contract number and note "recycling proceeds" on the face of the check.

FIXED-PRICE DEDUCTION PLAN

1. ADJUSTING PAYMENTS

52.246-4 INSPECTION OF SERVICES - FIXED-PRICE (AUG 1996)

- Under FAR 52.246-4 Inspection of Services-Fixed Price clause included in Section F of the master contract, payments may be adjusted if any services do not conform to contract requirements. This deduction plan in no way removes or restricts any of the Government's rights under the Inspection of Services clause of the master contract. The Contracting Officer or a designated representative will inform the Contractor, in writing, of the type and dollar amount of proposed deductions by the 10th workday of the month following the performance period for which the deductions are to be made.
- The Contractor may, within 10 working days of receipt of the notification of the proposed deductions, present to the Contracting Officer specific reasons why any or all of the proposed deductions are not justified. Reasons must be solidly based and must provide specific facts that justify reconsideration and/or adjustment of the amount to be deducted. Failure to respond within the 10 day period will be interpreted to mean that the Contractor accepts the deductions proposed.
- All or a portion of the final payment may be delayed or withheld until the Contracting Officer makes a final decision on the proposed deduction. If the Contracting Officer determines that any or all of the proposed deductions are warranted, the Contracting Officer shall so notify the Contractor, and adjust payments under the contract accordingly.

2. CRITERIA FOR DEDUCTIONS

If the contractor fails to perform work in accordance with the Performance Standards provided, fails to make corrections in accordance with the Quality Feedback Program, or omits work required, the Contracting Officer or designated representative shall give the contractor written notice of the deficiency. Once notified, if the contractor does not satisfactorily complete the work within the time allotted by the Contracting Officer or designated representative, the work shall be considered for deduction. At a minimum, failure to satisfactorily complete corrections of every two notified deficiencies will result in a performance deduction being taken. Where more than ten deficiencies are noted within any three month period of performance, the program will be considered "at risk" and every noted deficiency will be considered for deduction. These performance measures and deduction criteria in no way delete or alter the Government's rights under the inspection clause.

- a) Janitorial Services: In instances where janitorial services are not satisfactorily performed, maintained, policed or serviced as determined by the Contracting Officer's designated representative, in accordance with the Performance Standards provided, deductions shall be made based on the square footage of the entire affected room. (NOTE: In large open areas, the building support columns or other obvious dividers (e.g. systems furniture walls) should be considered in

determining the composition of a room when deductions are being made).

1. Work Required Daily or Frequently: If the contractor fails to perform satisfactorily or omits work required daily or scheduled for performance every 10 working days or more frequently, the contractor shall be requested to make immediate correction for this failure or omission. Every two consecutive notices received will be treated as a deficiency. Performance deductions will be made for the entire room area based on the square footage of that room. The square footage of the room shall be multiplied by \$3.03 per square foot to arrive at the performance deduction base price. The actual performance deduction amount shall be determined by dividing the performance deduction base price by 30 (30 days), multiplied by the number of days the area was not cleaned (i.e. 25 square foot room is not satisfactorily maintained for daily or frequent cleaning standards for 1 day would result in a deduction of 25 multiplied by \$3.03 divided by 30 for a total performance deduction of \$2.53).
 2. Work Required Weekly: If the contractor fails to perform satisfactorily or omits work required weekly, the contractor shall be requested to make correction for this failure or omission. Each item not corrected will be treated as a deficiency. Performance deductions will be made for the entire room area based on the square footage of that room. The square footage of the room shall be multiplied by \$3.03 per square foot to arrive at the performance deduction base price. The actual performance deduction amount shall be determined by dividing the performance deduction base price by 4 (4 weeks) (i.e. 25 square foot room is not satisfactorily maintained and corrective action is not satisfactory for weekly cleaning standards would result in a deduction of 25 multiplied by \$3.03 divided by 4 for a total performance deduction of \$18.94).
 3. Work Required Monthly, Quarterly, Semi-Annual or Annual: If the contractor fails to perform satisfactorily or omits work required monthly, quarterly, semi-annual or annual, the contractor shall be requested to make correction for this failure or omission. Each item not satisfactorily corrected will be treated as a deficiency. Performance deductions will be made for the entire room area based on the square footage of that room. The square footage of the room shall be multiplied by \$3.03 per square foot to arrive at the performance deduction base price. The base price will constitute the actual performance deduction for monthly, quarterly, semi-annual and annual requirements were satisfactorily performance is not accomplished. (i.e. 25 square foot room is not satisfactorily maintained and corrective action is not satisfactory would result in a deduction of 25 multiplied by \$3.03 for a total performance deduction of \$75.75).
- b) Recycling: In instances where recycling services are not satisfactorily performed, maintained, policed or services as determined by the Contracting Officer's designated representative, in accordance with the Performance Standards provided, deductions shall be made based on the total weight of recovered/recycled material. The total weight will be determined and multiplied by \$.57 per piece to arrive at the performance deduction base price. The actual performance deduction amount shall be determined by dividing the performance deduction base price by 4 (4 weeks) (i.e. 250 pieces are not satisfactorily recycled or recovered would result in a deduction of 250 multiplied by \$.57 divided by 4 for a total performance deduction of \$35.63).

Quality Assurance Quality Control

The contractor shall provide to the Contracting Officer and COR documentation of the contractor's Quality Assurance Quality Control Plan as related to work performed under this Task Order. This plan shall include schedules and responsibilities of the contractor's management staff as it relates to performing inspections and corrective actions.

PERFORMANCE WORK STATEMENT JANITORIAL SUPPORT SERVICES

1.0 GENERAL DESCRIPTION

The contractor shall provide to the U.S. Department of Energy's National Energy Technology Laboratory (NETL) all supervision, personnel, tools, equipment and services (excluding those items identified under the government-furnished section of the contract) to satisfactorily perform work in the areas identified in this Performance Work Statement (PWS). This PWS includes support in the areas of janitorial and recycling services at the NETL Pittsburgh, PA site located at 626 Cochran Mill Road, South Park (Brucecon), Pennsylvania and adjacent daycare.

2.0 JANITORIAL SERVICES

a) General Requirements

The contractor shall provide janitorial services for the NETL Pittsburgh site only. The contractor shall maintain a high standard of cleanliness and neatness in all office and laboratory areas at NETL for functions within their control. The current locations (and associated square footage) requiring janitorial services are designated in Exhibit I of this PWS. In office areas this includes, but not limited to: sweeping, mopping, dusting, polishing, waxing floors and furniture, washing interior and exterior (on ground level) of windows and interior walls, shampooing carpets and removing trash. In laboratory areas, this includes, but not limited to: sweeping, mopping, dusting, waxing floors, washing interior and exterior of windows, and removing non-hazardous trash. The contractor shall also provide daytime services for housekeeping/janitorial support as the need arises.

The contractor shall perform these services between the hours of 2:30 p.m. and 11:00 p.m., Monday through Friday, excluding holidays observed by the Federal Government. The contractor shall provide a daylight crew consisting of no less than two (2) janitors (7:00 a.m. to 3:30 p.m.) for housekeeping/janitorial support as the need arises. Possible alternative work schedules must have written CO and COR approval.

The contractor shall not be responsible for cleaning offices or any area that is locked during the contractor's regular scheduled hours of work, unless otherwise directed by the Task COR. The contractor shall not be provided keys to private offices or other areas at NETL except for areas required for storage of supplies and equipment needed for performance of this contract.

b) Performance

Cleaning. Cleaning tasks shall be performed in accordance with the Government approved cleaning schedule. The Contractor shall submit a cleaning schedule to the Task COR within 5 days of Task Order award. The Cleaning schedule shall meet or exceed the Government minimum expectations as identified in Section 3.0 of this PWS.

Water fountains, door jams, and glass surfaces shall be cleaned free from dirt smudges and fingerprints.

When the contractor is to provide waxing in the laboratories or in an on-going project area, the contractor shall coordinate the waxing schedule with the COR one week prior to proposed work. The waxing of the floors in these areas shall not be performed without the concurrence of the COR.

Refuse collection and disposal. Provide for the collection and disposal of non-hazardous waste in accordance with the requirements established by the Environmental Protection Agency (EPA), Pennsylvania Department of Environmental Resources, the Allegheny County Health Department, and

NETL Policy. Refuse collection and disposal services for which the contractor shall be responsible include, but are not limited to the following:

- The placement of dumpsters in locations approved by the TCOR.
- The removal of all refuse. The word refuse includes, but is not limited to trash, food waste, dry and wet garbage, rubbish, loose debris, small construction waste, plaster, lunch containers, wrappings, and scraps of wood and metal.
- Policing of loose refuse and litter spilled from containers while being emptied.
- Maintenance of central location where refuse is stored until removal.
- Maintaining Government-provided sealed refuse and garbage containers for cafeteria and food service areas to prevent pest infestation.
- Collection and removal of all loose paper on the floor, trash placed in garbage cans, and other discarded material labeled as trash.
- Removal of foreign materials from floors, and areas that become wet from bad weather.

In addition to the work specified herein, the following additional duties shall be performed by the contractor in conjunction with the cleaning operation.

- All dispensers in the rest rooms and shower rooms shall be filled with an adequate supply of paper towels, toilet paper, sanitary napkins, soaps, and other items necessary for that area.
- Reporting fires, hazardous conditions, and items in need of repair, including non-functioning lights, water leaks, drain blockages, and other noticeable maintenance needs.
- Closing windows and doors and turning off lights when not in use. Room doors and building entrances shall not be locked unless specifically identified by the Government.
- Turning in all found articles to the Security Office.

3.0 SCHEDULE

Cleaning tasks shall be performed in accordance with the approved contractor's schedule. The following schedule shall constitute the minimum standard for an acceptable cleaning schedule. The contractor is required to come up with their own written schedule in accordance with requirements of this PWS. This information is required to be taken into consideration by the contractor in the development of the submitted contractor schedule. Upon approval by the Government, the contractor schedule shall represent the approved cleaning schedule to be followed. These minimums are to be used to define the level of acceptable performance in addition to the Performance Standards set forth in this section.

- All office areas, hallways, entry ways, staircases, elevators, restrooms, reception areas, libraries, breakrooms, cafeteria dining areas, conference rooms, and all other areas used on a daily basis should be cleaned on a daily basis. Laboratories shall be cleaned as requested by the person responsible for the laboratory.
- Daily Cleaning:
 - a) Vacuum carpeting.

- b) Sweep and damp-mop tile floors, stairwells, and corridors.
 - c) Empty all trash receptacles and wastebaskets and dispose of paper and cartons marked as “trash”. Trash shall be placed in plastic bags and put in outside dumpsters.
 - d) Dust and clean tops of desks, work surfaces, book cases, and file cabinets. Small items on desks shall be moved for underneath cleaning, but no cleaning shall be required for cluttered desks.
 - e) Wash glass in main entrance doors.
 - f) Clean blackboards and dry-erase boards with materials that will permit writing after cleaning. Do not clean boards on which there is any writing or drawing unless otherwise instructed.
 - g) Clean and disinfect all rest room floors and fixtures. No accumulations or stains will be permitted.
 - h) Replenish soap, towels, toilet paper, toilet seat covers, and sanitary napkins.
 - i) Spot clean smudges, fingerprints, etc., from doors, walls, and glass.
 - j) Clean drinking fountains, assuring removal of residues or stains.
 - k) Mop shower room floors.
 - l) Sweep cafeteria dining area floor and scrub or sponge-mop main walkways and other areas as needed.
 - m) Polish mirrors, bright metal work, and faucets in rest rooms.
 - n) All uncontaminated cardboard shall be placed in the cardboard recycling bin. All trash shall be removed from these cardboard boxes prior to the cardboard being placed in the recycling bin.
- Weekly Cleaning:
 - a) Damp wipe all metal push plates, kick plates, and door hardware.
 - b) Dust all windowsills, Venetian blinds, and baseboard heaters.
 - c) Wash partitions in rest rooms.
- Monthly Cleaning:
 - a) Wash glass in doors of offices and laboratories.
 - b) Scrub shower room floors with floor machine.
 - c) Spray-buff waxed asphalt tile floor areas (except in rest rooms) using wax of approved non-slip characteristics.
 - d) Wash window sills and baseboard heaters.
 - e) Scrub floor in the cafeteria dining area.
 - f) Dry clean or shampoo carpets in high-traffic areas of Buildings.
- Quarterly Cleaning:
 - a) High clean all areas.
 - b) Dry clean or shampoo carpets as needed.
- Semi-Annual (twice per year) Cleaning:
 - a) Dust or vacuum all air conditioning outlets and air grilles.
 - b) Wash all interior windows and all exterior windows that can be reached from ground level.
 - c) Shampoo all carpets.
 - d) Strip and re-wax tiled floors.
 - e) Wash walls in rest rooms.
- Annual Cleaning:

- a) Wash all walls and dust ceilings and stair handrails.
- b) Wash walls, ceilings, and railings in elevators.
- c) Clean upholstered chairs and systems furniture.
- d) Wash wastebaskets

The Contractor's cleaning schedule shall include a proposed schedule to accomplish the below list, at a minimum:

- Vacuum carpeting.
- Sweep and damp-mop tile floors, stairwells, and corridors.
- Empty all trash receptacles and waste baskets and dispose of paper and cartons marked as trash. Trash shall be placed in plastic bags and put in outside dumpsters.
- Dust and clean tops of desks, work surfaces, bookcases, file cabinets, credenzas, window sills, radiators, computer monitors, copy machines, printers, FAX machines, tables, chairs, air vents, phones, venetian blinds, baseboard heaters, and any other surfaces that accumulate dust. The contractor shall use "Endust®" or a similar product in dusting operations. Small items on desks shall be moved for cleaning the desk surface, but no cleaning shall be required for cluttered desks.
- Clean blackboards and dry erase boards with materials that will permit writing after cleaning. Do not clean boards on which there is any writing or drawing unless otherwise instructed.
- Clean and disinfect all rest room floors and fixtures. No accumulations or stains will be permitted.
- Replenish soap, towels, toilet paper, toilet seat covers, and sanitary napkins.
- Spot clean smudges, fingerprints, etc., from doors, walls, and glass.
- Clean drinking fountains, assuring removal of residues and stains.
- Mop shower room floors.
- Sweep cafeteria dining area floor and scrub or sponge mop main walkways and other areas as needed.
- Polish mirrors, bright metal work, and faucets in rest rooms.
- Place all uncontaminated cardboard boxes outside office/work area where the contractor will pick up with trash and remove to the recycling area. Remove all trash from these cardboard boxes prior to recycling.
- Damp-wipe all metal push plates, kick plates, and door hardware.
- Wash partitions and walls in rest rooms.
- Bonnet clean high-traffic areas on 920 plateau (main corridors and area in front of elevators, stairwells and water fountains) as needed.
- Wash glass in doors of offices and laboratories.
- Scrub shower room floors with floor machine.
- Spray buff-waxed asphalt-tile floor areas (except rest rooms) using Government-furnished non-slip wax.
- Wash window sills and baseboard heaters.
- Scrub floor in the cafeteria dining area.
- Dust or vacuum all air conditioning outlets and air grilles.
- Wash all interior and exterior windows and doors at entry ways to Buildings 920, 921, 922, 925, 58, 84, 86, 94 and 95 on an as needed basis. Note: NETL is responsible for the twice annual cleaning of all windows on site.
- Shampoo all carpets except those in Building 925 on an as needed basis.
- Strip and re-wax tiled floors on an as needed basis.
- Clean all walls and dust ceilings and stair handrails.
- Clean walls, ceilings, and railings in elevators.
- Clean upholstered chairs and systems furniture.
- Wash waste baskets.

4.0 OPERATION OF RECYCLING PROGRAM

The contractor shall be responsible for supporting the operation of the recycling program in accordance with NETL guidelines and Operational Policies and Procedures. All recycling activity is to be performed in compliance with the latest revision of Pennsylvania Act 101 (Recycling Guidelines) and NETL Guidelines.

A notebook containing floor plans of NETL buildings shall be maintained showing the location of the recyclable collection points. Site-wide collection of recyclable items including the contents of all recycling bins whose contents shall include but not be limited to newspapers, magazines, mixed office paper, and plastic and aluminum beverage containers shall be performed on a regular basis with other collections performed utilizing an on-call basis. The contractor shall be required to perform daily checks and cleaning to ensure the recycling area is highly maintained.

The contractor shall also collect and dispose of aluminum cans and plastic drink containers (marked PETE 1 & 2 only) from NETL to approved recyclers. The contractor is authorized to use General Services Administration (GSA) vehicles for the delivery of paper and plastic and aluminum containers to the recyclers.

5.0 RECOVERY OF RECYCLABLES

The contractor shall be responsible for maintaining an appropriately trained, physically able, totally dedicated individual available on a part time, as needed basis to sort the contents of bins into the following classes of recyclable materials:

- mixed office paper,
- three-ring loose-leaf binders,
- magazines,
- newspapers,
- textbooks,
- miscellaneous other bound documents [to include Codes of Federal Regulations(CFRs)],
- scrap metal,
- small electronic equipment (calculators, etc.).

Each class of recyclable material shall be placed into a separate receptacle. Time management is expected employed in the operation of this activity. It is expected that should not take more than two hours to sort any one bin. If efforts are taking longer than expected, then the contractor shall take into consideration placing the remaining unsorted items into the regular trash.

The following is the hierarchy of sorting preferences for the Government:

- All those items which normal appear in the “mixed office paper” bins (easily-removed “XEROX-type” paper, manila folders, and blue “special attention” envelopes, etc.);
- loose-leaf binders shall be emptied of papers and, if in relatively good condition, placed into a bin (papers removed from binders shall be separated into mixed office paper (to be placed into the appropriate bin) and “other” to be classified if time permits;
- magazines;
- newspapers;
- textbooks (for later additional handling as time permits);
- and CFRs.

Guidance (On-The-Job Training) shall be provided by the contractor’s recycling person, the federal recycling program manager, and the SSC ergonomics specialist.

Personal protective equipment is expected to be utilized in the performance of this activity. At a minimum, the contractor shall have their employee provided with protective eye-wear and leather gloves designed to prevent skin puncture. All work shall take place in a position to minimize or prevent occupational injuries, taking into account proper ergonomic practices.

6.0 EQUIPMENT AND SUPPLIES

All supplies (including trash receptacles and dumpsters), materials, equipment and vehicles, except uniforms, needed by the contractor to perform the work described in this PWS shall be furnished by the Government. The use of GSA vehicles off-site will be limited to official Government business as coordinated with the TCOR.

a) Limitations

The contractor shall not engage in the following activities:

- Removal of hazardous materials or cleaning of laboratory sinks, counter-tops, or equipment. Entry into areas requiring special clothing for protection against hazardous materials is prohibited.
- Under this task, the contractor is neither required nor authorized to perform work that is not set forth in this PWS.

b) Maintenance of Government-Supplied Equipment

The contractor shall be responsible for minor preventive and corrective maintenance of Government-supplied equipment. The contractor shall be responsible for identifying any major maintenance requirements and shall report these requirements to the COR. All major maintenance work shall be coordinated and approved by the COR. The necessary documentation and record keeping including a thorough maintenance log) shall be maintained and submitted to NETL as required.

7.0 SAFETY AND HEALTH

The contractor shall implement their integrated safety management (ISM) plan as related to janitorial and recycling services performed under this task and in accordance with DOE P 450.4, Safety Management Policy and Integrated Safety Management System Guide, DOE G 450.4-1, Volumes 1 and 2.

Contractor personnel shall be required to attend, at a minimum, ES&H training equivalent to eight person-hours per employee per year. This will include HAZCOM, PPE, IOS 14001, and Hearing Conservation training. The contractor shall give safety briefings to personnel and maintain records of attendance for periodic safety briefings conducted by supervisors.

The contractor shall assure that at least two of the grounds maintenance staff maintain Commercial Driver's Licenses (CDL) issued by the Commonwealth of Pennsylvania. These licenses are required for over the road operation on some of NETL's trucks used in the performance of this contract.

8.0 QUALITY ASSURANCE AND QUALITY CONTROL

The contractor shall provide to the Contracting Officer and COR documentation of the contractor's Quality Assurance and Quality Control process and how it applies to the work described in performance of the requirements of this PWS. The contractor shall implement a feedback system and address items such as responsiveness, quality, and courtesy.

9.0 GOVERNMENT QUALITY ASSURANCE SURVEILLANCE PLAN

NETL shall utilize a Quality Assurance Surveillance Plan (QASP) in identification of surveillance methods to be utilized in monitoring the contractor’s performance. NETL reserves the right to evaluate the progress of this task in terms of effectiveness and safety, and to require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

The Government shall initiate a two step approach to evaluation of the contractor’s performance. These steps shall include Quality Assurance Inspections and a Quality Feedback Program.

The contractor through innovation, technology, or other means, shall perform the required cleaning services at frequencies determined by the contractor (meeting or exceeding the minimum schedule of performance and performance standards provided). Assessment of performance will be based on the Government’s evaluation of the end results in accordance with the PWS requirements. The evaluation of results will be based on the outcome of the inspections and feedback program.

The Government and the contractor shall establish and maintain a customer-based Quality Feedback Program. The program shall consist of, at a minimum:

- a) All complaints will go to the contractor. The contractor shall respond to the complaint (work covered under the contract) and will follow-up with the customer to determine level of satisfaction.
- b) The Government and the contractor shall administer the customer feedback program. The contractor will ascertain the level of satisfaction with the contractor’s cleaning based on the complaints or compliments received. The contractor will be required to maintain a log of comments received, the nature of the comment, and if corrective action was initiated and time frame for completion. The COR shall be given a copy of the log monthly or more recent as requested.
- c) The COR shall review the log and evaluate the contractor’s performance and response to the comments.
- d) The contractor shall conduct regular performance meetings with their employees to discuss the feedback provided and corrective actions taken to prevent recurrence.

10.0 DELIVERABLES

The following table contains the deliverables associated with this task. All deliverables shall be submitted to the TCOR. The list is not all inclusive and additional deliverables may be necessary as requirements change.

DELIVERABLE	FORMAT	FREQUENCY
Contractor Cleaning Schedule	No specified format	Once, within 5 calendar days from Task Order Award
Cleaning Maintenance Log	Format as specified by TCOR, must include at a minimum the following items: - Inspection checklists. The inspection checklist shall include every area of the operation	Performed and Maintained weekly, submitted as requested by TCOR

	<p>serviced by the contractor, any deficiencies noted and corrective action taken to correct deficiencies.</p> <ul style="list-style-type: none"> - Feedback reports from special assignments covered by customer generated requests (Work Orders) highlighting performance characteristics such as responsiveness, quality, and courtesy. - Maintenance observations. - Quality Feedback reports as required under the Quality Feedback Program, corrective action taken on deficiencies and the response time for customer satisfaction. 	
Recycling Receipt	<p>The project deliverable would consist of the total weight of recovered, recyclable material. This would be measured by weighing the full bins prior to sorting/recovery activity and weighing the bins containing remaining non-recyclable material after each sorting event.</p>	As completed
Quarterly Recycling Report	<p>Format shall be approved by the Task COR. The report shall include amounts of paper, plastic and aluminum containers, etc., collected in pounds, amounts recycled in pounds, and recycling costs. This report shall also include any problems and complaints encountered during the quarter. The format shall be proposed by the contractor no later than 30 days after award of this Task Order.</p>	<p>15th day of the Month following the reporting period. These reports shall be submitted to the TCOR, Contract COR, and Contract Specialist.</p>
Monthly Recycling Report	<p>The contractor shall provide informal electronic (e-mail) monthly reports to the Task COR. The report shall include the same information requirements that are listed for the quarterly recycling report.</p>	<p>10 days after the end of each Month (this monthly report is not required in months that require the quarterly report).</p>

11.0 PERFORMANCE STANDARDS

The following performance standard definitions shall be utilized to determine the minimum level of acceptable performance.

Bright Metal Polishing: Bright metal surfaces shall have a polished and lustrous appearance.

Carpet/Rug Shampooing: All carpets/rugs shall be clean, free of spots, gum, crusted material, spillages, and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing.

Carpet Spot Cleaning: Buildup, spillages or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing or carpet. Cleaned areas shall blend with adjacent areas.

Cleaning Ash Receptacles: Cigarette butts, matches and other discarded material shall be removed from the receptacle and the receptacle wiped so that it is free of dust, ashes, odors, tar and streaks and nicotine stains.

Cleaning Drinking Fountains: The porcelain or stainless steel surfaces shall be clean and free of dust, spots, stains and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustations.

Cleaning Elevator Floor Track: Floor track shall be clean and free of debris, dirt and grime.

Cleaning Floor Mats: Mats shall be clean and free of dirt, grime, gum, stains and any buildup and crusted material.

Cleaning Telephone Areas: Vertical and horizontal surfaces shall be clean and free of dirt, streaks and spots.

Cleaning Thresholds: Thresholds shall be clean and free of oil, grease, dirt and grime.

Cleaning Wastebaskets: Wastebaskets shall be free of spillage, dust, debris and residue. Plastic liners shall not be torn, worn or contain residue.

Cleaning Wood Paneling: Paneling shall be free of soil substances, dust, streaks and spots.

Crystallization: Floor shall have a durable, slip-resistant finish with a uniform gloss that resists scuffs and black marks.

Damp Mopping and Spray Buffing: Floors shall be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area should have a uniform luster. There shall be no buildup of finish in corners or crevices.

Damp Wiping: All dirt, dust, water stains, spots, streaks and smudges shall be removed from the surfaces.

Drapery Cleaning: Drapes shall be clean and free from direct dirt and other debris. Drapery material shall remain free of rough areas and/or snags.

Dusting: There shall be no obvious dust streaks. Corners, crevices, molding and ledges shall be free of all obvious dust. There shall be no oils, spots or smudges on desk glass or dusted surfaces.

Finishing: Walls, baseboards and other surfaces shall be free of finished residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster and be slip resistant.

Fixture Cleaning: Wash basins shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture. Bright metal surfaces shall have a polished and lustrous appearance.

Glass Cleaning: Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy.

High Cleaning: Surfaces shall be clean and free of dust, cobwebs, etc. Where glass is present, both sides shall be clean and free of streaks.

Policing: Applicable areas shall be free of all paper, trash and other discarded materials. Ash receptacles shall be neat and presentable in appearance. There shall be no evidence of wads of gum, spots of tar, wet areas or other foreign substances on floors. Drinking fountains and glass surfaces shall present a clean appearance.

Polishing: Surfaces shall be free of smears, stains and finger marks. They shall be clean and bright and polished to a uniform luster.

Recyclable Materials: Materials in containers earmarked for recycling shall be removed and placed in an area designated by the Contracting Officer's Representative. Recyclable materials shall not be mixed with trash. Recyclable material shall be stored in containers clearly marked and identified for those specific materials. Materials shall be picked up at a minimum on a weekly basis.

Recycling Reports: The Quarterly written recycling report shall be submitted by the 15th day of the month following the reporting period. This report shall contain information on the amount of paper, aluminum cans, and other recycled materials collected and the cost involved the recycling program.

Servicing: All dispensers shall be filled with provided supplies; soap must be compatible with the provided dispenser. Waste receptacles shall be emptied. Sanitary napkin receptacles shall be emptied, disinfected, and a new bag inserted.

Solid Waste Collection: All solid wastes generated shall be collected and removed to storage areas designated for trash by the Contracting Office's Representative. Ashtrays shall be free of residue, streaks and spots.

Spot Cleaning Walls: Wall surface shall be free of smudges, marks, dirt and spots. These shall have been removed without obvious discoloration.

Storage Space: Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

Stripping: All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns or scuff marks. There shall be no buildup in corners or crevices. **NOTE: UNDER NO CIRCUMSTANCES SHALL DRY STRIPPING METHODS BE USED.**

Surface and Fixture Cleaning: All fixtures and surfaces shall be clean, bright and there shall be no dust, spots, soil substances, discolorations, rust, green mold, encrustations, or excess moisture.

Sweeping, Wet Mopping or Scrubbing: The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces,

crevices, tracks, baseboards, and corners shall be clean and dry.

Sweeping (Outside Areas): Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked up.

Thorough Dusting: There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dust surfaces caused by dusting tools.

Thorough Sweeping: Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

Thorough Vacuuming: Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpets shall generally lie in one direction upon completion of the vacuuming task.

Venetian Blind Dusting: All surfaces shall be free of dust.

Wall Spot Cleaning: Smudges, marks or spots shall have been removed without causing unsightly discoloration.

Wall Surfaces: Walls such as masonry, wood, vinyl, cloth fabric and painted wall surfaces shall be uniformly cleaned free of dust, spots, stains and discolorations.

Wood Polishing: Wood surfaces shall be clean and free of smudges and residue.

CHILD CARE CENTER REQUIREMENTS

The contractor shall provide janitorial services to the Child Care Center in accordance with the National Association for the Education of Young Children (NAEYC) standards for child care center cleaning (see attached standards and standards checklist also available at http://www.naeyc.org/files/academy/file/Cleaning_and_Sanitation_Chart.pdf). The contractor shall perform all cleaning referenced in the standards except for those noted to be performed by the "CC Provider" (CC Provider is the operator of the Child Care Center (e.g. teachers or daycare provider). Operations involving machinery shall be coordinated with the Child Care Provider to assure safety for both the children and the workers.

NOTE: Employees cleaning child care centers are subject to Federal, State, and local laws governing health screening requirements prior to commencing employment. The Contractor shall certify and provide the evidence that all personnel assigned to work in the day care center have been tested for tuberculosis. The verification shall be received by the Property Management Center Director at least one week prior to the employee starting work. Also, personnel assigned to work in the day care center shall have Child Abuse History Clearances.

NOTE: All cleaning employees must use NETL provided electronic access cards to sign in and sign out of the child care center.

Exhibit I

LOCATION OF JANITORIAL SERVICES

Locations requiring janitorial services include the following:

Building	Restrooms per Building	Kitchenettes per Building	Square Footage to be Cleaned	Laboratory Square Footage to be Cleaned
58	4	4	24,375	
74	1		1,550	6,601
83	4		22,850	10,108
84	6	3	26,161	17,660
86			1,180	
89			129	
91			548	
93	1		3,412	
94	5	1	15,291	25,623
95	2		2,616	
141	4		8,849	
167	2		8,397	
901	1	1	3,078	
902	1		482	
903	2		2,876	
920	4	1	9,096	
921	4	1	20,784	
922	16	3	66,518	
923	1		249	
925	5	1	7,422	
Trailers	2	1	7,140*	
Total			233,003	59,992

In addition, there are three (3) picnic shelters with a total square footage of 1,500 and six (6) smoke shelters with a total square footage of 480.

*Services are only to be performed after written authorization by the Contracting Officer.

A model national cleaning specification was developed in FY 07 and the section pertaining to child care facilities is included. Our cleaning requirements are based on the requirements of the National Association for the Education of Young Children (NAEYC) accreditation criteria and that checklist is also included.

Cleaning that is provided to child care centers is above general cleaning that would be provided to regular office space in a federally owned or leased facility. This level of cleaning is appropriate for a child care facility where maintaining the highest level of sanitation is critical to the health of children in group settings.

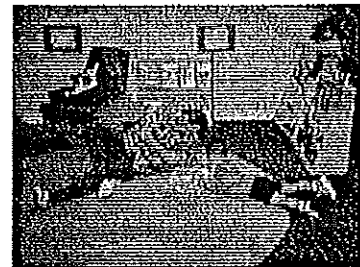
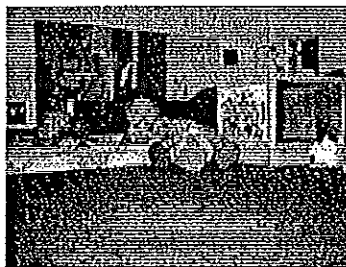
Because sanitizing, to kill germs, is so critical in child care centers, performance based specs are difficult to use in this space. You can not judge by looking if a bathroom or floor has been sanitized. The model spec is written with "minimum" cleaning requirements in critical areas along with very clear performance standards to be used for the child care space.

Child care staff should be cleaning the children's toys and shelves. Child care staff should be cleaning the inside of appliances. Child care staff should be cleaning animal cages.

Questions on cleaning or health issues can be directed to the RCCC or use the handbook "Caring for our Children, National Health and Safety Performance Standards: Guidelines for Out of Home Child Care Programs" written by the American Public Health Association and American Academy of Pediatrics. <http://nrc.uchsc.edu/CFOC/index.html>

Cleaning in child care centers is more costly than your office cleaning. You can bench mark these cleaning costs using BOMA data for hospitals in similar markets.

Floors:



The "work area" in a child care center is the floor. Children spend most of their time on the floor. Floors have to be cleaned (vacuumed, wet mopped and sanitized) every day. Carpet shampooing is performed quarterly. Centers should have a shoeless environment policy in the infant spaces. As infants put everything into their mouths, keeping this floor area clean is critical. Infant spaces need to be shampooed monthly.

Glass:



Visibility in child care centers is critical for the proper supervision of children as well as allowing children to see where they are, and what is around them. Windows and view panels have to be spot cleaned daily.

Messy play /eating:



Sand and water tables and everything that goes in them: bubbles, sand, flour, oatmeal, oil, rice etc. are a mess and they often leave a mess. This type of play is important for children's development. We do not want to eliminate this activity. Talk with the director about problems. Children and staff should be doing a certain amount of immediate clean up. If they need a small broom, mop or dustbuster let's make sure they have them. One other idea is to have sand and water tables on a larger walk off mat that can contain some of the sand etc. in place.

Pest Control:

Attention must be paid to how pest control is accomplished in the child care center and on the playground. Traps can not be accessible to children. Perhaps the slightly more expensive glue traps will need to be used instead of snap traps. Check the guide "Caring for Our Children" for individual questions and use of poisons and pesticides.

The attached checklist can be used by the center director to facilitate inspection of the center cleaning if you are having issues.

Mold contamination is a concern with children. Check the safety/environmental section of this guide for more information.

Child Care Center Cleaning Standards
Merger of NAEYC Accreditation and GSA Criteria

Room Cleaning	Clean	Sanitize	Frequency
Empty waste baskets	x		Daily
Dust horizontal surfaces of all adult furniture, building ledges	x		Daily
Clean glass table, desk tops	x		Daily
Countertops/tables	x	x	Daily and when soiled
Clean sinks and mirrors, supply paper towels & soap	x		Daily
Sweep and mop or scrub floor	x	x	Daily and when soiled
Thoroughly vacuum all carpets & large area rugs	x		Vacuum daily when children are not present. Clean with a carpet cleaning method approved by the local health authority. Clean carpets only when children will not be present until the carpet is dry. Clean carpets at least monthly in infant areas, at least every three months in other areas and when soiled.
Spot clean carpet to remove spots	x		Daily
Spot clean walls, windows and view panels and mirrors	x		Daily
Food preparation and service surfaces	x	x	Before and after contact with food activity; between preparation of raw and cooked foods
Door and cabinet handles	x	x	Daily and when soiled
Mops and cleaning rags	x	x	Before and after a day of use, wash, rinse, and sanitize mops and cleaning rags.

Toilet Cleaning	Clean	Sanitize	Frequency
Sweep and wet mop or scrub floors using a cleaner-disinfectant	x	x	Daily
Clean all surfaces and fixtures to include mirrors, waste receptacles wall surfaces and dispensers utilizing a cleaner disinfectant	x	x	Daily
Empty waste receptacles, service towels, soap and toilet paper	x	x	Daily and when soiled
Handwashing sinks, faucets, surrounding counters	x		Daily and when soiled
Soap dispensers	x	x	Daily and when soiled
Toilet seats, toilet handles, cubicle handles and other touchable surfaces, floors	x	x	Daily or immediately if visibly soiled
Toilet bowls	x	x	Daily
Doorknobs	x	x	Daily

Soiled Diapers Receptacles	Clean	Sanitize	Frequency
Remove and seal plastic bags containing soiled diapers to designate area.	x		2X Daily

Police	Clean	Sanitize	Frequency
Remove trash, clean drinking fountains and clean door glass to remove fingerprints, smudges, etc	x		Daily
Remove trash from out door play area	x		Daily

Office Space	Clean	Sanitize	Frequency
Dust vertical and under surfaces of furniture (knee wells, chair rung, table leg, etc)	x		Weekly

Floor Maintenance	Clean	Sanitize	Frequency
Damp mop and spray buff all hard and resilient floors (following manufactures guidelines)	x		Weekly

Glass & Wall Surfaces	Clean	Sanitize	Frequency
Damp wipe both sides of glass in doors view windows, partitions, and book cases and any other glass within 70" of the floor	x	x	Monthly
Spot clean wall surfaces	x	x	Monthly

High Clean	Clean	Sanitize	Frequency
Dusting or vacuuming all surfaces and objects approx. 70" or more from the floor.	x		Quarterly

Carpet Cleaning	Clean	Sanitize	Frequency
Shampoo or dry clean all carpet. Note: Recommend scheduled on weekends.	x		Quarterly

Wash Walls	Clean	Sanitize	Frequency
Wash walls using a germicidal solution as prescribed by COG	x		Annually

Strip and Refinish	Clean	Sanitize	Frequency
Strip and refinish bare floor area using approved methods and chemicals	x		Annually

Child Care Cleaning Accomplished by the Provider

You can expect the child care staff to clean the toys and children's furniture. While an exact frequency is not prescribed if you find things dirty you can ask them to clean them.

The staff is also responsible for cleaning the kitchen appliances interior. It would be expected that the janitors would wipe down the appliance fronts if you have commercial equipment.

Strip and Refinish	Clean	Sanitize	Frequency
Small rugs	x		Shake outdoors or vacuum daily. Launder weekly.
Utensils, surfaces, and toys that go into the mouth or have been in contact with saliva or other body fluids	x	x	After each child's use; or disposable, one-time use utensils or toys.
Toys	x	x	Weekly and when soiled
Dress-up clothes not worn on the head	x		Weekly
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloths, and machine-washable cloth toys	x		Weekly and when visibly soiled (used only by one child)
Hats	x		After each child's use (or use disposable hats that only one child wears)
Cribs and mattresses	x		Weekly or before use by a different child
Changing tables	x	x	After each child's use
Potty chairs	x	x	After each child's use. (Use of potty chairs in child care is discouraged because of high risk of contamination.)
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, or blood	x	x	IMMEDIATELY

High-Clean	Clean	Sanitize	Frequency
Dusting or vacuuming all surfaces and objects approx. 70" or more from the floor.	x		Quarterly

Carpet Cleaning	Clean	Sanitize	Frequency
Shampoo or dry clean all carpet. Note: Recommend scheduled on weekends.	x		Quarterly

Wash Walls	Clean	Sanitize	Frequency
Wash walls using a germicidal solution as prescribed by COG	x		Annually

Strip and Refinish	Clean	Sanitize	Frequency
Strip and refinish bare floor area using approved methods and chemicals	x		Annually

Child Care Cleaning Accomplished by the Provider

You can expect the child care staff to clean the toys and children's furniture. While an exact frequency is not prescribed if you find things dirty you can ask them to clean them.

The staff is also responsible for cleaning the kitchen appliances interior. It would be expected that the janitors would wipe down the appliance fronts if you have commercial equipment.

Strip and Refinish	Clean	Sanitize	Frequency
Small rugs	x		Shake outdoors or vacuum daily. Launder weekly.
Utensils, surfaces, and toys that go into the mouth or have been in contact with saliva or other body fluids	x	x	After each child's use; or disposable, one-time use utensils or toys.
Toys	x	x	Weekly and when soiled
Dress-up clothes not worn on the head	x		Weekly
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloths, and machine-washable cloth toys	x		Weekly and when visibly soiled (used only by one child)
Hats	x		After each child's use (or use disposable hats that only one child wears)
Cribs and mattresses	x		Weekly or before use by a different child
Changing tables	x	x	After each child's use
Potty chairs	x	x	After each child's use. (Use of potty chairs in child care is discouraged because of high risk of contamination.)
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, or blood	x	x	IMMEDIATELY

Cleaning and Sanitation Frequency Table

Area	Clean	Sanitize	Who	Frequency
Classrooms/child care/food areas				
Countertops/tables	x	x	CC Provider	Daily and when soiled
Food preparation and service surfaces	x	x	CC Provider	Before and after contact with food activity; between preparation of raw and cooked foods
Floors	x	x	Cleaning Contractor	Daily and when soiled
Door and cabinet handles	x	x	Cleaning Contractor	Daily and when soiled
Carpets and large area rugs	x		Cleaning Contractor	Vacuum daily when children are not present. Clean with a carpet cleaning method approved by the local health authority. Clean carpets only when children will not be present until the carpet is dry. Clean carpets at least monthly in infant areas, at least every three months in other areas and when soiled.
Small rugs	x		CC Provider	Shake outdoors or vacuum daily. Launder weekly.
Utensils, surfaces, and toys that go into the mouth or have been in contact with saliva or other body fluids	x	x	CC Provider	After each child's use; or disposable, one-time use utensils or toys.
Toys	x		CC Provider	Weekly and when soiled
Dress-up clothes not worn on the head	x		CC Provider	Weekly
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, washcloths, and machine-washable cloth toys	x		CC Provider	Weekly and when visibly soiled (used only by one child)
Blankets, sleeping bags and cubbies	x		CC Provider	Monthly and when soiled
Hats	x		CC Provider	After each child's use (or use disposable hats that only one child wears)
Cribs and mattresses	x		CC Provider	Weekly or before use by a different child
Mops and cleaning rags	x	x	Cleaning Contractor	Before and after a day of use, wash, rinse, and sanitize mops and cleaning rags.

Area	Clean	Sanitize	Who	Frequency
Toilet and diapering areas				
Handwashing sinks, faucets, surrounding counters	x	x	Cleaning Contractor	Daily and when soiled
Soap dispensers	x	x	Cleaning Contractor	Daily and when soiled
Toilet seats, toilet handles, cubicle handles and other touchable surfaces, floors	x	x	Cleaning Contractor	Daily or immediately if visibly soiled.
Toilet bowls	x	x	Cleaning Contractor	Daily
Doorknobs	x	x	Cleaning Contractor	Daily
Changing tables	x	x	CC Provider	After each child's use
Potty chairs	x	x	CC Provider	After each child's use. (Use of potty chairs in child care is discouraged because of high risk of contamination.)
Any surface contaminated with body fluids: saliva, mucus, vomit, urine, stool, or blood	x	x	Both*	IMMEDIATELY

Adapted From: *Healthy Young Children, A Manual for Programs*, NAEYC, 2002.

*The Child Care Provider is to do immediate clean up and containment of spill/ accident. The cleaning contractor is to be called to accomplish a more complete sanitation. Depending on the extent of the accident clean up should not wait until the normal after hours center cleaning.

For those areas where cleaning is called for "when soiled" the Child Care Provider is to do the immediate cleaning and sanitizing. The cleaning contractor is not to be called for simple touch ups during the day.

Child Care Center

Child Care Center Cleanable Square Footage	Interior () Sq ft
	Exterior () Sq ft

PURPOSE:

The Contractor shall maintain a clean, sanitary, safe and healthy physical environment for children and teachers. Children and their families have a right to expect their stay in a GSA child care center to be as safe and comfortable as possible. High standards of cleanliness are particularly important. Since children will touch any surface they can reach (including floors), all surfaces in a child care center may be contaminated and can spread infectious agents. Therefore, a frequent and responsive cleaning service is essential to ensure all surfaces are properly sanitized.

The highest level of sanitation is usually required in the following areas, but not limited to:

- classrooms;
- bathrooms;
- diaper changing areas;
- kitchens

NOTE: All surfaces contaminated by bodily fluids: saliva, mucus, vomit, urine, stool or blood must be cleaned and sanitized immediately.

With the exception of policing and trash removal, cleaning of the child care center shall be done when there are no children in the center.

PRODUCTS:

The Contractor shall properly train staff in regard to different cleaning methods and products to satisfactorily clean and sanitize the variety of surfaces found within a child care center. The use of products should follow appropriate environmental considerations, as it relates to the health, hygiene and safety of staff, children and the public.

The Contractor shall clean surfaces prior to disinfecting, unless using a cleaner disinfectant capable of performing both functions simultaneously. Industrial products that meet the Environmental Protection Agency's (EPA's) standards for "hospital grade" germicides (solutions that kill germs) may be used for sanitizing. Use of EPA approved green products for general cleaning are preferred where appropriate. All surfaces touched by hands, such as light switches, door knobs, handles, telephone receivers, shall be cleaned and sanitized; working from the cleanest area toward the dirtiest area, as this will greatly reduce the risk of cross contamination.

STANDARDS:

Employees cleaning child care centers are subject to Federal, State, and local laws governing health-screening and security background check requirements and shall be certified and provide evidence of being tested for tuberculosis to the Building Manager and/or designated representative prior to starting work in the child care center.

All child care centers in the GSA controlled space must achieve accreditation from the National Association for the Education of Young Children (NAEYC). Part of this accreditation process includes meeting Cleaning Standards and is incorporated within this specification. Successfully achieving accreditation from the NAEYC requires both the child care provider and the cleaning contractor sharing the responsibility. The child care center staff is responsible for cleaning the toys, children's furniture and appliances in the kitchen after use, as well as immediate room activity clean up. <http://www.naeyc.org/accreditation/criteria/sanitation.html>

GUIDANCE:

Specific guidance on sanitizing in child care centers can be located at: http://nrc.uchsc.edu/CFOC/HTMLVersion/Appendix_1.html

Further information on child care cleaning questions can be found through the Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs by the American Academy of Pediatrics, the American Public Health Association and the Health Resources and Service Administration (HRSA) Maternal and Child Health Bureau of the U.S. Department of Health and Human Services: <http://nrc.uchsc.edu/CFOC/PDFVersion/list.html>

SAFETY:

Ensure that maintenance equipment and supplies are well secured from the children. Report to the Building Manager and/or COR any potential hazards that could conceivably cause injury to a child.

CLEANING REQUIREMENTS

The following areas have been assigned a minimum cleaning frequency to establish a required base level of cleaning. However, cleaning in these areas may require more attention than the minimums listed to achieve desired results.

DAILY

Policing: Entrance and Outdoor Play areas

- a. Entrances: Police and clean all entrance/exit areas, including entrance doors and the cleaning and sanitizing of drinking fountains.
- b. Police Playground area in the morning before playground activity begins: Remove trash, check for any hazards in general area, along the fence and equipment, and remove any foreign substances or spillages.

Restrooms & Diapering Areas:

- a. Clean and sanitize all restroom fixtures, faucets, sinks, and surrounding counters. Vents, shelving, partitions, mirrors and waste receptacles. Wall surfaces, toilets, soap/paper towel dispensers, doorknobs, cabinet handles, toilet seats, toilet basins, toilet handles and other touchable surfaces. Clean and sanitize diaper change tables including sinks and vertical surfaces. Surfaces and fixtures shall be cleaned using a cleaner disinfectant.
- b. Clean and sanitize floors, including flooring under floor mats.
- c. Empty trash and other waste material. Trash shall be collected and disposed of at a location designated by the Building Manager or designated representative. Empty and disinfect waste and soiled diaper receptacles. Receptacles shall be clean and disinfected.
- d. 2x Daily - Remove and seal plastic bags from soiled diaper receptacles to designated area.
- e. Replenish paper towel, soap, toilet paper. All dispensers shall be filled with contractor provided supplies; soap must be compatible with the provided dispenser.

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

Classrooms, Multi-purpose Areas, and Food Areas:

- a. Empty trash, clean and disinfect waste receptacles. Trash shall be collected and disposed of at a location designated by the COR or designated representative.
- b. All vertical and horizontal surfaces including countertops and tabletops shall be clean and disinfected.
- c. Sinks and mirrors shall be cleaned and disinfected.
- d. Door and cabinet handles shall be cleaned and disinfected.
- e. All carpets, mats and area rugs shall be thoroughly vacuumed and spot cleaned.
- f. All floors shall be cleaned and disinfected.
- g. Spot clean walls, windows, view panels and mirrors.

Kitchen Area:

- a. Empty trash, clean and disinfect trash receptacles. Trash shall be collected and disposed of at a location designated by the Building Manager and/or COR.
- b. All vertical and horizontal surfaces including countertops, cabinet handles and appliance fronts shall be cleaned and sanitized.
- c. All floors including under floor mats shall be cleaned and sanitized.

WEEKLY

- a. Damp wipe and vacuum lofts.

MONTHLY

- a. Clean carpets and rugs on which non-walking children play with a carpet cleaning method recommended by the National Resource Center for Health & Safety in Child Care.
- b. Damp wipe both sides of glass doors, view windows, partitions, bookcases, and any other glass within 70" from the floor.

QUARTERLY

- a. Clean carpets and area rugs in other classrooms, multipurpose areas, with a carpet cleaning method recommended by the NCR-H&S-CCC.
- b. Clean by dusting, damp wiping or vacuuming surfaces and objects approximately 70" or more from the floor. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, tops of partition, wall fans, pictures, ceiling diffusers, file/book cases etc.

ANNUALLY

- a. Wall Washing: (rooms, toilet areas, and kitchen) Clean with a germicidal solution all walls including surfaces and objects approximately 70" or more from the floor. This includes but is not limited to the wall and ceiling area adjacent to ventilating and air conditioning outlets, tops of partition, wall fans, pictures, ceiling diffusers, file/book cases et.

QUALITY STANDARDS

- a. Entrance/Exit - All entrance/exit areas (including fire exits) should be visibly clean and free of all trash, paper, and other discarded materials. There shall be no evidence of gum and other foreign substances and spillages. Entrance Doors shall be clean of smudges, marks, and spots. Drinking fountains shall present a clean appearance with no build up and encrustation.
- b. Room Cleaning – Where it is necessary for the contractor to move furniture and furnishings, it shall be done with extreme care and furnishings shall be replaced to their original positions to make area ready for use.
- c. Wall Fixtures - Switches, sockets or data points shall be clean and be free of blood, body substances, dust, dirt, debris, cello tape and spillages.
- d. Walls - All wall surfaces (including skirting) shall be clean and free of blood, body substances, dust, dirt, debris, adhesive tape and spillages. Walls shall be free of streaks and spots. There shall be no signs of overlapping. There shall be no smudge spots where cleaning of the upper and lower halves of the wall overlap. Walls shall be uniformly clean. Frames on doors, windows, moldings, etc shall be clean.
- e. Ceiling - All ceiling surfaces shall be clean and free of dust, dirt, debris and stains.
- f. Horizontal and Vertical Surfaces - All horizontal surfaces shall be clean and free of dust, dirt, debris and spillages. DUSTING: There shall be no dust, streaks, oils, spots, and smudges on dusted surfaces.
- g. Built in Furniture and Lofts - Damp wipe and vacuum surfaces to be clean and free of dust, dirt, and spillages.
- h. Hard Floors - All floors shall be clean and free of dust, dirt, debris and spillages (refer to manufacturers' specifications for maintenance). NOTE: Linoleum floors shall be cleaned and maintained in accordance with the manufacturer's instructions for MULTISTEP resilient vinyl sheet flooring.
- i. Carpet and Area rugs - All carpets and area rugs shall be clean and free of dust, dirt, debris and spillages. Carpets shall be carefully protected from soiling or damage after cleaning. If necessary, the contractor shall protect all carpeting by placing protective non-absorbent pads or foil between the cleaned carpet and the furnishings. Any rust or stains resulting from contractor's lack of carpet protection shall be removed by the contractor, or by the Government at the contractor's expense.

- j. Mats - All mats shall be clean and free of dust, dirt, debris and spillages.
- k. Sinks and mirrors - All sinks and mirrors shall be clean and free of dust, dirt, debris and smearing. All paper supply and soap dispensers shall be full.
- l. Toilets and Toilet closets - All toilet areas shall be clean, sanitized and disinfected, and be free of dust, dirt, debris and spillages. All paper products and soap dispensers shall be full.
- m. Doors - All parts of the door structure, including handles, frames and jambs shall be clean and free of blood, body substances, dust, dirt, debris, adhesive tape and spillages.
- n. Glazing, including partitions - All internal glazed surfaces shall be clean and sanitized, free of smears, grime and tape substances.
- o. Trash removal - All trash shall be removed as scheduled and by the end of the day if not indicated. All trash (including trash in restrooms) shall be collected and removed to a location designated by the Building Manager and/or COR. Trash containers shall be emptied and kept clean, odor-free and free of dirt, stains, dust, debris, residue and spilled material. Plastic liners for all trash, debris and recycling containers shall not be torn, worn, or contain residue. Please refer to the trash/recycling portion of these specifications.
- p. High Cleaning surfaces above 70 inches – Surfaces shall be cleaned and free of dust and cobwebs. This does not include removal of vents, tiles, or fixtures to accomplish high cleaning. (Interior building only) Where glass is present, both sides shall be clean and free of streaks.
- q. Outdoor/Playgrounds- External areas - The complete external areas including playground areas shall be clean and free of trash, paper, and other discarded materials. There shall be no evidence of gum and other foreign substances on the hard surfaces. Any hazardous conditions or items in need of repair should be identified and a written notice immediately given to the Building Manager or designated representative.
- r. Outdoor Equipment and Rubber and Hard (concrete/asphalt) Surfaces – These surfaces shall be clean and free of gum, other foreign substances, spillages and droppings. Pressure washing should be used where and when needed.
- s. Window Treatments (blinds, shades, curtains) – Window treatments shall be clean and free of dust, dirt, debris and spillages. All sides of blinds, cord tapes, and valances are to be clean and free of dust.
- t. Window Washing - Windows shall be clean and free of dirt, grime, streaks, and excessive moisture. Window sashes, sills, woodwork, and other surroundings of interior glass shall be free of drippings and other watermarks. The manufacturer's instructions for window washing should be used to clean windows especially for windows that have security window film. Non-approved manufacturer's cleaners can damage the film.
- u. Upholstered Furniture- All furniture shall be clean and free of dust, dirt, spillages and stains. Furniture shall be carefully protected from soiling or damage after cleaning.

CHILD CARE CENTER CLEANING STANDARDS CHECKLIST					
	TASK	FREQUENCY	SAT	UNSAT	
A.	ROOM CLEANING:	Daily			
	1 Empty waste baskets				
	2 Dust horizontal surfaces of all adult furniture, building ledges				
	3 Clean glass table, desk tops,				
	4 Clean sinks and mirrors, supply paper towels and soap				
	5 Sweep and mop or scrub floor				
	6 Thoroughly vacuum all carpet				
	7 Spot clean carpet to remove spots				
	8 Spot clean walls, windows and view panels and mirrors				
B.	TOILET CLEANING:	Daily			
	1 Sweep and wet mop or scrub using a cleaner-disinfectant				
	2 Clean all surfaces and fixtures to include mirrors, waste receptacles wall surfaces and dispensers utilizing a cleaner disinfectant.				
	3 Empty waste receptacles, service towels, soap and toilet paper				
C.	SOILED DIAPERS RECEPTACLES	2X Daily			
	1 Remove and seal plastic bags containing soiled diapers to designated area.				
D.	POLICE:	Daily			
	1 Remove trash, clean drinking fountains and clean door glass to remove fingerprints, smudges, etc.				
	2 Remove trash from out door play area				
E.	Office Space	Weekly			
	1 Dust vertical and under surfaces of furniture (knee wells, chair rung, table leg, etc.				
F.	Floor Maintenance:	Weekly			
	1 Damp mop and spray buff all hard and resilient floors				
G.	Glass & Wall Surfaces:	Monthly			
	1 Damp wipe both sides of glass in doors view windows, partitions, and book cases and any other glass within 70" of the floor.				
	2 Spot clean wall surfaces.				

CHILD CARE CENTER CLEANING STANDARDS CHECKLIST					
TASK	FREQUENCY	SAT	UNSAT		
H. High Clean	Quarterly				
1 Dusting or vacuuming all surfaces and objects approx. 70" or more from the floor.					
I. Carpet Cleaning:	Quarterly				
1 Shampoo or dry clean all carpet. Note: Operation shall be scheduled on week ends to allow for thorough drying.					
J. Wash Walls:	Annually				
1 Wash walls using a germicidal solution as prescribed by COR.					
K. Strip and Refinish:	Annually				
1 Strip and refinish bare floor area using approved methods and chemicals.					
CHILD CARE CLEANING ACCOMPLISHED BY THE PROVIDER					
You can expect the child care staff to clean the toys and childrens' furniture. While an exact frequency is not prescribed if you find things dirty you can ask them to clean them.					
The staff is also responsible for cleaning the kitchen appliances interiors. It would be expected that janitors would wipe down the frig fronts if you have commercial equipment.					

TRANSITION TASK ORDER 4

TASK ORDER REQUEST INFORMATION:

- a) Task Order Period of Performance – September 1, 2013 through December 1, 2013
- b) Type of Task Order – Firm Fixed Price (no profit)
- c) Task Description – Transition Activities
- d) Location – It is expected that Transition shall include staffing at NETL Albany, Morgantown, and Pittsburgh
- e) Travel – Travel (between sites) is anticipated (NOTE: The Offeror shall discuss the rationale for their proposed travel regardless of whether the Governments anticipation of travel.)
- f) Training – NETL specific training related to site access and computer access is anticipated. (NOTE: The Offeror shall discuss the rationale for their proposed training regardless of whether the Governments anticipation of training.)

GENERAL REQUIREMENTS

- a) This is the Transition Task Order required to transition work from incumbent Task Orders to the Task Orders issued to the Contractor of similar or changed requirements.
- b) The Government reserves the right to award the Task Order based upon the proposal submitted by the Offeror under this solicitation.
- c) The Contractor is expected to complete the orderly, efficient, and effective transition within the period of performance of this task.

**PERFORMANCE WORK STATEMENT
TRANSITION TASK**

1.0 GENERAL DESCRIPTION

The contractor shall provide to the U.S. Department of Energy's National Energy Technology Laboratory (NETL) all supervision, personnel, tools, equipment and services (excluding those items identified under the Government-furnished section of the contract) to satisfactorily perform work in the areas identified in this Performance Work Statement (PWS). This PWS is for the orderly, efficient, and effective transition of Task Order activities from the incumbent contractor to the successor contractor.

a) Transition Management

Transition Oversight and Coordination – The Contractor shall provide clearly defined interfaces between its team and NETL (Contracting Officer (CO), Contracting Officer Representative (COR), and Task Contracting Officer Representatives (TCORs). The Contractor shall provide clear and continuous lines of communication using direct, one-on-one, and group meetings; telephone and email, and regular status reporting. Coordination mechanisms shall include:

- Internal Status Meetings to discuss the status of actions and emerging issues
- Task Specific Electronic Status Updates to confirm/verify the status of specific actions related to the transition of task orders
- Transition Management Meetings to evaluate risks and issues to make decisions on mitigation/corrective actions
- Contract Status Meetings to discuss contract-related issues identified during transition
- Deliverable Meetings to verify receipt and confirm acceptance of transition deliverables

b) Transition Plan

The Contractor shall provide a detailed and comprehensive plan for transitioning the work and the workforce in an effective and cost efficient manner from the beginning of the transition period through assumption of full contract responsibility. The plan must describe the Offeror's management approach to all transition activities and discuss how continuity of operations will be maintained throughout the transition period.

The Offeror's plan shall assume Task Orders shall be issued for a variety of on-going core type work, however it should be expected that programmatic changes would be implemented for the current year in which work will be performed. It should be assumed that these Task Orders will be communicated to the Contractor prior to the start of the transition period. Grounds/janitorial/mailroom services for the Pittsburgh site shall be assumed to be transitioned first and all grounds/janitorial/mailroom services should be expected to be under the operation of the successor Contractor by October 1, 2013. Facilities Support type Task Orders, Site Management type Task Orders, and Environment, Safety, and Health (ES&H) type Task Orders shall be transitioned second and should be expected to be under the operation of the successor Contractor by December 1, 2013.

Include the following activities among the transition activities discussed in the plan, and a strategy for:

- Accepting and responding to Task Order requests;
- assuming operational control of all facilities;
- assuming responsibility for ES&H functions and activities;
- staffing, relocating, orienting, and training Key Personnel and other than Key Personnel positions and a staffing schedule;
- accepting assignment of incumbent contractors subcontracts, and other agreements and commitments including regulatory permits, if determined necessary by the CO or

- proposed by the Offeror.
- inventorying and assuming responsibility of Government Furnished Property;
- assuming control of all business and management systems (e.g. accounting, property, procurement, Human Resources (HR), Information Technology (IT), safeguards and security, etc.);
- Contacting, interviewing, and hiring qualified staff to respond to the various requirements of multiple Task Orders within the short duration of the transition period;
- establishing positive labor-management relations and employee relations at the point of transition, including addressing employee benefits, employee concerns, and applicable collective bargaining agreements; and
- avoiding disruption of service during transition.

The plan should include a milestone schedule (see schedule below) of transition activities and address interaction with the incumbent contractor and Government personnel. It should also address key issues and milestones associated with the transition, identify potential barriers to a smooth transition and/or any potential impacts on continuity of operations, and plans for their elimination or mitigation. The narrative shall clearly indicate the end of the transition period and assumption of normal operations.

- c) Transition Execution – The Contractor shall provide a seamless transfer of responsibility for ongoing and new work assignments during the transition period
- Uninterrupted delivery of task assignments
 - Sustained, high quality execution of assignments
 - Government Property responsibilities
 - Accountable and sensitive property currently accountable to the incumbent contractor for contract performance will be provided to the Contractor for performance of Task Orders issued under this contract. During the transition period, a wall-to-wall physical inventory is expected to be completed and a acceptance of the full accountability for the accountable and sensitive property at the end of transition.
 - A copy of the Contractor’s property management systems procedures is to be provided for review and concurrence to the Government Property Administrator.

d) Schedule

At a minimum, the following list of items that should be addressed in the Milestone schedule:

- Responding to Contract Level Reporting Requirements
- Attending a Kick Off Meeting with NETL Management
- Risk Management Plan
- Knowledge and Data Transfer Plan
- QA/QC Program Plan
- Task Portfolio Transfer Strategy & Plan
- HR Sourcing & Selection
- HR Relocation, On-boarding & Orientation of Key Staff and corresponding support staff
- Staff Badges and entrance into Personnel System
- Mandatory Federal Training of the Staff (i.e. computer security training, Environmental Safety & Health Training, Privacy Act, etc.).
- Verification and Assumption of Operational Responsibility

2.0 DELIVERABLES

The following table contains the deliverables associated with this task. All deliverables shall be submitted to the COR and Task COR. The list is not all inclusive and additional deliverables may be necessary as requirements change.

DELIVERABLE	FORMAT	FREQUENCY
Milestone Schedule Updates	No specified format	As required
Transition Status Updates	No specified format	Weekly, by close of business Friday

3.0 ASSUMPTIONS

The Contractor shall review the information identified in Section J, Attachment D – Position Qualifications of the master contract for the type and number of staffing historically utilized.

The Contractor shall develop the Transition Plan based on the expectation of having the following Task Orders issued during the transition period:

- Janitorial Support Services (Pittsburgh, PA site only)
- Grounds Maintenance Services (Pittsburgh, PA site only)
- Mail Room Distribution and Services (Pittsburgh, PA site only)
- General Engineering, Design, Drafting, and Drawing Services
- Site Operations Support Services
- Motor Pool and Shuttle Services
- Environmental Programs Support Services
- Health Programs Support Services
- Safety Programs Support Services
- Emergency Response Program Support Services
- Remediation Program Support Services
- Albany Legacy Groundwater Program Support Services
- Chemical Handling & Hazardous Waste Program Support Services
- ES&H Infrastructure Support Services
- Property Management Support Services