

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 39
2. CONTRACT NO. FA3010-04-D-0004		3. SOLICITATION NO. F22600-03-R-0018		4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)		5. DATE ISSUED 22 Sep 2003
7. ISSUED BY 81ST CONTRACTING SQUADRON MICHELLE BROWN 310 M STREET, RM 102 KEESLER AFB MS 39534-2147 CODE FA3010			8. ADDRESS OFFER TO (If other than Item 7) CODE			6. REQUISITION/PURCHASE NO.
			See Item 7			TEL: FAX:
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".						
SOLICITATION						
9. Sealed offers in original and <u>3</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>Building 4605, Keesler AFB</u> until <u>04:30 PM</u> local time <u>22 Oct 2003</u> (Hour) (Date)						
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.						
10. FOR INFORMATION CALL:		A. NAME MICHELLE A. BROWN		B. TELEPHONE (Include area code) (NO COLLECT CALLS) 228-377-1825		C. E-MAIL ADDRESS michelle2.brown@keesler.af.mil
11. TABLE OF CONTENTS						
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES		
X	A	SOLICITATION/ CONTRACT FORM		1	X	I
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS		2 - 25	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS	
X	C	DESCRIPTION/ SPECS./ WORK STATEMENT		26	X	J
	D	PACKAGING AND MARKING			PART IV - REPRESENTATIONS AND INSTRUCTIONS	
X	E	INSPECTION AND ACCEPTANCE		27		K
X	F	DELIVERIES OR PERFORMANCE		28	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA		29		L
X	H	SPECIAL CONTRACT REQUIREMENTS		30		M
OFFER (Must be fully completed by offeror)						
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.						
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.						
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)				Net 30 Days		
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.	DATE	AMENDMENT NO.
15A. NAME AND ADDRESS OF OFFEROR		CODE	0ED59	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
D N P INC GREG NOLTE 680 KENNEDY LN BILOXI MS 39532-4622						
15B. TELEPHONE NO (Include area code) 228-392-7692		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>			17. SIGNATURE	18. OFFER DATE
AWARD (To be completed by Government)						
19. ACCEPTED AS TO ITEMS NUMBERED 0001 - 0013			20. AMOUNT \$974,823.00 EST		21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) 1 ITEM Block 25		
24. ADMINISTERED BY (If other than Item 7) CODE				25. PAYMENT WILL BE MADE BY DFAS-SAVFVD (1-888-478-5636) 500 MCCULLOUGH AVE SAN ANTONIO TX 78215-2100 CODE F60700		
See Item 7						
26. NAME OF CONTRACTING OFFICER (Type or print) CAROLYN M. MURPHY TEL: 228-377-3130 EMAIL: carolyn.murphy@keesler.af.mil				27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE 06-Feb-2004
IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.						

Section B - Supplies or Services and Prices

NOTE: THIS ACQUISITION FALLS UNDER ONE OF THE FOUR DESIGNATED INDUSTRY GROUPS (DIGS) IAW FAR 19.1005.

**BASIC PERIOD
01 MAR 04 – 30 SEP 04**

<u>ITEM NO</u>	<u>SUPPLIES/SERVI CES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0001		1	Lump Sum		

Military Family Housing Maintenance

FFP - Provide all personnel, equipment, tools, materials, supervision, and all other items and services necessary to perform all nonpersonal services associated with providing Military Family Housing maintenance services described in Section J, Attachment 1, Statement of Work (SOW). The Basic Period of Performance for CLINS 0001 - 0013, to include all SubCLINS associated with these CLINS, is
01 Mar 04 - 30 Sep 04.

FOB: Destination

SCHEDULE B BASIC PERIOD

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0001AA		7.00	Months		

Military Family Housing Maintenance
 FFP – Service calls (duty hours/after hour service), recurring and preventative maintenance and all associated services, excluding Change of Occupancy Maintenance (COM).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0001AB		650.00	Each		

Military Family Housing
 FFP - Change of Occupancy Maintenance (COM)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0002				NTE	\$40,000.00

COST - Reimbursable contractor acquired appliances/equipment for MFH.

NOTE: CLINS 0003 THROUGH 0012, INCLUDING ALL SUBCLINS CONTAINED WITHIN THOSE CLINS, ARE CONSTRUCTION ITEMS, THUS RENDERING THEM SUBJECT TO FAR 52.222-13 "COMPLIANCE WITH DAVIS-BACON AND RELATED ACT REGULATIONS".

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
0003		3,000,000.00	Square Foot		

Military Family Housing Maintenance
 FFP – Perform interior major painting (over 200 sq ft per unit).

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
0004		700.00	Square Foot		

Military Family Housing Maintenance
 FFP – Perform exterior major painting (over 200 sq ft per unit).

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0005				NSP	NSP

Military Family Housing Maintenance
 FFP – MAJOR FLOOR REPLACEMENT

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0005AA		2,300.00	Square Foot		

Military Family Housing Maintenance
FFP – Replacement of Resilient Tile Flooring (over 120 sq ft per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0005AB		700.00	Square Foot		

Military Family Housing Maintenance
FFP – Replacement of linoleum (sheet) flooring (over 120 sq ft per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0005AC		11,000.00	Square Foot		

Military Family Housing Maintenance
FFP – Complete or partial refinishing of wood stairs

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0005AD		225.00	Square Yard		

Military Family Housing Maintenance
FFP – Repair/replacement of carpet

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0006		300.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of countertops

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0007		25,000.00	Board Feet		

Military Family Housing Maintenance
FFP – Repair/replace deteriorated structural wood

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>EST QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
0008		18,000.00	Square Foot		

Military Family Housing Maintenance
 FFP – Prepare surfaces which contain lead-based paint.

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0009				NSP	NSP

Military Family Housing Maintenance
 FFP – SEWER LINES.

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>EST QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
0009AA		700.00	Linear Foot		

Military Family Housing Maintenance
 FFP – Replacement of collapsed sewer lines

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0009AB		3.00	Each		

Military Family Housing Maintenance
 FFP – Bore under road/sidewalks to assist replacement of collapsed sewer lines.

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0010				NSP	NSP

Military Family Housing Maintenance
 FFP – WATER LINES

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0010AA		30.00	Linear Foot		

Military Family Housing Maintenance
 FFP – Replacement of water lines under turfed areas

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0010AB		30.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of water lines under concrete areas

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0011				NTE	\$5,000.00

Military Family Housing Maintenance
FFP – Repair Termite Damage

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0012				NTE	\$5,000.00

Military Family Housing Maintenance
FFP – Roof Repair

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
0013		100.00	Each		

Military Family Housing Maintenance
FFP – Freon recovery services

**FIRST OPTION PERIOD
01 OCT 04 – 31 MAR 05**

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1001		1	Lump Sum		

OPTION

Military Family Housing Maintenance
 FFP - Provide all personnel, equipment, tools, materials, supervision, and all other items and services necessary to perform all nonpersonal services associated with providing Military Family Housing maintenance services described in Section J, Attachment 1, Statement of Work (SOW). The Basic Period of Performance for CLINS 1001 - 1013, to include all SubCLINS associated with these CLINS, is 01 Oct 04 - 31 Mar 05.

FOB: Destination

SCHEDULE B, FIRST OPTION

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1001AA		6.00	Months		

Military Family Housing Maintenance
 FFP – Service calls (duty hours/after hour service), recurring and preventative maintenance and all associated services, excluding Change of Occupancy Maintenance (COM).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1001AB		500.00	Each		

Military Family Housing
FFP - Change of Occupancy Maintenance (COM)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1002				NTE	\$20,000.00

COST - Reimbursable contractor acquired appliances/equipment for MFH.

NOTE: CLINS 1003 THROUGH 1012, INCLUDING ALL SUBCLINS CONTAINED WITHIN THOSE CLINS, ARE CONSTRUCTION ITEMS, THUS RENDERING THEM SUBJECT TO FAR 52.222-13 "COMPLIANCE WITH DAVIS-BACON AND RELATED ACT REGULATIONS".

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1003		2,000,000.0 0	Square Foot		

Military Family Housing Maintenance
FFP – Perform interior major painting (over 200 sq ft per unit).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1004		500.00	Square Foot		

Military Family Housing Maintenance
FFP – Perform exterior major painting (over 200 sq ft per unit).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1005				NSP	NSP

Military Family Housing Maintenance
FFP – MAJOR FLOOR REPLACEMENT

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1005AA		1,700.00	Square Foot		

Military Family Housing Maintenance
FFP – Replacement of Resilient Tile Flooring (over 120 sq ft per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1005AB		500.00	Square Foot		

Military Family Housing Maintenance
FFP – Replacement of linoleum (sheet) flooring (over 120 sq ft
per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1005AC		9,500.00	Square Foot		

Military Family Housing Maintenance
FFP – Complete or partial refinishing of wood stairs

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1005AD		165.00	Square Yard		

Military Family Housing Maintenance
FFP – Repair/replacement of carpet

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1006		250.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of countertops

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1007		20,000.00	Board Feet		

Military Family Housing Maintenance
FFP – Repair/replace deteriorated structural wood

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
1008		12,000.00	Square Foot		

Military Family Housing Maintenance
FFP – Prepare surfaces which contain lead-based paint.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1009				NSP	NSP

Military Family Housing Maintenance
FFP – SEWER LINES.

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
1009AA		500.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of collapsed sewer lines

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
1009AB		2.00	Each		

Military Family Housing Maintenance
FFP – Bore under road/sidewalks to assist replacement of collapsed sewer lines.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1010				NSP	NSP

Military Family Housing Maintenance
FFP – WATER LINES

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
1010AA		25.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of water lines under turfed areas

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
1010AB		25.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of water lines under concrete areas

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1011				NTE	\$3,000.00

Military Family Housing Maintenance
FFP – Repair Termite Damage

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1012				NTE	\$3,000.00

Military Family Housing Maintenance
FFP – Roof Repair

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
1013		100.00	Each		

Military Family Housing Maintenance
FFP – Freon recovery services

**SECOND OPTION PERIOD
01 APR 05 – 30 SEP 05**

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2001		1	Lump Sum		

OPTION

Military Family Housing Maintenance

FFP - Provide all personnel, equipment, tools, materials, supervision, and all other items and services necessary to perform all nonpersonal services associated with providing Military Family Housing maintenance services described in Section J, Attachment 1, Statement of Work (SOW).

The Basic Period of Performance for CLINS 2001 - 2013, to include all SubCLINS associated with these CLINS, is 01 Apr 05 - 30 Sep 05.

FOB: Destination

SCHEDULE B, SECOND OPTION

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2001AA		6.00	Months		

Military Family Housing Maintenance

FFP – Service calls (duty hours/after hour service), recurring and preventative maintenance and all associated services, excluding Change of Occupancy Maintenance (COM).

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
2001AB		500.00	Each		

Military Family Housing
 FFP - Change of Occupancy Maintenance (COM)

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2002				NTE	\$20,000.00

COST - Reimbursable contractor acquired appliances/equipment for MFH.

NOTE: CLINS 2003 THROUGH 2012, INCLUDING ALL SUBCLINS CONTAINED WITHIN THOSE CLINS, ARE CONSTRUCTION ITEMS, THUS RENDERING THEM SUBJECT TO FAR 52.222-13 "COMPLIANCE WITH DAVIS-BACON AND RELATED ACT REGULATIONS".

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
2003		2,000,000.00	Square Foot		

Military Family Housing Maintenance
 FFP – Perform interior major painting (over 200 sq ft per unit).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2004		500.00	Square Foot		

Military Family Housing Maintenance
FFP – Perform exterior major painting (over 200 sq ft per unit).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2005				NSP	NSP

Military Family Housing Maintenance
FFP – MAJOR FLOOR REPLACEMENT

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2005AA		1,700.00	Square Foot		

Military Family Housing Maintenance
FFP – Replacement of Resilient Tile Flooring (over 120 sq ft per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2005AB		500.00	Square Foot		

Military Family Housing Maintenance
FFP – Replacement of linoleum (sheet) flooring (over 120 sq ft
per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2005AC		9,500.00	Square Foot		

Military Family Housing Maintenance
FFP – Complete or partial refinishing of wood stairs

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2005AD		165.00	Square Yard		

Military Family Housing Maintenance
FFP – Repair/replacement of carpet

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2006		250.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of countertops

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2007		20,000.00	Board Feet		

Military Family Housing Maintenance
FFP – Repair/replace deteriorated structural wood

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2008		12,000.00	Square Foot		

Military Family Housing Maintenance
FFP – Prepare surfaces which contain lead-based paint.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2009				NSP	NSP

Military Family Housing Maintenance
FFP – SEWER LINES.

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
2009AA		500.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of collapsed sewer lines

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
2009AB		2.00	Each		

Military Family Housing Maintenance
FFP – Bore under road/sidewalks to assist replacement of collapsed sewer lines.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2010				NSP	NSP

Military Family Housing Maintenance
FFP – WATER LINES

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
2010AA		25.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of water lines under turfed areas

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
2010AB		25.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of water lines under concrete areas

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2011				NTE	\$3,000.00

Military Family Housing Maintenance
FFP – Repair Termite Damage

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2012				NTE	\$3,000.00

Military Family Housing Maintenance
FFP – Roof Repair

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
2013		100.00	Each		

Military Family Housing Maintenance
FFP – Freon recovery services

THIRD OPTION PERIOD

01 OCT 05 | 31 MAR 06

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3001		1	Lump Sum		

OPTION

Military Family Housing Maintenance

FFP - Provide all personnel, equipment, tools, materials, supervision, and all other items and services necessary to perform all nonpersonal services associated with providing Military Family Housing maintenance services described in Section J, Attachment 1, Statement of Work (SOW).

The Basic Period of Performance for CLINS 3001 - 3013, to include all SubCLINS associated with these CLINS, is 01 Oct 05 - 31 Mar 06.

FOB: Destination

SCHEDULE B, THIRD OPTION

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3001AA		6.00	Months		

Military Family Housing Maintenance

FFP – Service calls (duty hours/after hour service), recurring and preventative maintenance and all associated services, excluding Change of Occupancy Maintenance (COM).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3001AB		500.00	Each		

Military Family Housing
FFP - Change of Occupancy Maintenance (COM)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3002				NTE	\$20,000.00

COST - Reimbursable contractor acquired appliances/equipment
for MFH.

NOTE: CLINS 3003 THROUGH 3012, INCLUDING ALL SUBCLINS CONTAINED WITHIN THOSE CLINS,
ARE CONSTRUCTION ITEMS, THUS RENDERING THEM SUBJECT TO FAR 52.222-13 "COMPLIANCE
WITH DAVIS-BACON AND RELATED ACT REGULATIONS".

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3003		2,000,000.0 0	Square Foot		

Military Family Housing Maintenance
FFP – Perform interior major painting (over 200 sq ft per unit).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3004		500.00	Square Foot		

Military Family Housing Maintenance
 FFP – Perform exterior major painting (over 200 sq ft per unit).

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3005				NSP	NSP

Military Family Housing Maintenance
 FFP – MAJOR FLOOR REPLACEMENT

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3005AA		1,700.00	Square Foot		

Military Family Housing Maintenance
 FFP – Replacement of Resilient Tile Flooring (over 120 sq ft per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3005AB		500.00	Square Foot		

Military Family Housing Maintenance
FFP – Replacement of linoleum (sheet) flooring (over 120 sq ft
per unit)

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3005AC		9,500.00	Square Foot		

Military Family Housing Maintenance
FFP – Complete or partial refinishing of wood stairs

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3005AD		165.00	Square Yard		

Military Family Housing Maintenance
FFP – Repair/replacement of carpet

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3006		250.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of countertops

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3007		20,000.00	Board Feet		

Military Family Housing Maintenance
FFP – Repair/replace deteriorated structural wood

<u>ITEM</u> <u>NO</u>	<u>SUPPLIES/SERVIC</u> <u>ES</u>	<u>EST</u> <u>QUANTIT</u> <u>Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST</u> <u>AMOUNT</u>
3008		12,000.00	Square Foot		

Military Family Housing Maintenance
FFP – Prepare surfaces which contain lead-based paint.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3009				NSP	NSP

Military Family Housing Maintenance
FFP – SEWER LINES.

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
3009AA		500.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of collapsed sewer lines

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
3009AB		2.00	Each		

Military Family Housing Maintenance
FFP – Bore under road/sidewalks to assist replacement of collapsed sewer lines.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3010				NSP	NSP

Military Family Housing Maintenance
FFP – WATER LINES

THIS IS AN INFORMATIONAL CLIN ONLY.

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
3010AA		25.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of water lines under turfed areas

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
3010AB		25.00	Linear Foot		

Military Family Housing Maintenance
FFP – Replacement of water lines under concrete areas

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3011				NTE	\$3,000.00

Military Family Housing Maintenance
FFP – Repair Termite Damage

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
3012				NTE	\$3,000.00

Military Family Housing Maintenance
FFP – Roof Repair

<u>ITEM NO</u>	<u>SUPPLIES/SERVIC ES</u>	<u>EST QUANTIT Y</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EST AMOUNT</u>
3013		100.00	Each		

Military Family Housing Maintenance
FFP – Freon recovery services

Section F - Deliveries or Performance

DELIVERY INFORMATION

<u>CLINS</u>	<u>DELIVERY DATE</u>	<u>QUANTITY</u>	<u>SHIP TO ADDRESS</u>	<u>UIC</u>
0001-0013	POP 01-MAR-2004 TO 30-SEP-2004		81 CES HOUSING FLIGHT - F7CEHQ LARRY STEWART SABLICH CNTR BLDG 0701 RM118 KEESLER AFB MS 39534-2115 228-377-5215 FOB: Destination	F7CEHQ
1001-1013	POP 01-OCT-2004 TO 31-MAR-2005		(SAME AS PREVIOUS LOCATION) FOB: Destination	F7CEHQ
2001-2013	POP 01-APR-2005 TO 30-SEP-2005		(SAME AS PREVIOUS LOCATION) FOB: Destination	F7CEHQ
3001-3013	POP 01-OCT-2005 TO 31-MAR-2006		(SAME AS PREVIOUS LOCATION) FOB: Destination	F7CEHQ

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS:

Supplies/services will be inspected/accepted at Keesler AFB, MS.

CLAUSES INCORPORATED BY REFERENCE

52.246-4

Inspection Of Services--Fixed Price

AUG 1996

Section C - Descriptions and Specifications

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Specifications that are applicable are listed below and are attached at the end of the contract:

Title: Attachment 1, Statement of Work

Project No: N/A

Date: September 2003

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA:

SUBJECT TO AVAILABILITY OF FUNDS TO BE CITED ON DELIVERY ORDER

CLAUSES INCORPORATED BY FULL TEXT

SUBMISSION OF INVOICES:

Upon the submission of proper invoices or vouchers, the government will pay the contractor on a monthly basis for services rendered and accepted and for supplies furnished and accepted during the preceding month. Payments shall be made in accordance with FAR 52.232-1, "Payments" and DFARS 252.232-7003, "Electronic Submission of Payment Requests" set forth by reference in Section I hereof.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	DEC 2001
52.202-1 Alt I	Definitions (Dec 2001) --Alternate I	MAY 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 2003
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.211-15	Defense Priority And Allocation Requirements	SEP 1990
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data-- Modifications	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data--Modifications	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data-- Modifications	OCT 1997
52.216-21	Requirements	OCT 1995
52.219-8	Utilization of Small Business Concerns	OCT 2000
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-3	Convict Labor	JUN 2003
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	SEP 2000
52.222-6	Davis Bacon Act	FEB 1995
52.222-7	Withholding of Funds	FEB 1988
52.222-8	Payrolls and Basic Records	FEB 1988
52.222-9	Apprentices and Trainees	FEB 1988
52.222-10	Compliance with Copeland Act Requirements	FEB 1988
52.222-11	Subcontracts (Labor Standards)	FEB 1988
52.222-12	Contract Termination-Debarment	FEB 1988
52.222-13	Compliance with Davis-Bacon and Related Act Regulations.	FEB 1988

52.222-14	Disputes Concerning Labor Standards	FEB 1988
52.222-15	Certification of Eligibility	FEB 1988
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	AUG 2003
52.223-6	Drug Free Workplace	MAY 2001
52.223-9	Estimate of Percentage of Recovered Material Content for EPA-Designated Products	AUG 2000
52.223-10	Waste Reduction Program	AUG 2000
52.223-11	Ozone-Depleting Substances	MAY 2001
52.223-12	Refrigeration Equipment and Air Conditioners	MAY 1995
52.223-14	Toxic Chemical Release Reporting	JUN 2003
52.225-11	Buy American Act--Construction Materials Under Trade Agreements	JAN 2004
52.225-13 (Dev)	Restrictions on Certain Foreign Purchases	JUN 2003
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	AUG 1996
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-18	Availability Of Funds	APR 1984
52.232-23	Assignment Of Claims	JAN 1986
52.232-23 Alt I	Assignment of Claims (Jan 1986) - Alternate I	APR 1984
52.232-25	Prompt Payment	OCT 2003
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984

52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.244-6	Subcontracts for Commercial Items	APR 2003
52.245-2	Government Property (Fixed Price Contracts)	JUN 2003
52.246-25	Limitation Of Liability--Services	FEB 1997
52.248-1	Value Engineering	FEB 2000
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	SEP 1996
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.252-4	Alterations in Contract	APR 1984
52.252-6	Authorized Deviations In Clauses	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001
252.205-7000	Provisions Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 1998
252.215-7000	Pricing Adjustments	DEC 1991
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7012	Preference For Certain Domestic Commodities	FEB 2003
252.225-7016	Restriction On Acquisition Of Ball and Roller Bearings	APR 2003
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises-DoD Contracts	SEP 2001
252.231-7000	Supplemental Cost Principles	DEC 1991
252.232-7003	Electronic Submission of Payment Requests	MAR 2003
252.242-7000	Postaward Conference	DEC 1991
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.245-7001	Reports Of Government Property	MAY 1994
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from 01 Mar 04 through 30 Sep 04.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$0.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of (shall not exceed estimated quantities specified in Schedule B);

(2) Any order for a combination of items in excess of (shall not exceed estimated quantities specified in Schedule B); or

(3) A series of orders from the same ordering office within (N/A) days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is

- (c) During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.
- (d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with AFI 31-209, the Air Force Resource Protection Program, and AFI 31-501, Personnel Security Program Management, as applicable.
- (e) Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.
- (f) Prior to submitting an invoice for final payment, the prime contractor shall obtain a clearance certification from the issuing office which states all base identification passes have been turned in, accounted for, or transferred to a follow-on contract. This certification shall be submitted to the contracting officer prior to submission of the final invoice for payment.
- (g) Failure to comply with these requirements may result in withholding of final payment.

- (2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.
- (b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.
- (c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.
- (d)(1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.
- (2) D.N.P., Inc. will notify 81st Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

5352.242-9000

**5352.242-9000 CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS
(AFFARS)(JUN 2002)**

- (a) The contractor shall obtain base identification and vehicle passes for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.
- (b) The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names and social security number of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or security police for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and a picture ID card to obtain a vehicle pass.

252.219-7009 SECTION 8(A) DIRECT AWARD (MAR 2002)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Partnership Agreement dated February 1, 2002, between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA, even if not identified in Section A of this contract, is the prime contractor and retains responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is:

U.S. SMALL BUSINESS ADMINISTRATION
210 E. CAPITOL ST., SUITE 900
JACKSON, MS 39201

(b) The contracting office is responsible for administering the contract and for taking any action on behalf of the Government under the terms and conditions of the contract; provided that the contracting office shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting office also shall coordinate with the SBA prior to processing any novation agreement. The contracting office may assign contract administration functions to a contract administration office.

(c) The Contractor agrees that--

(1) It will notify the Contracting Officer, simultaneous with its notification to the SBA (as required by SBA's 8(a) regulations at 13 CFR 124.308), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Pub. L. 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless the SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

252.219-7010 ALTERNATE A (JUN 1998)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee Class</u>	<u>Monetary Wage</u>
SERVICE ORDER DISPATCHER	\$11.01
MOTOR VEHICLE MECHANIC HELPER	\$13.36
JANITOR	\$10.88
MATERIAL COORDINATOR	\$14.49
MATERIAL HANDLING LABORER	\$11.53
CARPENTER	\$15.59
CARPET LAYER	\$15.04
ELECTRICIAN	\$16.13
GENERAL MAINTENANCE WORKER	\$15.04
HVAC	\$16.13
PAINTER	\$15.59
PLUMBER	\$15.59

Fringe Benefits:

- a. Total fringe benefit factor is 32.85 percent.
- b. Contribution of 24.0 percent of hourly rate for retirement, 5.7 percent for insurance (health & life), 1.7 percent for other fringe benefits, and 1.45 percent for Medicare.
- c. Ten paid holidays as follows: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
- d. Paid annual leave (vacation) as follows: (a) 2 hours of annual leave each week for an employee with less than 3 years of service; (b) 3 hours of annual leave each week for an employee with 3 but less than 15 years of service; (c) 4 hours of annual leave each week for an employee with 15 years of service. (In the foregoing clause, the basic hourly rate by classification above shall be Wage Board Pay Schedule step 2 for non-supervisory service employees and step 3 for supervisory service employees.)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://farsite.hill.af.mil/>

2003--ALTERNATE I (NOV 1989)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(4) The offeror's approved business plan is on the file and serviced by SBA, Region IV (Jackson, MS, Birmingham, AL, Louisville, KY, Nashville, TN, Columbia, SC, Charlotte, NC, Florida Offices, Atlanta, GA).

(b) By submission of its offer, the Offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The D.N.P. Inc. will notify the 81 CONS/LGCA Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

returned to the ordering office within N/A days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor **within 15 calendar days prior to expiration date of the contract.**

For the purpose of this clause, the date mailed or otherwise furnished to the Contractor will be considered notification.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor **within 15 calendar days prior to the expiration date of the contract;** provided that the Government gives the Contractor a preliminary written notice of its **intent to extend at least 60 days before the contract expires.** The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, **shall not exceed 31 months.**

(d) For the purpose of this clause, the date mailed or otherwise furnished to the Contractor will be considered notification.

52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (JUN

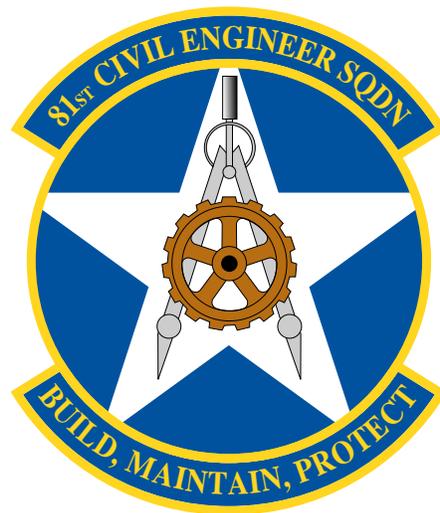
Section J - List of Documents, Exhibits and Other Attachments

SECTION J**LIST OF ATTACHMENTS**
(All listed attachments are at the end of this document)

<u>ATTACHMENT NUMBER</u>	<u>TITLE</u>	<u>DATE</u>	<u>NUMBER OF PAGES</u>
Attachment 1	Statement of Work	Sep 2003	114
Attachment 2	Wage Determination Number 94-2302, Rev 16	29 May 2003	8
Attachment 3	General Decision Number MS980018	13 June 2003	2

Statement of Work

MILITARY FAMILY HOUSING (MFH) MAINTENANCE



**81st Civil Engineer Squadron
Keesler Air Force Base
September 2003**

**STATEMENT OF WORK
FOR
MAINTENANCE OF MILITARY FAMILY HOUSING**

TABLE OF CONTENTS

1. DESCRIPTION OF SERVICES

1.1 Change of Occupancy Maintenance (COM)

- 1.1.1 Scheduling the COM
 - 1.1.1.1 Turn Over Time
 - 1.1.1.2 Turn Back Time
 - 1.1.1.3 COM Acceptance
- 1.1.2 Painting
 - 1.1.2.1 Major Painting
 - 1.1.2.2 Painting Materials
 - 1.1.2.3 Applications
 - 1.1.2.4 Painting and Finishing Schedule
 - 1.1.2.5 Surface Preparation
 - 1.1.2.5.1 Metal and Wood Surfaces
 - 1.1.2.5.2 Walls and Ceilings
 - 1.1.2.5.3 Vinyl-coated Wall Covering
 - 1.1.2.5.4 Treatment of Mildew and Greasy Areas Requiring Washing
 - 1.1.2.5.5 Protection of Surfaces
 - 1.1.2.5.6 Moving of Appliances and Personal Property
 - 1.1.2.6 Ventilation
 - 1.1.2.7 Paint Clean Up
 - 1.1.2.8 Cleaning Standards for COM
- 1.1.3 Contract Line Items Performed During COM
- 1.1.4 Lead-based Paint (LBP)
 - 1.1.4.1 Identification of LBP
 - 1.1.4.2 Repairs Involving LBP
 - 1.1.4.3 Disposal of LBP
- 1.1.5 Floors
 - 1.1.5.1 Floor Replacement
 - 1.1.5.2 Refinish Floors/Stairs
- 1.1.6 Countertop Replacement
- 1.1.7 Repair Termite Damage
- 1.1.8 Deteriorated Structural Wood Replacement
- 1.1.9 Roof Repair
- 1.1.10 Replaced Locks and Keys
- 1.1.11 Utilities Repair

- 1.1.11.1 Sewer Lines
- 1.1.11.2 Water Lines
- 1.1.11.3 Gas Lines
- 1.1.11.4 Electrical System
- 1.1.11.5 Telephone Lines
- 1.1.11.6 Utility Outages
- 1.1.12 Occupant Damages
- 1.1.13 Playground Equipment
- 1.1.14 Emergency Support Services
- 1.1.15 Disaster Response Work
- 1.1.16 Use of Toxic/Hazardous Materials
- 1.1.17 Administrative Reports and Data
- 1.1.18 Maintenance Management
 - 1.1.18.1 Maintain Facility Maintenance Files
- 1.1.19 Cannibalization
- 1.1.20 Cleaning Vacant Units After a COM
- 1.1.21 Government Observations
- 1.1.22 Work Backlog
- 1.2 Service Call System**
 - 1.2.1 Job Order System
 - 1.2.2 Job Order Forms
 - 1.2.3 Job Order Log
 - 1.2.4 Coordination with Occupants
 - 1.2.4.1 Occupied Units
 - 1.2.5 Receipt of Service Calls
 - 1.2.5.1 Emergency and Urgent
 - 1.2.5.2 Routine
 - 1.2.6 Medical Waiver
- 1.3 Appliance and Equipment Maintenance and Service**
 - 1.3.1 Appliance Replacement
 - 1.3.1.2 Appliance Warranty Replacement
 - 1.3.1.3 Appliance Replacement Response Time
 - 1.3.1.4 Appliance Repair Stock
 - 1.3.1.5 Appliance Replacement Parts
 - 1.3.1.6 Appliance Replacement Limits
 - 1.3.3 Non-Repairable Items
 - 1.3.4 Occupant Owned Appliances
 - 1.3.5 Removal of Appliances From Units to be Removed From Inventory
 - 1.3.6 Recurring Installed Equipment Maintenance
- 1.4 Exterior Work**
- 1.5 Interior Work**

2. SERVICE DELIVERY SUMMARY

3. GOVERNMENT FURNISHED PROPERTY, EQUIPMENT AND SERVICES

- 3.1 Government Furnished Facilities

- 3.2 Equipment
- 3.3 Government Furnished Utilities
- 3.4 Telephone Services
- 3.5 Refuse Collection
- 3.6 Pest Management Services
- 3.7 Grounds Maintenance
- 3.8 Security Police and Fire Protection
- 3.9 Reference and Technical Documentation
- 3.10 Base Disposal Area
- 3.11 Emergency Medical Services

4. GENERAL INFORMATION

- 4.1 Quality Control
 - 4.1.2 Contractor's Quality Control Plan (QCP)
 - 4.1.2.1 Inspection System
 - 4.1.2.2 Identifying and Preventing Deficiencies
 - 4.1.2.3 On-site Records
 - 4.1.2.4 Customer Complaint Feedback
 - 4.1.2.5 Records of Inspections
- 4.2 Quality Assurance
 - 4.2.1 Performance Evaluation Meetings
- 4.3 Contractor Personnel
 - 4.3.1 Contract Manager
 - 4.3.1.1 Contract Manager Authority
 - 4.3.1.2 Contract Manager Availability
 - 4.3.2 Contractor Personnel Badges
 - 4.3.3 Employee Training
 - 4.3.3.1 Training Compliance
 - 4.3.3.2 Minimum Requirements of Training
 - 4.3.4 Contractor Notification Responsibilities
 - 4.3.4.1 Pass and Identification Items
 - 4.3.4.2 Compliance with Traffic Regulations
 - 4.3.4.2 Retrieving Identification Media
 - 4.3.4.4 Current Listing of Employees
 - 4.3.5 Safety
 - 4.3.5.1 Material Safety Data Sheets (MSDS)
 - 4.3.6 Conservation of Utilities
 - 4.3.6.1 Lights Off
 - 4.3.6.2 HVAC Controls
 - 4.3.6.3 Water Off
- 4.4 Physical Security
 - 4.4.1 Key Control
- 4.5 Lock Combination
- 4.6 Hours of Operation
 - 4.6.1 Normal Hours of Operation
 - 4.6.2 Holidays

- 4.6.3 Service Call Hours
- 4.7 Performance of Services During Crisis Declared by the National Command Authority
- 4.8 Contractor Cleanup
- 4.9 Coordination with Other Contractors
- 4.10 Environmental Control
 - 4.10.1 Compliance with Laws and Regulations
 - 4.10.2 Notification of Environmental Spills
 - 4.10.3 Material Storage and Use
 - 4.10.4 Advising Employees of Laws for Hazardous Materials
- 4.11 Fire Prevention and Protection
- 4.12 Entomology Support
- 4.13 Records
 - 4.13.1 Records Access
 - 4.13.1.1 DoD Freedom of Information Act (FOIA) Program
 - 4.13.1.2 Privacy Act Program
 - 4.13.1.3 Functional Request
 - 4.13.2 For Official Use Only
- 4.14 No Smoking Policy
- 4.15 Contractor Furnished Items and Services
 - 4.15.1 Contractor Furnished Items
 - 4.15.2 Contractor Furnished Communications
 - 4.15.3 Quality Standards
- 4.16 Government Reimbursements for Items
 - 4.16.1 Bearer of Costs
 - 4.16.2 Reimbursable Items Procurement
 - 4.16.3 Invoice for Reimbursable Items
- 4.17 Vehicles
- 4.18 Work Information Management Systems
- 4.19 Paint Storage Facilities

5. APPENDICES.

- Appendix 1 Reserved
- Appendix 2 Workload Estimates
- Appendix 3 Work Area Layouts and Housing Unit Floor Plans
- Appendix 4 Required Reports
- Appendix 5 Government Furnished Facilities
- Appendix 6 Quality Standards
- Appendix 7 Definitions
- Appendix 8 Methodology for Measuring Square Footage to Compute Painting Costs
- Appendix 9 Applicable Publications and Forms
- Appendix 10 Service Call Categories
- Appendix 11 Cleaning Standards
- Appendix 12 Housing Maps

1. DESCRIPTION OF SERVICES. The contractor shall accomplish all tasks to meet the requirements of this Statement of Work (SOW) and the Service Delivery Summary (SDS), paragraph 2. The contractor shall provide all personnel, equipment, tools, supplies, materials, supervision, and other items and services necessary to ensure that military family housing maintenance is performed in a manner that allows for clean, safe, and quality living conditions. The contractor shall comply where applicable, with all Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), national codes, federal, state, local rules and regulations, and manufacturer's recommendations. Additionally, the contractor shall comply with installation traffic codes and fire requirements/regulations. The contractor work force shall perform all services associated with general maintenance duties. This shall include all management, preventative maintenance, and Quality Control actions in addition to the contract requirements addressed in this Statement of Work (SOW) and those listed in the Service Delivery Summary (SDS).

1.1. Change of Occupancy Maintenance (COM). The contractor shall provide a comprehensive change of occupancy maintenance (COM) program that shall ensure quality housing is available to meet the needs of the Government within 3-5 calendar days. The COM Program shall establish turnaround times for housing units that meet Government approval. The contractor shall develop comprehensive written procedures and guidelines that ensure work is performed in accordance with standard commercial practices, manufacturer's recommendations, and applicable federal, state, and local rules and regulations. The contractor shall establish and operate a comprehensive COM program to inspect, maintain, service, repair, or replace, all interior and exterior components and accessories in a manner to preserve continuous safe operational and structural integrity. As a minimum, the COM Program shall address the work cited in below paragraphs 1.3, 1.4, 1.5 and Appendix 11 as appropriate.

1.1.1. Scheduling the COM. The Government shall provide an estimated completion time and date to the contractor following the pre-termination inspection. Most pre-termination inspections are performed 15 to 40 days in advance of a vacancy although occasionally less time may be given. When the contractor is given less than 5 days notice of a COM, the Government will allow 1 extra day to arrange for and complete the COM. Based on the pre-termination inspection a computer generated pre-termination maintenance form will be used by the housing inspector to identify tasks additional to those specified in paragraphs 1.3, 1.4, 1.5 and Appendix 6. This computer generated pre-termination maintenance form will also be the contractor's notification of the impending termination and will include the date of the final inspection. This form will be turned over to the contractor following the pre-termination inspection. The contractor shall note the date and time of acceptance on the pre-termination form. A copy of the form shall be returned to the housing inspector within eight (8) business hours. The copy shall include an estimated completion date and time. A computer generated COM maintenance form will also be turned over to the contractor by the housing inspector following acceptance of the unit from the vacating occupant. This form may or may not identify additional tasks to be performed by the contractor. The contractor shall sign the COM form thus acknowledging acceptance of the unit. The contractor shall note the date and time of acceptance on the COM form. A copy of the form shall be returned to the housing inspector within eight (8) business hours. The copy shall include the estimated completion time and date. The contractor has the option to attend both of these inspections. Upon turnover, the contractor shall be responsible for correcting all discrepancies in

accordance with paragraphs 1.3, 1.4, 1.5, Appendix 6, plus any supplemental items listed on the COM maintenance form, and any additional contract requirements ordered on the unit. The contractor shall provide quality work, and return the unit free of discrepancies. The Government is not obligated to turn over every unit to the contractor for COM. If required work is not of sufficient magnitude (as determined by the Government) for COM, the work required may be assigned as a service call. The contractor shall not schedule a COM in multiple unit facilities during 2000 to 0700 hours. At either the pre-termination or final inspections, the housing inspector will notify the maintenance contractor of any work required by another contractor.

1.1.1.1. Turn Over Time. The turn over time shall be computed as follows, using calendar days. If the housing inspector turns the unit over to the contractor before 1200 hours, the maintenance period shall begin at 1200 hours that day and close at the time the unit is turned back. If the housing inspector turns the unit over to the contractor at 1200 hours or later, the maintenance period shall begin at 0700 the following business day and close at the time the unit is turned back.

1.1.1.2. Turn Back Time. The turn back time shall be computed in one-half calendar day intervals; that time is, a unit turned back before 1200 hours shall count a half day, and a unit turned back after 1200 hours shall count a whole day. Units originally scheduled for turn back on a Saturday, Sunday, non-business Friday, or holiday shall be inspected before 1200 hours on the first business day following the Saturday, Sunday, non-business Friday, or holiday. If the unit passes the COM inspection, the time shall not be counted against the contractor for acceptable COM.

1.1.1.3. COM Acceptance. The contractor shall return the unit within the agreed 3-5 calendar days. The contractor shall clean each unit in conjunction with the COM in accordance with the cleaning standards in Appendix 11. Upon completion of all work, including service requirements and contract line items, the contractor shall ensure the unit is ready for immediate occupancy. The contractor shall then notify the Quality Assurance Personnel (QAP) person that the unit is ready. Following the inspection, and only after the QAP determines that the unit is ready for immediate occupancy, shall the QAP sign for acceptance of the unit for the Government. On a by-exception basis, work that cannot be accomplished during the agreed 3-5 calendar days may be approved by the QAP for later accomplishment. The Government may require the contractor to correct discrepancies noted before the unit is accepted, or they may require the discrepancies to be corrected by the contractor using a separate job order.

1.1.2. Painting

1.1.2.1. Major Painting. Major painting is normally accomplished in conjunction with the COM and at the direction of the Contracting Officer or designated representative. Repair painting of 200 square feet or less, interior or exterior, is included in the price of contract line items 0001, 1001, 2001 and 3001 and 1001. Major painting in excess of 200 square feet shall be accomplished under contract line items 0003/0004, 1003/1004, 2003/2004 and 3003/3004. The work to be performed shall be accomplished in accordance with this SOW. (See Appendix 8 for methodology of measuring square footage.) The painting includes surface preparation, pre-painting, and finish painting of all surfaces assigned to match existing surface areas. Exterior

painting also includes window frames. Generally, interior painting shall be one-coat; however, if a single coat of paint does not result in complete coverage, the contractor shall, at no additional cost to the Government, apply additional coats of paint to obtain complete coverage. The contractor is paid for the entire square footage of directed major painting at the contract line item price. The contractor shall furnish all labor, equipment, supplies, and materials in the unit cost bid price. The provision for reimbursement for material over \$50 does not apply to major painting. The contractor shall not schedule major painting in multiple units during 2000 to 0700 hours.

1.1.2.2. Painting Materials. Painting materials include paint, varnishes, stains, sealers, and other coating whether used as prime, intermediate, or finish coats. The contractor's furnished paints shall be sealed in containers that plainly show the designated name, formula or specification number, batch number, color, date of manufacture, manufacturer's direction, and name of manufacturer. Materials shall conform to the specifications shown in the painting and finishing schedule (paragraph 1.1.2.4). All contractor-furnished paints shall be subject to testing by the Government.

1.1.2.3. Applications. The contractor shall accomplish all work in accordance with the commercial practices of the trade using manufacturer's recommendations.

1.1.2.4. Painting and Finishing Schedule. The contractor shall use the following painting and finishing schedule:

PAINT AND FINISHING SCHEDULE

Surface	Surface Preparation	Prime Coat	First Coat	Second Coat
Interior walls and ceilings except bathrooms and kitchens	Clean and remove grease and stains. Tape and float and match existing texture.	TT-P-29J	TT-P-29J	TT-P-29J
Interior walls and ceilings in kitchen and bathrooms	Remove all foreign matter, loose particles, and efflorescence. Tape, bed, float & match existing texture.	TT-E-508	TT-E-508	TT-E-508
Interior woodwork	Remove foreign matter and sand-as required. Match existing surface.	TT-E-508	TT-E-508	TT-E-508

Interior woodwork and cabinets	Clean and sand to receive stain as required. Stain and varnish with TT-S-711 for shade as necessary. Fill and sand as necessary.	TT-V-109	TT-V-109	TT-V-109
Interior wood stairs and treads	Clean, sand, and fill with sealer-filler risers and railings as recommended by manufacturer of finish coat material. Match existing surface.	TT-C-542	TT-C-542	
Louvers, grilles, and air outlets	Remove foreign matter by brushing. Match existing surface.	TT-P-30	TT-P-30	
Exterior wood	solvent Cleaning, scraping, sealing, and sand as required. Match existing surface.	TT-P-25E	TT-P-102E	
Exterior ferrous	Remove foreign matter. Match existing surface.	TT-P-86G	TT-P-102E	
Exterior aluminum and aluminum alloy	Remove foreign matter. Match existing surface.	TT-P-645	TTE-489	

1.1.2.5. Surface Preparation.

1.1.2.5.1. Metal and Wood Surfaces. Metal surfaces to be painted shall be prepared by the contractor in accordance with commercial practices of the trade. Wood surfaces to be painted shall be prepared by the contractor in accordance with commercial practices of trade. Trim wood shall be secured where loose, all non-structural nails and fasteners shall be removed, and all voids in and between finished woodwork shall be filled with wood filler by the contractor. All protruding nails, abrasions, and holes shall be set and filled with wood filler, and if the exterior cabinets and closets are required to be painted, the contractor shall also paint the edges of the doors. The contractor shall leave painted doors open for sufficient time to allow the paint to dry.

1.1.2.5.2. Walls and Ceilings. All holes, cracks, blisters, nail pops, and any area where the surface is removed, damaged or deteriorated that does not exceed 32 square feet shall be replaced, repaired, filled, and finished to match existing surface by the contractor.

1.1.2.5.3. Vinyl-coated Wall Covering. Damaged areas of vinyl-coated wall covering shall be repaired, then the entire surface shall be painted using the painting and finishing schedule.

1.1.2.5.4. Treatment of Mildew and Greasy Areas Requiring Washing. Before painting, the contractor shall remove mildew and grease on painted surface.

1.1.2.5.5. Protection of Surfaces. The contractor shall protect areas and items not to be painted during painting operations. This includes but is not limited to all existing hardware, accessories, smoke detectors, carbon monoxide detectors, wall plates, light fixtures, electrical outlets, telephone outlets, special purpose outlets, electrical receptacles, switch plates, air conditioning vents, and similar items in place and not intended to be painted. **Such items already painted over shall be removed, stripped of all paint, then reinstalled by the contractor. If stripping is not practical, then the contractor shall replace these items.**

1.1.2.5.6. Moving of Appliances and Personal Property. The contractor shall disconnect and move all items, both Government and privately owned, away from painting areas and relocate them after the painting is completed. However, in occupied units, occupants are responsible for emptying closets and cabinets when these areas are to be painted.

1.1.2.6. Ventilation. Adequate ventilation shall be provided during paint application. The contractor shall adequately protect persons engaged in painting, according to industry standards and OSHA regulations.

1.1.2.7. Paint Clean Up. Flammable materials shall be placed in closed metal containers and removed from the unit at the end of each day by the contractor. The contractor shall not store flammable materials in or around work areas overnight. Upon completion of painting, all items, which were removed as a part of surface preparation, shall be reinstalled in their original place. All paint shall be removed from light fixtures, smoke alarms, carbon monoxide detectors, door knobs, door strikers and keepers, inside of windows, storm glass, and from other surfaces of other items not to be painted. Also included in, but not limited to the clean up, shall be the removal of any dust, dirt, debris or paint spills that resulted from the painting operation. The unit shall be returned in as clean a condition as received. (Reference Appendix 11 Cleaning Standards)

1.1.2.8 Cleaning Standards for COM. The contractor shall provide all personnel, equipment, tools, materials, supervision, transportation and services necessary to clean and prepare MFH units for occupancy. The cleaning standards are located in Appendix 11.

1.1.3. Contract Line Items Performed During COM. If the Government elects to have the contractor perform contract line items (0003-0013, 1003-1013, 2003-2013 and 3003-3013), notice will normally be given at the time of pre-termination inspection. The contractor shall perform the work in conjunction with the COM. However, notice may be given at the time of

the final inspection. When this occurs and the separate contract line item(s) does not impede the occupant from moving in at the designated time, the contractor may be permitted to adjust the estimated completion time and perform the contract line item(s) in conjunction with the COM. If performing the contract line item(s) impedes the occupant from moving in at the designated time, the work shall be performed as a separate job order unless otherwise directed by the Contracting Officer or designated representative.

1.1.4. Lead-Based Paint (LBP).

1.1.4.1. Identification of LBP. The Galson Survey Company performed testing for LBP in the housing areas on Keesler Air Force Base (KAFB) in 1993. Based on the testing, the contractor will encounter LBP in some areas of housing. The areas that have been identified are primarily, but not limited to, doors, windowsills, door jams, doorframes, and exterior trim. Other areas that may contain LBP are baseboards, cabinet doors, ceilings, exterior fences, soffits, and shelves. This list is not meant to be all-inclusive. The contractor may encounter LBP in other areas. If abatement is required during the COM, the Government will provide the survey data necessary for the contractor to identify the LBP after the pre-termination inspection. If abatement is required while the housing unit is occupied, the contractor shall use the survey data to identify whether or not the area contains LBP. The contractor shall use the procedures described in paragraph 1.1.4.2 to abate the area. Abatements involving LBP shall be accomplished under contract line item 0008, 1008, 2008 and 3008. Payment shall be by the square footage of the abated areas. Square footage is determined by measuring the actual area abated. Surface preparation practices for LBP areas will be similar to surface preparation for areas containing no LBP; therefore, cost increase should be incremental where wet sanding and wet scraping is required. No separate line item will be established for repainting the affected area or for replacing sheetrock, structural wood, or metal fixtures. These tasks will be reimbursed under their contract line items.

1.1.4.2. Repairs Involving LBP. These areas may include interior or exterior paint that are peeling, chipping, chalking, or cracking or paint located on an interior or exterior surface (wood or metal) that is damaged or deteriorated. When abating surfaces with LBP, the contractor shall control the LBP waste by using environmental controls as described in paragraph 1.1.4.3 and 4.10. The contractor shall prepare the surface by wet scraping or wet sanding only. No dry scraping shall be allowed at KAFB. No power tools shall be used. Following surface preparation, the contractor shall dispose of LBP scrapings in accordance with paragraphs 1.1.4.3, 4.10 and 4.10.1. The contractor shall then completely remove all residue from the affected area and the surrounding surfaces where the LBP residue may have spread. The contractor shall then repaint the surface or cover the surface with a wall covering, as determined by the Government and paid under normal contract line items.

1.1.4.3. Disposal of LBP Debris. The contractor shall furnish waste containers that comply with Department of Transportation (DOT) and EPA regulations. The contractor shall be responsible for palletizing and strapping drums to pallets. The contractor shall contact QAP to coordinate pick-up of the drums. LBP debris shall be transported, treated, stored, and disposed of as a hazardous waste under the RCRA 40 CFR 240-282, DOT, and EPA regulations. The

contract manager shall sign off on all LBP manifest. The Government will be responsible for the disposal of and associated costs for LBP waste.

1.1.5. Floors.

1.1.5.1. Floor Replacement. Replacement of floors 120 square feet or less is included in the price of contract line items 0001, 1001, 2001 and 3001. Major floor replacement in excess of 120 square feet shall be accomplished under contract line items 0005/1005/2005/3005, 0005AA/1005AA/2005AA/3005AA, 0005AB/1005AB/2005AB/3005AB, 0005AC/1005AC/2005AC/3005AC, and 0005AD/1005AD/2005AD/3005AD in the bid schedule. Work shall be accomplished only when directed by the Contracting Officer or designated representative. The contractor is paid for the entire square footage or square yardage of directed major floor replacement at the contract line item price. Major floor replacement is normally accomplished in conjunction with the COM and at the direction of the Contracting Officer or designated representative. The contractor shall furnish all labor, equipment, supplies, and material in the unit cost bid price. The provision for reimbursement for material over \$50 does not apply to major floor replacement (paragraph 1.1.5.2). The contractor shall not schedule major floor replacement in multiple unit facilities during 2000 to 0700 hours.

1.1.5.2. Refinish Floors/Stairs. The contractor shall refinish floors/stairs by repair, replacement, or recoating as appropriate for the type of floors/stairs under contract line items 0005, 1005, 2005 and 3005. Floor refinishing includes minor floor refinishing. Floor refinishing includes the following:

- a. Complete refinishing of wood floors/stairs including sanding, filling, sealing, and coating.
- b. Installing, replacing and repairing carpet.
- c. Cleaning carpet stains (minor floor refinishing/COM)
- d. Removing, replacing, and re-grouting chipped or broken ceramic tiles.

1.1.6. Countertop Replacement. Replacement of countertops shall be accomplished under contract line items 0006, 1006, 2006 and 3006. Countertops are normally replaced during the COM, but may be replaced while the unit is occupied. The contractor shall furnish all labor, equipment, supplies, and material in the unit cost bid price. The provision for reimbursement for materials over \$50 does not apply to countertop replacement.

1.1.7. Repair Termite Damage. The Government will accomplish extermination of pests. The contractor shall repair minor termite damage as a part of the contract line item 0011, not to exceed \$500 per unit or \$10,000 in direct labor and material costs for the contract period 01 Feb 04 thru 30 Sep 04 and as a part of the contract line items 1011, 2011, and 3011 not to exceed \$500 per unit or \$5,000 in direct labor and material costs for the contract periods 01 Oct 04 thru 31 Mar 06. The contractor shall notify QAP immediately of termite damage estimated to exceed the minor repair limit, and submit a proposal of direct labor and material costs required to repair the damage within four hours to the Contracting Officer. Upon acceptance of the cost proposal, the Contracting Officer or designated representative will direct the contractor to proceed with termite damage repairs. The contractor shall also notify QAP of termite damages estimated to

require less than \$500 in direct labor and material costs and shall proceed upon approval of the Contracting Officer or designated representative with the repair work in accordance with the response time stated in Appendix 10.

1.1.8. Deteriorated Structural Wood Replacement. The contractor shall replace deteriorated structural wood for any reason other than termite damage (paragraph 1.1.7). Roof deck replacement is a separate item (paragraph 1.1.9). Replacement of structural lumber (including Government owned and installed wood fences) is a separately priced contract line item (0007, 1007, 2007 and 3007) and will be paid for at the unit price established for that item.

1.1.9. Roof Repair. The contractor shall repair roofs to prevent deterioration and damages and to preserve the watertight integrity of the roof. The contractor shall provide minor roof repair as a contract line item 0012 not to exceed \$500 per unit or \$10,000 in direct labor and material costs for the contracting period 01 Feb 04 thru 30 Sep 04 and as a part of the contract line items 1012, 2012 and 3012 not to exceed \$500 per unit or \$5,000 in direct labor and material costs for the contract periods 01 Oct 04 thru 31 Mar 06. The contractor shall notify the QAP immediately of roof damage estimated to exceed the minor repair limit, and submit a proposal of direct labor and material costs required to repair the damage to the Contracting Officer within four hours. Upon acceptance of the cost proposal, the Contracting Officer or designated representative will direct the contractor when to proceed with repairs. The contractor shall notify the QAP of roof repairs estimated to require less than \$500 in direct labor and material costs, and shall proceed upon approval of the Contracting Officer or his/her designated representative with the repair work in accordance with the response time stated in Appendix 10.

1.1.10. Replaced Locks and Keys. At the request of the Contracting Officer or designated representative the contractor shall replace or re-key locks when it is determined by the Contracting Officer or designated representative that the unit is no longer secure with the existing locks. The contractor shall provide replacement keys for broken and inoperative keys during normal business hours and shall replace broken and inoperative locks during normal business hours. Replacement locks will be re-keyed to match the existing keys, or all locks shall be changed so that one key operates all locks on the housing unit. The contractor shall provide four keys for each new door lock or locks re-keyed on a unit. The contractor shall distribute the keys as follows; two keys to the occupants and two keys to the QAP. The contractor shall distribute the keys at the time of changing the door lock(s) or re-keying. The contractor shall process and provide the Housing Office with a copy of the job order showing the number of keys provided to occupants and identify which lock(s) was/were replaced or re-keyed.

1.1.11. Utilities Repair.

1.1.11.1. Sewer Lines. The contractor shall repair sewer lines from the building interior to the sewer main, including pipes under the slab foundation under contract line items 0009, 0009AA, 0009AB, 1009, 1009AA, 1009AB, 2009, 2009AA, 2009AB, 3009, 3009AA AND 3009AB. The contractor shall repair any damage to lawn area within 2 business days using a sod type that best matches the original lawn area. The contractor is hereby advised that in some housing areas, multiple housing units manifold together into a private sewer (single sewer lateral) before tying into the public sewer (main sewer system).

1.1.11.2. Water Lines. The contractor shall repair water supply systems [two (2) inches in diameter and smaller] from the building interior up to and including pipes under the slab foundation and the service line, to the first valve off the water main to include the cutoff valve. The contractor shall remove any standing water in the house resulting from broken or clogged piping as part of contract line items 0010/1010/2010/3010, 0010AA/1010AA/2010AA/3010AA, and 0010AB/1010AB/2010AB/3010AB. The contractor shall repair any damage to lawn area within two (2) business days using a sod type that best matches the original lawn area.

1.1.11.3. Gas Lines. The contractor shall repair gas lines from the building through the regulators, including the cutoff valve. The contractor shall also be responsible for the gas piping from the pressure regulator to the stove, furnace, water heater, and clothes dryer. The contractor is also responsible for gas cocks at appliances, nipples, flexible connections, unions, reducers, appliance pilot lines and all associated gas distribution equipment.

1.1.11.4. Electrical System. The contractor shall be responsible for electrical circuitry and all electrical components including panels, breakers, weather head and mast, and conductors up to the connection to the overhead electrical service drop. The contractor shall also be responsible for circuitry throughout the housing unit, including breakers and service entrance panel. The contractor is not responsible for the underground electrical service from source to service entrance panel.

1.1.11.5. Telephone Lines. The contractor shall repair interior telephone jacks and telephone lines up to the outside connection.

1.1.11.6. Utility Outages. Refer to Appendix 10 for categories of utility outages. The contractor shall notify QAP of scheduled utility outages at least two (2) calendar days before the scheduled outages. The Government will notify the contractor at least two (2) calendar days before a Government scheduled utility outage. When necessary for the maintenance contractor to interrupt utilities for maintenance, the contractor shall notify the QAP who will notify all affected occupants before the interruption. When a gas distribution extinguishes the pilot lights on water heaters, the contractor shall relight the pilot lights. The contractor shall begin relighting the pilots upon notification from the QAP and shall continue until 2100 hours. If not completed by this time, the contractor shall complete relighting the pilots the next calendar day, beginning at 0800.

1.1.12. Occupant Damages. When the contractor suspects occupant abuse, the contractor shall notify the Contracting Officer or designated representative and the QAP within two (2) hours. The Housing Office will determine validity of all suspected occupant abuse of facilities beyond fair wear and tear. The contractor shall provide the QAP with a written cost estimate of repairs for all validated occupant damages above and beyond fair wear and tear. This estimate shall be provided within two (2) calendar days. The contractor shall repair all occupant abuse damages, not to exceed \$300 for direct material and labor costs per incident, to be included in the price of contract line items 0001, 1001, 2001 and 3001. However, the contractor shall not begin repair unless directed by the Contracting Officer or designated representative. Repair of

occupant abuse damages in excess of \$300 for directed material and labor costs per incident are subject to approval by the Contracting Officer or designated representative.

1.1.13. Playground Equipment. The contractor shall be responsible for maintenance and repair of Government owned playground equipment in the housing areas and adjacent to the housing areas, to ensure all equipment is operative and safe. Playgrounds shall be maintained in accordance with U.S. Consumer Product Safety Document #325, Handbook for Public Playground Safety. Maintenance and repair, to be included in the price of contract line items 0001, 1001, 2001 and 3001 include removal and replacement of parts that are weathered, splintered or broken, and removal of rust from metal parts. The protection of wood, metals, and replacement of all inoperative/unsafe equipment shall be the responsibility of the contractor. The contractor shall inspect/repair each playground area twice per year to ensure all equipment is safe and in good working order. Inspections shall occur once during the month of March and once during the month of August. (Reference Section 2c of Appendix 2).

1.1.14. Emergency Support Services. The Government has the option to augment surge requirements beyond the capability of the contractor when the Government perceives that mission accomplishment is endangered.

1.1.15. Disaster Response Work. If Government property is damaged by acts of God or natural disasters, the Contracting Officer or designated representative shall determine the emergency actions necessary to protect Government and personal property and shall direct the contractor to do the emergency work necessary. Such emergency work shall be included as part of contract line items 0001, 1001, 2001 and 3001. Repairs shall not exceed \$500 per unit in direct labor costs and direct materials, and the total cost for repairing disaster damages shall not exceed \$15,000 per year. (Reference Section 2d of Appendix 2).

1.1.16. Use of Toxic/Hazardous Materials (HM). In accordance with Air Force Instruction (AFI) 32-7086 KAFB Supplemental 1, 15AUG 2000 Hazardous Materials Management, page 3, paragraph 1.9.4.5, the contractor shall provide written notification to the Contracting Officer or designated representative that it is their responsibility to notify the Contracting Officer or designated representative of any HM required to perform the contract. In the event HM will be used in the execution of the contract, the contractor shall be required to provide a list of materials, quantities, and Material Safety Data Sheets (MSDS) to the QAP. The QAP will then forward the MSDS(s) to the Hazardous Material Management Office (HAZMO) for approval/ coordination with 81 MDG/SGPB and 81 CES/CEV prior to the contractor bringing the material on KAFB. All tracking requirements will be the responsibility of the Hazardous Materials Management Office (HAZMO), 7-4815.

1.1.17. Administrative Reports and Data. The contractor shall provide the reports and data required in Appendix 4.

1.1.18. Maintenance Management. The contractor shall provide the services of maintenance management and perform maintenance responsibilities as described in this SOW. The estimated

quantities of work are listed in Appendix 2, Workload Estimates. Standards for these tasks are specified in SOW Section 2 and Appendix 6.

1.1.18.1. Maintain Facility Maintenance Files. The contractor shall maintain a facility maintenance folder for each unit. The contractor shall place a copy of each completed job order, for any type of work accomplished on a unit, in the appropriate facility maintenance folder in chronological order. These records shall provide a maintenance history for each of the housing units. The Government requires access to these files and they shall be made available during the term of the contract. The files are the property of the Government and may not be removed from the designated premises.

1.1.19. Cannibalization. Parts from one unit are not to be used in another unit unless the contractor is directed by the Contracting Officer or designated representative.

1.1.20. Cleaning Vacant Units After a COM. When a unit has been vacant for more than two (2) weeks after the COM cleaning, the contractor shall perform a "light" cleaning on the unit. This includes, but is not limited to, removing dust, cobwebs and debris from counters, blinds and floors and any stains in the toilets.

1.1.21. Government Observations. Government personnel other than the Contracting Officer, designated representative, and QAP personnel may from time to time observe contractor operations. The contractor shall provide assistance and information for these observations, as requested by Government personnel. Any observations by Government personnel other than the Contracting Officer, designated representative, or QAP personnel are only informational and shall not result in any payment action under this contract for or against the contractor.

1.1.22. Work Backlog. The contractor shall be responsible for completing all open job orders. Any open job orders, as of the last day of the contract period, are to be completed under the terms of this contract. The contractor's last monthly payment will be held pending completion of all backlog job orders. The period allowed for completion of each job order will begin on the date the job was originally initiated. The contractor shall be granted 15 days to accomplish all backlogs. Government furnished facilities will not be available at the end of the contract, as the new contractor shall have the facilities.

1.2. SERVICE CALL SYSTEM. The contractor shall develop and implement a service call system that is responsive to the occupants and has the capability to classify and handle emergency, urgent, and routine work requests. Each category of work must have a minimum resolution time constraint as established in Appendix 10. (Reference paragraphs 4.6.1 and 4.6.3 of the SOW for hours of operation) The contractor shall develop comprehensive written procedures and guidelines to implement a service call system to ensure all work is performed in accordance with standard commercial practices, manufacturer's recommendations, and applicable federal, state, and local rules and regulations. Service includes, but is not limited to, maintenance, repair, and replacement of parts and equipment.

1.2.1. Job Order System. The contractor shall maintain a serial numbered job order system to control all work. Each category of job orders (service calls, recurring equipment/maintenance

inspection, change of occupancy maintenance, and contract line item work) shall be separately serially numbered.

1.2.2. Job Order Forms. The contractor shall provide job order forms that indicate number and type of job order, date and time of request or initiation, date and time of completion, description of work, facility or unit number, and material used on that job order. Service call job orders shall provide for recording the housing occupant's signature.

1.2.3. Job Order Log. The contractor shall maintain a service call job order log which indicates the following information: job order number, time and date of receipt, facility number, requesting person, their telephone number, brief description of work, classification (emergency, urgent, or routine), and date and time of completion.

1.2.4. Coordination with Occupants. Every effort will be made to schedule repairs during change of occupancy maintenance. However, if repairs are required while the housing unit is occupied, the contractor shall coordinate the repair with the occupant and with the Housing Office if the occupants must be relocated during the repairs.

1.2.4.1. Occupied Units. Except in an emergency, contractor personnel shall not enter occupied quarters unless requested by the occupant, an adult member 17 years or older, or if the occupant's family is at home. If the occupant's family is not at home, an adult who is responsible for the quarters during the occupant's absence must be present. Except for COMs, emergency and urgent service calls, the contractor shall coordinate operations with the occupant at least one (1) business day before work is scheduled for accomplishment. The contractor shall provide the occupant a morning or afternoon time frame for responding to the service call. Response times are stated in Appendix 10. The time frame given to the occupant shall be recorded in the service call logs. If delays prevent the service technician from arriving during the designated time frame, the contractor shall notify the occupant of an alternate schedule. If the occupant is not home at the appointed time for access, the contractor shall leave a written message notifying the occupant of the missed appointment. The message shall include the date and time of the attempted access. The message shall inform the occupant how to reschedule the requested work. The contractor shall supply the QAP with a copy of the missed appointment message and annotate the service call log. Failure on the part of occupants to provide access shall not be the basis of a claim for additional money by the contractor. If an appointment has been established and the occupant is a "no show," the contractor shall schedule one more appointment to complete the service call. If unsuccessful, the contractor shall refer the job order to the QAP for permission to cancel.

1.2.5. Receipt of Service Calls. The contractor shall have a central point of contact for receiving all requests for service. Service calls shall be received, on site at building 4005, by telephone or in person, from 0700 to 1900 on normal business days. The contractor may use an answering service from 1900 to 0700 on normal business days, non business Friday's, weekends and holidays. The response and completion times, specified in Appendix 10, must be met when the contractor is using an answering service. The contractor shall document each service call received in a job order log and assign it a job order number. The contractor shall notify each customer of the job order number and refer to that number throughout the job order. Upon

receipt of a service call, the contractor shall categorize each as emergency, urgent, or routine using the categories listed in Appendix 10. The contractor shall start and finish work as follows:

1.2.5.1. Emergency and Urgent. Response time shall be as stated in Appendix 10. When emergency or urgent work is in progress and completion of work prior to the end of normal business hours is impossible, it shall be the responsibility of the contractor to continue the work to a point of safe utilization, regardless of the time required, at no additional cost to the Government. The housing occupant will be fully apprised of the situation and the contractor shall proceed with the work in coordination with and in regard for the welfare of the occupants. Completion of work required beyond the point of safe utilization shall be continued by the contractor the following day as an urgent or routine service call, as applicable. The quality of work accomplished by the contractor shall meet the requirements of Appendix 6. For work performed in the interior of individual quarters, the contractor shall have the housing occupant sign the job order and record the date and item of completion.

1.2.5.2. Routine. Response and completion times for all items required by the contractor shall be as stated in Appendix 10. The quality of work accomplished by the contractor shall meet the requirements of Appendix 6. For work performed in the interior of individual quarters, the contractor shall have the housing occupant sign the job order and record the date and item of completion.

1.2.6. Medical Waiver. If the occupant has a medical waiver, the contractor shall respond to heating and air conditioning calls as stated in the terms at Appendix 10. The Contracting Officer or designated representative shall provide a list of occupants, by address, to the contractor. This list shall be updated as changes occur.

1.3. APPLIANCE AND EQUIPMENT MAINTENANCE AND SERVICE. The contractor shall be responsible for maintenance of Government-owned appliances to the quality standards stated in Appendix 6. The contractor shall provide minor maintenance to include, but not limited to, adjusting, ordinary lubrications, tightening of nuts and bolts, and preventive maintenance actions recommended by the equipment manufacturer. The contractor shall provide major maintenance to include, but not limited to, repair of inoperable appliance, replacing components, parts, filters, handles, hinges, gaskets, refrigeration compressors, and burners. The appliance inventory shall be tracked using the serial number of the appliance and the residence address. If no serial number is available, the contractor shall set up an identification system identifiable with the address of the unit. The initial installation date constitutes the “date of delivery to the original user.” There shall be no removal or replacement of appliances without the approval of the Contracting Officer or his/her designated representative. All appliances and equipment installed by the contractor shall become the property of the Government. The contractor shall use Government furnished warehouse appliances before purchasing new appliances. For description of some appliances and equipment see Appendix 2 Section 2b. The contractor shall furnish the Housing Office with data to maintain the master appliance listing. (Reference Appendix 4 Required Reports)

1.3.1. Appliance Replacement. The contractor shall notify the Contracting Officer or designated representative, in writing, when an appliance is beyond economical repair and needs

to be replaced. The written notification will include, the detailed cost breakdown, copy of job order form for service call, and rationale. The Contracting Officer or designated representative will verify that the appliance is to be replaced and shall direct the contractor to repair or replace the appliance. If the appliance is beyond repair and will be removed during business hours, the Contracting Officer or designated representative shall direct the contractor to repair or dispose of the appliance. During non-business hours, if the appliance must be removed on an emergency basis, the contractor shall present the job order on the next business day for QAP approval. This work includes, but is not limited to, hauling appliances, uncrating, modifying utilities and facilities to fit the replacement appliance, connecting the appliance, cleaning the appliance, and placing the appliance in its final position. Removed appliances that cannot be completed on the spot shall be transported by the contractor to the contractor's facility for repair or disposal, as directed. Appliances and equipment shall be of a quality, appearance, make, and size that meet or exceed the minimum needs of the Government as described in Appendix 2, Section 2b or as determined by the QAP. Acquisition of appliances shall be in accordance with paragraph 4.16.2 of this SOW. When installing a refrigerator in a unit, the contractor shall ensure that the refrigerator door opens towards the inside of the kitchen. The Government will reimburse the contractor, in full, for appliances the contractor has been directed to replace under contract line items 0002, 1002, 2002 and 3002.

1.3.1.2. Appliance Warranty Replacement. The contractor shall be responsible for exercising manufacturer and contract warranties. Documentation and submission of warranty claims to equipment suppliers shall be the responsibility of the contractor. The contractor shall not be reimbursed for the cost of repair or replacement if the repair or replacement is covered by and reimbursed under a warranty.

1.3.1.3. Appliance Replacement Response Time. Inoperative appliances or equipment shall be replaced or repaired within the time frame specified in Appendix 10. If warranty work is required for appliances or repairs and exceeds the time frames specified, the contractor shall supply a temporary replacement appliance.

1.3.1.4. Appliance Replacement Stock. Contractor shall be responsible for supplying replacement stock of all appliances listed in Appendix 2, Section 2b. The contractor shall maintain a sufficient number of appliances in backup stock at all times. The Government will reimburse the contractor in full for appliances the contractor has procured for replacement stock (number required for replacement stock to be determined by QAP) or installed in a unit at the end of each month.

1.3.1.5. Appliance Replacement Parts. The contractor shall furnish all replacement parts equal to or better than the parts removed from the appliance. Any item with a replacement cost over \$50 that is removed from equipment or facilities shall be inspected by QAP to determine if it is unserviceable prior to final disposition.

1.3.2. Appliance Repair Limits. The contractor shall repair those items determined by QAP to be repairable as a routine service call. Repaired items shall be used before newly purchased items are used. If the Contracting Officer or designated representative instructs the contractor to

repair the appliance, the contractor will be reimbursed for negotiated costs over the repair limit. A not-to-exceed cost shall be specified.

1.3.3. Non-Repairable Items. Those items determined to be non-repairable by QAP shall be palletized by the contractor and turned into Defense Reutilization Marketing Office (DRMO) within 14 calendar days. The contractor shall arrange the date and time for turn in of appliances to coincide with the operation procedures of the DRMO. Comply with the requirements of 40 CFR 82.156 when disposing of equipment containing refrigerant. When required, refrigerants must be properly removed from refrigeration equipment prior to being disposed of. When using the DRMO or the Base Re-Cycling Center at Keesler AFB, a “refrigerant removal certification” form must be completed, including signatures, and turned in with each piece of equipment. The form can be obtained from 81 CES/CEV (Environmental Management Office), building 4705. Removal of refrigerant shall be charged under contract line items 0013, 1013, 2013, and 3013.

1.3.4. Occupant Owned Appliances. Housing occupants are allowed to use their own appliances. When this occurs the contractor shall be responsible for removing the Government appliance(s) from the unit and storing it in a Government furnished facility. The contractor shall reinstall the Government appliance(s) when directed by the Contracting Officer or designated representative. The contractor shall not be responsible for maintenance or repair of occupant-owned appliances under the terms of this contract.

1.3.5. Removal of Appliances From Units to be Removed From Inventory. Units to be removed from the inventory for any reason that have appliances deemed to be in good working condition by the Contracting Officer or designated representative shall be removed by the contractor as a routine job order at no additional cost to the Government.

1.3.6. Recurring Installed Equipment Maintenance. The contractor shall perform recurring equipment inspections and repairs resulting from inspections at the frequencies stated in Appendix 2, Section 2b. The contractor shall record all system deficiencies, initiate a job order for repair, and complete the work by the time specified in Appendix 10. The contractor shall meet the quality of works standards in Appendix 6. The contractor shall provide a written inspection schedule for heating and air conditioning (HVAC) inspections to include the date and time each unit is scheduled for inspection in order to minimize instances of the occupant not being at home when inspections are required. The contractor shall provide the occupant with a notice of the inspection a week in advance by tagging the occupant’s door. The contractor shall provide a space on the inspection form for the occupant’s signature and obtain the signature of the occupant indicating that both parties kept the inspection appointment. If the occupant is a “no show”, the contractor shall schedule one more appointment to complete the service call. If unsuccessful, the contractor shall notify QAP. HVAC systems shall be scheduled for inspection and repair during the months of March through May and September through November. At contract startup, the contractor may extend the inspection one month, thus performing the inspection October through December. The last option year of the contract, the contractor shall inspect at least one-third of the units during September before the Government certifies final payment. Inspection of HVAC units shall be in accordance with Appendix 6.

1.4. Exterior Work. As a minimum, exterior work includes but is not limited to:

Recurring inspections
Entrance doors and screen doors including jambs, casing, tracks for sliding doors, and door stops
Door hardware (closures, locks, rollers)
Weather stripping on all entrance doors
Window screens and storm windows
Window glass
Trash carts
Flag holders
Address-O-Lites
Garage doors, tracks and locks
Garage door openers
Steps
Building identification numbers
Nameplate holders
Exterior walls
Privacy screens
Exterior lights
Gas regulating valves
Roofs, roofing/flashing, gravel guards, gutters, and spouts
Splash blocks
Soffits
Fascia joints
Trim
Hose bibs
Water heaters
Water heater storage unit
Chimneys

1.5. Interior Work. As a minimum, interior work includes but is not limited to:

Recurring inspections
Mini-blinds
Vertical blinds
Floor tile (all types)
Door and window hardware
Bathroom accessories
Medicine cabinets
Walls and ceilings
Sub-floors
Carpet
Baseboards
Shoe mold
Ceiling joints

Doorjambs
Thresholds
Doorstops
Ceramic/metal wall tiles to include caps and base tile
Cabinet tops
Commodos
Faucet repair parts
Bathtubs, shower units, lavatories, countertops, door facings, windows, baseboards, and stairs
Windowsills, casing and baseboards
Window screen
Handrails
Cabinet hinges, cabinet latches, drawer pulls, drawer guides and cabinet catches
Vinyl wall covering
Kitchen and bathroom exhaust fans
Thermostats
Fire extinguishers
Heating and air-conditioning fans and units
Appliances (all)
Faucets, drains and overflows on sinks, lavatories, and bathtubs
Plugs, traps, strainer baskets
Flush valves
Ball cocks
Washer connections, angle stops, and cut-off valves
Waste drains to main sewer lines
Smoke detectors
Carbon monoxide detectors
Electric switches, panels, doorbells
Light fixtures
Light covers
Ceiling fans
Chandeliers
Water heaters
Water heater closets
Chimneys
Air conditioning and furnace filters (metal and washable)

2. SERVICE DELIVERY SUMMARY

Performance Objective	SOW Para	Performance Threshold	Method of Surveillance
Provide, implement and operate a Change of Occupancy Maintenance Program. Perform COM in accordance with the established turn around times.	1 – 1.1.6., 1.3., 1.4., 1.5., Appendices 6,11 & 7 paragraphs 2.2. - 2.2.3.1.	Completed within the allowable downtime, within the standards of the SOW, with 0 defects 95% of the time.	100% Inspection
Perform separately priced contract bid line items ensuring standards are met.	1.1.5.1., 1.1.6., 1.1.7., 1.1.8., 1.1.9., 1.1.11.1., 1.1.11.2. & Appendix 6	Completed within the standards of the SOW with 2 or less defects within 30 calendar days.	Customer Complaint
Provide, implement and operate a service call program for Emergency, Urgent and Routine repairs. Respond to and satisfactorily completes service calls within the required times.	1.2. – 1.2.6. & Appendices 6 & 10	Service calls shall be performed in accordance with the SOW and with 2 or less defects 95% of the time.	Customer Complaint
Maintain appliances in accordance with commercial practices and industry standards.	1.3 – 1.3.6.	90% of the appliances are in safe, proper working order 100% of the time. Non-working appliances are replaced within 3 calendar days 100% of the time	Customer Complaint
Provide, implement and operate a scheduled recurring maintenance program. Perform semi-annual recurring maintenance inspections in accordance with established schedule.	1.3.6., 1.1.13., Section 2b & 2c of Appendix 2, & paragraphs 3.5.8. – 3.5.8.1. of Appendix 6	Customer complaints do not exceed 3 monthly.	Customer Complaint

3. GOVERNMENT FURNISHED PROPERTY, EQUIPMENT AND SERVICE.

3.1. Government Furnished Facilities. The Government shall furnish or make available facilities described in Appendix 5. Facilities will be turned over on contract start date and the Government point of contact is the QAP. Government facilities have been inspected for compliance with OSHA. No hazards have been identified for which work-arounds have been established. Should a hazard be subsequently identified, the Government corrects OSHA hazards according to base wide Government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that work-around procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibilities of the contractor. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. Further, the Government will assume no liability or responsibility for the contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections according to approved plans of abatement subject to base-wide priorities. Before any modification of the facilities performed by the contractor at his or her expense, the contractor must furnish the Contracting Officer or designated representative documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the Contracting Officer or designated representative. If alterations are necessary for compliance with OSHA, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the Government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall only be used in performance of this contract.

3.2. Equipment. The Government provides the contractor with no equipment.

3.3. Government Furnished Utilities. The Government will provide those utilities presently required to maintain and operate the facilities identified in Appendix 5.

3.4. Telephone Services. The Government will provide 3 class "C" phone lines for service calls.

3.5. Refuse Collection. The Government will provide refuse collection services from dumpsters identified by QAP personnel. The contractor shall be responsible for bringing refuse to the identified dumpsters. The contractor shall not dispose of flammable liquids, mineral spirits, oil, lubricants and other flammable or hazardous material in base dumpsters. The contractor shall be required to comply with all installation environmental and recycling programs.

3.6. Pest Management Services. The Government will provide insect and rodent control for all Government furnished facilities. The contractor shall notify QAP when an insect or rodent problem is detected.

3.7. Grounds Maintenance. The Government will not provide grounds maintenance for this facility; therefore, the contractor shall provide the ground maintenance.

3.8. Security Police and Fire Protection. The Government will provide security police and fire protection to the extent necessary to ensure a secure and safe installation. Phone numbers are Fire, ext 911, Security Police, ext 7-3040.

3.9. References and Technical Documentation. Upon request, the Government will furnish the contractor the Government documents listed in Appendix 9. The following items will also be provided:

Floor plans and related facility and equipment manufacturers' literature, when available,
Individual family housing facility maintenance files,
Utility systems drawings will be available for review.

3.10. Base Disposal Area. The Government will provide an on base site to dispose of litter, (except items that can be recycled) debris, clippings, excavated materials, and other items approved for disposal at this site that are accumulated by the contractor on KAFB. The contractor shall dispose of items in two separate piles: compostable items and noncompostable items. All items determined by the Government as unacceptable for disposal in either the compostable or noncompostable piles shall be disposed of in the base disposal area dumpster.

3.11. Emergency Medical Services. The Government will provide emergency medical treatment for contractor personnel at KAFB Medical Center. The contractor personnel are responsible for preparing the necessary paperwork. The contractor shall reimburse the Government for the cost of the medical treatment.

4. GENERAL INFORMATION.

4.1. Quality Control.

4.1.2. The basic quality management system must provide for the appropriate controls of service characteristics and attributes during performance. It should describe specific policies, procedures, and practices and identify quality responsibilities for all operational interfaces. The key consideration is the delivery of services that fall within allowable tolerances.

4.1.2.1. Inspection System. A description of the inspection system to cover all tasks and services listed on the Service Delivery Summary (SDS). The description shall include specifics as to the areas to be inspected on a scheduled and unscheduled basis, frequency of inspections, submission of quality control inspection schedule, and the title and organizational placement of

the inspectors. Additionally, control procedures for any Government provided keys or lock combinations shall be included.

4.1.2.2. Identifying and Preventing Deficiencies. A description of the methods to be used for identifying and preventing deficiencies in the quality of service performed.

4.1.2.3. On-site Records. On-site records of all inspections conducted by the contractor and the necessary corrective or preventive actions taken.

4.1.2.4. Customer Complaint Feedback. A customer complaint feedback system shall be developed for correction of complaints. All customer complaint forms shall be answered, all necessary corrective actions taken, and the completed forms returned to the QAP personnel within one (1) business day.

4.1.2.5. Records of Inspections. The records of inspections shall be kept and made available to the Government throughout the contract performance period and for the period after the contract completion until the final settlement of any claims under this contract.

4.2. Quality Assurance. According to the Inspection of Services clause Government Quality Assurance, Appendix 1, the Government will evaluate the contractor's performance under this contract. For those tasks listed in the SDS, the QAP personnel will follow the methods of surveillance specified in this contract. The QAP personnel will record all surveillance observations and will maintain a file of all inspection results. Government surveillance of tasks not listed in the SDS or by methods other than those listed in the SDS (such as provided for by the Inspection of Services clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Successive months of unsatisfactory performance for any Performance Objective (PO) item may result in other appropriate action(s) by the Contracting Officer or designated representative in accordance with the Inspection of Services clause, including Termination for Default. Any action taken by the Contracting Officer or designated representative will be according to the terms of this contract.

4.2.1. Performance Evaluation Meetings. The Contracting Officer or designated representative may require the contract manager to meet with the Contracting Officer, Contract Administrator, QAP, and other Government personnel as deemed necessary. The contractor may request a meeting with the Contracting Officer or designated representative when the contractor believes such a meeting is necessary. Written minutes of any such meetings shall be recorded in the contract and signed by the contract manager and the Contracting Officer, the Contract Administrator or designated representative. If the contractor does not concur with any portion of the minutes, such non-concurrence shall be provided in writing to the Contracting Officer, the Contract Administrator or designated representative within 10 calendar days following receipt of the minutes.

4.3. Contractor Personnel.

4.3.1. Contract Manager. The contractor shall provide a contract manager who shall be responsible for the performance of work. The name of this person, and an alternate or alternates, who shall act for the contractor when the manager is absent, shall be designated in writing to the Contracting Officer or designated representative. The Contracting Officer or designated representative shall be notified of a replacement contract manager within one (1) business day. The contract manager and alternates must be able to read, write, speak and understand English.

4.3.1.1. Contract Manager Authority. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

4.3.1.2. Contract Manager Availability. The contract manager or alternate shall be available during normal business hours within 30 minutes to meet on the installation with Government personnel (designated by the Contracting Officer or designated representative) to discuss problem areas. After normal business hours, the contract manager or alternate shall be available within 1 hour, 24 hours a day, and 7 days a week.

4.3.2. Contractor Personnel Badges. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. The contractor shall provide badges and employees shall display the badges at all times while on KAFB, MS.

4.3.3. Employee Training.

4.3.3.1. Training Compliance. The contractor shall provide environmental, health and safety training to ensure compliance with all federal, state, and local laws or regulations.

4.3.3.2. Minimum Requirements of Training. A minimum level of training shall be provided to all workers who perform activities that disturb painted surfaces or come in contact with LBP/asbestos. Minimum training includes potential hazards of LBP/asbestos, work practices to reduce and control dust and debris, handling of debris, hygiene, and cleanup procedures during maintenance activities. On-site supervisors and workers shall be trained at an EPA approved Regional Training Center or an equivalent in-house training program (provided and paid for by the contractor) presented by a certified trainer. All training shall be documented and available for the Government to review at all times.

4.3.4. Contractor Notification Responsibilities. The contractor shall notify the Information Security Program Manager (ISPM) at each operating location 30 days before on-base performance of the contract. The notification shall include:

- a. Name, address, and telephone number of company representatives.
- b. The contract number and contracting agency.
- c. The reason for the contract (i.e., work to be performed).

- d. The location(s) of contract performance and future performance, if known.
- e. The date contract performance begins.
- f. Any change to information previously provided under this paragraph.

4.3.4.1. Pass and Identification Items. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles:

a. DD Form 1172, *Application for Uniformed Services Identification Card* (AFI 36-3026, *Identification Cards For Members of The Uniformed Services, Their Family Members, and Other Eligible Personnel*, and AETC Instruction 36-3001, *Issue and Control of AETC Civilian Identification (ID) Cards*).

b. AETC Form 58, *Civilian Identification Card* (AETCI 36-3001).

c. AF Form 2219 (series), *Registered Vehicle Expiration Tab* (AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*).

d. DD Form 2220, *DoD Registered Vehicle and Installation Tab* (AFI 31-204).

e. AF Form 1199, *USAF Restricted Area Badge*, or locally developed badge.

f. AF Form 75, *Visitor/Vehicle Pass* (AFI 31-204).

4.3.4.2. Compliance with Traffic Regulations. The contractor shall ensure employees have a current and valid driver's license before allowing the employee to operate a contractor owned vehicle on KAFB. The contractor shall operate vehicles to comply with base traffic regulations.

4.3.4.3. Retrieving Identification Media. The contractor shall retrieve all identification media, including vehicle decals, from employees who no longer work for the contractor for any reason before the contract expires. The retrieved identification media and vehicle decals shall be turned into the Contracting Officer or designated representative.

4.3.4.4. Current Listing of Employees. The contractor shall maintain a current listing of employees. The list will include employee names, social security numbers and security clearance levels (if required). This list shall be validated and signed by the contract manager and provided to the Contracting Officer or designated representative and 81 SFS/SFAI Facility Security Officer (FSO) prior to the contract start date. Updated lists shall be provided when an employee's status or information changes. A copy of the updated list shall be provided to the Contracting Officer or designated representative and 81 SFS/SFAI FSO no later than two (2) business days after the changes occur.

4.3.5. Safety. The contractor is required to establish and conduct a thorough Occupational Safety and Health Program as required by OSHA. The contractor shall comply with OSHA, Public Law 91-596 and the resulting standards and OSHA Standards 29 Code of Federal Regulations (CFR). The contractor shall comply with Safety Guidance for Civilian Contractors (obtained from 81 TRW/SEG). Additionally, the contractor shall comply with Air Force Occupational Safety and Health (AFOSH) safety Standards, installation safety, fire and health requirements/regulations. Copies of AFOSH standards may be reviewed in the 81st Training Wing Safety Office, Room 202, Bldg 0233. Questions or inquiries pertaining to the Air Force Safety Program should be directed to the Wing safety Office at 7-2910, 7-7030 or 7-7031.

4.3.5.1. Material Safety Data Sheets (MSDS). The contractor shall advise all employees of all environmental and hazardous materials handling and shall have and maintain Material Safety Data Sheets (MSDS) on all materials that are required by state and federal laws, and regulations. (Reference AFI 91-301 and OSHA requirements).

4.3.6. Conservation of Utilities. The contractor shall make sure employees practice utilities conservation. The contractor shall be responsible for operating under conditions that prevent the waste of utilities to include:

4.3.6.1. Lights Off. Turn off lights when not in use.

4.3.6.2. HVAC Controls. Set and maintain mechanical equipment controls for heating, ventilation and air conditioning systems in accordance with applicable directives, instructions, manuals and technical orders.

4.3.6.3. Water Off. Turn off water faucet valves when not in use.

4.4. Physical Security. The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the end of each business day, all Government facilities, equipment and materials shall be secured.

4.4.1. Key Control. The contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the Government. The contractor shall immediately report to the Contracting Officer or designated representative any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction from the Contracting Officer or designated representative, to re-key or replace the affected lock or locks without cost to the Government. The Government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, the Government shall replace all locks and keys for that system and the total cost shall be deducted from the monthly payment due the contractor.

4.5. Lock Combination. The contractor shall control access to all Government provided lock combinations. Contractor control methods shall be designed to preclude unauthorized entry into locked areas and to ensure lock combinations are not revealed to unauthorized persons.

4.6. Hours of Operation.

4.6.1. Normal Hours of Operation. All required inspections and routine maintenance shall be accomplished during normal business working hours. For purposes of this contract, the normal business working hours follow the Compressed Work Schedule as described in the table below:

Compressed Work Week

Sunday	non-business day
Monday	0700 to 1645
Tuesday	0700 to 1645
Wednesday	0700 to 1645
Thursday	0700 to 1645
Friday	non-business day
Saturday	non-business day

Non-Compressed Work Week

Sunday	non-business day
Monday	0700 to 1645
Tuesday	0700 to 1645
Wednesday	0700 to 1645
Thursday	0700 to 1645
Friday	0715 to 1600
Saturday	non-business day

4.6.2. Holidays. The contractor shall provide emergency and urgent service on Federal Holidays. The holidays are:

New Year's Day - 1 January or the Friday preceding or Monday following
Martin Luther King Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - last Monday in May
Independence Day - 4 July or the Friday preceding or Monday following
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December or the Friday preceding or Monday following

4.6.3. Service Call Hours. The contractor shall provide a capability for receiving service calls 7 days a week, 24 hours per day, and accomplish service calls during the following time periods:

CATEGORY	DAYS PER WEEK	TIMES
Emergency	7 days	24 hours per day
Urgent	7 days	0700 - 2100
Routine	normal business days	normal business hours

4.7. Performance of Services During Crisis Declared by the National Command Authority.

All services to be performed under this contract have been determined to be essential for performance during crisis and, according to Department of Defense Instruction (DODI) 3020.37 and Air Force implementation thereof, it is determined that the contractor shall be required to perform during crisis. Emergency situations (i.e., accident and rescue operations, civil disturbances, natural disasters, military contingency operation, and exercises) may necessitate the contractor provide increased or reduced support as determined by the contracting officer.

4.8. Contractor Cleanup. The contractor shall, at all times, keep work areas used in or near residence and storage areas free from accumulations of waste material, rubbish, tools, scaffolding, equipment, and materials not the property of the Government. Upon completion of the job, the contractor shall leave the work and premises in a clean, neat, and workmanlike condition. The contractor shall remove water and sewage spilled (inside the unit) as a result of a malfunction or repair so as to leave the area in a sanitary condition. The contractor shall be responsible for the exterior appearance of all storage areas to include picking up and disposing of litter. This also includes disposal of toxic materials such as paint (nonleaded), antifreeze, and freon.

4.9. Coordination With Other Contractors. The Government may undertake or award other contracts for additional work, and the contractor shall fully cooperate with such other contractors and Government employees and carefully schedule normal work to additional work that may be directed by the Contracting Officer or designated representative. The contractor shall not commit or permit acts that shall interfere with the performance of work by another contractor or by a Government employee.

4.10. Environmental Control. All hazardous materials and wastes, including freon, paint, paint waste, thinner, solvent, stripper, wastes slops, brush cleaning solutions, and paint cans generated by this contract shall be managed and disposed of in accordance with all federal, state and local laws, and base rules and regulations. The contractor shall maintain a collection point for all work generated hazardous wastes. The collection point must receive certification as a Satellite Accumulation Point from Base Civil Engineering prior to use. The contractor shall accomplish disposal of hazardous wastes off base. Under no circumstances shall the contractor dispose of or flush any hazardous material down sinks, toilets, or drains.

4.10.1. Compliance with Laws and Regulations. The contractor shall be knowledgeable of and comply with all applicable federal, state and local laws, regulations, and requirements regarding environmental protection. In the event environmental laws, regulations, or requirements change during the term of this contract, the contractor shall comply with such changes. If there is an increase or decrease in cost as a result of the change, the contractor shall immediately inform the Contracting Officer or designated representative for possible modification of the contract.

4.10.2. Notification of Environmental Spills. The contractor shall be liable for and maintain the capability to respond to and clean-up all spills regardless of size. The contractor shall report

all spills following the procedures outlined in the 81st TRW Hazardous Material (HAZMAT) Emergency Planning and Response Compliance Plan, 705 Plan.

If the contractor spills or releases any substance listed in 40 CFR 302 .1 thru 8 and KAFB Spill Plan into the environment, the contractor shall immediately report the incident to the QAP.

4.10.3. Material Storage and Use. The contractor shall follow manufacturer's guidelines and professional recommendations for control of humidity, temperature, cleanliness, and materials handling. This includes hazardous materials.

4.10.4. Advising Employees of Laws for Hazardous Materials. The contractor is responsible for advising his employees of all Environmental and Hazardous Materials Handling and is also required to have and maintain Material Safety Data Sheets (MSDS) on all materials that are required by State and Federal Laws, and Regulations. (Reference AFI 91-301 and OSHA requirements and paragraph 1.1.16.

4.11. Fire Prevention and Protection. Contractor shall comply with the requirements of AFI 32-2001, The Fire Protection Operations and Fire Prevention Program and KAFBI 32-2002, Fire Prevention, Fire Reporting and Fire Fighting. A copy of this regulation may be obtained from the Contracting Officer or designated representative. Base fire prevention personnel may make periodic routine inspections for regulation compliance. Burning of any material on base by the contractor is prohibited

4.12. Entomology Support. The contractor shall be responsible for opening interior or exterior surfaces for the Government entomology personnel when required. The contractor shall be responsible for repairing interior or exterior surfaces when entomology has completed their task. The repaired area shall match adjoining surfaces in color, texture and appearance.

4.13. RECORDS. The contractor shall create and maintain Government-owned/contractor-held records regardless of media in accordance with (IAW) AFI 33-119, *Electronic Mail (E-Mail) Management and Use*, paragraph 8; AFI 33-202, *Computer Security*, paragraphs 3.5.1 and 3.6.1; AFI 33-322, *Records Management Program*, paragraphs 7, 8, 9 and 10 and supplements; AFMAN 37-123, *Management of Records*, Chapters 2 - 6, paragraphs 7.10 - 7.29, and Keesler supplements (will convert to AFMAN 33-323); AFI 37-138, *Records Disposition--Procedures and Responsibilities*, Chapter 2, Chapter 3, Chapter 6, and supplement (will convert to AFI 33-338); AFMAN 37-139, *Records Disposition--Procedures and Responsibilities*; and supplements (will convert to AFMAN 33-322, Vol 4); and Keesler Directive 33-301, *Electronic Records*. Segregate the governing-owned records from the company-owned records. Install and operate the mandatory Air Force-wide Information Management (IM) Standard Automated System, Records Information Management System (RIMS). Identify all records created and required by the statement of work on the RIMS files plan. Complete an AF Form 67, Designation of Records Management Personnel, delegating a records custodian to maintain the government records. Forward the AETC Form 67 to 81 CS/SCBR to schedule training. Background electronic data and records specified for delivery to the contracting agency must be accompanied by sufficient technical documentation to permit the Air Force to use the data. Upon completion of the contract, all government-owned/contractor-held records (regardless of media) received, created, maintained, or provided by the government and/or generated for the government in the

performance of this statement of work shall be turned over to the government. In the event of default or non-performance, the government will have access to all records in order to ensure mission support is not interrupted.

4.13.1. RECORDS ACCESS.

4.13.1.1. DoD Freedom of Information Act (FOIA) Program. If the contractor receives a FOIA request, the contractor shall immediately hand carry it to the base FOIA manager (81 CS/SCBR) for processing. The FOIA manager will task a government official. When tasked, the contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

4.13.1.2. Privacy Act Program. The contractor shall create and maintain Privacy Act data IAW AFI 33-129, *Transmission of Information Via the Internet*, paragraphs 7.4, 8.2.3, 16, and 17 and supplements; AFI 33-201, *Communications Security (COMSEC)*, Table 1; AFI 33-332, *Air Force Privacy Act Program*, paragraphs 1.4.7, 1.4.8, 3.3.3, Chapter 7, Chapter 9, Chapter 10 and supplements; and Privacy Act systems of records notice(s) (<http://www.defenselink.mil/privacy/notices/usaf>). The contractor shall not create or maintain a Privacy Act system of records prior to public notice. If the contractor receives a Privacy Act request, the contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

4.13.1.3. Functional Request. The contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

4.13.2. FOR OFFICIAL USE ONLY. The contractor shall create and maintain FOUO material IAW DoD 5400-7, R, *DoD Freedom of Information Act Program*, Chapter 4, AFI 33-129, *Transmission of Information Via the Internet*, paragraphs 7.4, 8.2.3, 16 and 17; and AFI 33-201, *Communications Security (COMSEC)*, Table 1. Mark all documents meeting the requirements identified in DoD Regulation 5400.7/Air Force Supplement, paragraphs C3.2.1.2 thru C3.2.1.9. as "For Official Use Only" IAW instructions identified in paragraph C4.2.1. Additionally, mark all listings containing two or more names with the following statement: "FOUO This document contains information exempt from mandatory disclosure under the Freedom of Information Act (FOIA). Title 5 U.S.C 552(b)(2) High and (b)(6) apply." Safeguard all sensitive data IAW DoD Regulation 5400.7/Air Force Supplement, paragraph C4.4. When documents containing FOUO material are authorized for destruction, shred the records so that the pieces can't be reconstructed. Degauss or overwrite magnetic tapes or other magnetic medium.

4.14. No Smoking Policy. The contractor shall comply with Air Force Instruction (AFI) 40-102, paragraph 2.2 and paragraph 4. Paragraph 2.5 eludes that smoking may be allowed in the housing areas but this is for the tenants and their guests only. There are no designated smoking

areas in housing therefore cigarettes shall be "field stripped" and disposed of in a container designated for smoking materials.

4.15. Contractor Furnished Items and Services.

4.15.1. Contractor Furnished Items. Except for those items or services specifically stated to be Government furnished in paragraphs 3 through 3.11 inclusive, the contractor shall furnish everything required to perform this contract according to all of its terms.

4.15.2. Contractor Furnished Communications. The contractor shall be responsible for all costs to relocate commercial (Class A) telephones throughout the term of the contract. A minimum of two (2) commercial telephones shall be used exclusively for receiving service calls from housing occupants.

4.15.3. Quality Standards. All contractor furnished materials used in maintenance, repair, or replacement shall be of a quality equal to or better than the items to be replaced. If existing aesthetics cannot be matched, variations will be approved by the Contracting Officer or designated representative prior to installation.

4.16. Government Reimbursements For Items.

4.16.1. Bearer of Costs. The contractor shall bear the cost of all materials, parts, and supplies, up to \$50 per item. The Government will reimburse the contractor for materials, parts, and supplies in excess of \$50 per item. Reimbursement shall be made only on completed job orders. For example, the cost of an item is \$75, the Government will reimburse \$25 to the contractor. This provision only applies to contract line items 0002, 1002, 2002 and 3002. The contractor shall furnish all materials, parts, and supplies for accomplishment of contract line items without reimbursement.

4.16.2. Reimbursable Items Procurement. For reimbursable items, the contractor shall procure the items on a competitive basis or provide justification if there is lack of competition. Discounts and rebates on items provided to the contractor shall be credited to the Government. If the contractor estimates that the cost of any reimbursable item will exceed \$500, the contractor shall provide the QAP a written cost estimate of the item to be procured before proceeding. The Contracting Officer or designated representative will then direct the contractor in writing to proceed or not to proceed. During non-business hours, with the exception of an emergency, the contractor shall present the job order on the next business day. The contractor shall keep the original purchase documents. All purchase documents shall be made available for Contracting Officer's or designated representative's review and audit. The Government reserves the right to specify quality, size, efficiency, and aesthetic requirements of reimbursable items.

4.16.3. Invoice for Reimbursable Items. The contractor shall invoice for reimbursable items each month for each completed job order that has reimbursable items. The invoice shall be supported by an itemized list by job order number of all reimbursable items used showing the item, the number, unit cost, and total cost. The contractor shall maintain, on base, original delivery tickets, sales slips, or other documents identifying items purchased under the cost

reimbursement portion of this contract. All purchase documents shall be available for Contracting Officer's or designated representative's review and audit.

4.17. Vehicles. All vehicles shall be in operable condition and meet federal, state, and local safety requirements. Each contractor vehicle shall have the name of the contractor and the words "HOUSING MAINTENANCE" neatly exhibited on each side of the cab. The sign must be readable from at least 50 feet with lettering a minimum of two inches in height. Contractor operator vehicles shall comply with base traffic regulations. Vehicle mounted communication equipment shall conform to all applicable base and Federal Frequency Regulations.

4.18. Work Information Management Systems. The contractor shall provide a computer based service call, work control, inventory, and data analysis system. The Government owns the rights to any computer-generated data.

4.19. Paint Storage Facilities. Unless otherwise provided for in paragraphs 3 through 3.11 inclusive, the contractor shall provide proper storage for all flammable and combustible liquids. Storage facilities, cabinets and practices shall comply with the requirements of 29 CFR 1910, and National Fire Protection (NFPA) Standard 30. The contractor shall locate paint storage cabinets in this facility as approved by the QAP.

APPENDIX 1

RESERVED

**APPENDIX 2
SECTION 2a of APPENDIX 2
WORKLOAD ESTIMATES**

The charts, estimated data, equipment and disaster history listed in Appendix 2 and its successive sections (2a, 2b, 2c and 2d) are provided as a guide to the contractor in estimating manpower, workload and for scheduling requirements. As such, they are only estimates and variations, such as, but not limited to major renovation and major repair and shall not constitute grounds for a claim against the Government.

CHANGE OF OCCUPANCY MAINTENANCE (COM)

3 YEAR ESTIMATED AVERAGE NUMBER OF COM UNITS

OCT	80	APR	74
NOV	68	MAY	70
DEC	72	JUN	102
JAN	58	JUL	93
FEB	59	AUG	97
MAR	68	SEP	64

SERVICE CALLS

3 YEAR ESTIMATED AVERAGE NUMBER OF SERVICE CALLS PER TYPE OF CALL (FY00 – FY02)

MONTH	EMERGENCY	URGENT	ROUTINE	TOTAL SVC CALLS
OCT	46	497	685	1228
NOV	42	473	602	1117
DEC	47	375	465	887
JAN	23	517	673	1223
FEB	46	596	532	1174
MAR	44	464	613	1121
APR	58	483	598	1139
MAY	48	555	645	1248
JUN	45	686	671	1402
JUL	65	666	758	1489
AUG	63	599	727	1369
SEP	51	527	682	1260

**SECTION 2b of APPENDIX 2
EQUIPMENT TO BE SERVICED**

APPROXIMATE # OF EQUIPMENT	INSTALLED EQUIP TYPE	FREQUENCY
1528	2 ton – 5 ton HVAC System	COM and Semi-annually
1527	Water Heaters	COM
1527	Range Vent Fan Motors	COM
1527	Fire Extinguishers	COM and Semi-annually
1527	Smoke Detectors	COM and Semi-annually
604	Carbon Monoxide Detectors	COM and Semi-annually*
901	Ceiling Fans	COM *
410	Ice Makers	COM *
386	Address-O-Lites	COM

* These numbers will continually increase during the life of the contract.

APPLIANCES TO BE MAINTAINED

APPROXIMATE # OF APPLIANCES	INSTALLED EQUIP TYPE	FREQUENCY
1527	Refrigerators	COM
1527	Dishwashers	COM
997	Standing Ranges N/Gas	COM
528	Wall Mounted Ovens N/Gas	COM
529	Cook tops N/Gas	COM
2	Electric Ranges	COM
2	Electric Oven	COM
1527	Range Hoods	COM
1527	Garbage Disposals	COM

NOTE: THIS LISTING OF APPLIANCES WILL VARY SINCE OCCUPANTS MAY CHOOSE TO USE PRIVATELY OWNED APPLIANCES INSTEAD OF GOVERNMENT OWNED APPLIANCES. THE CONTRACTOR IS ONLY RESPONSIBLE FOR MAINTENANCE AND SERVICING OF GOVERNMENT OWNED APPLIANCES.

Description of Some Appliances and Equipment.

Free Standing Stove. Porcelain enameled (white or in color), natural gas, oven temp control, four surface burners, ignition device, chrome plated burner bowls, removable oven doors with vision-bake window, lighted oven compartment, continuous cleaning oven or self-cleaning cycle,

furnished with pigtail for hookup, two removable oven racks, broiler pan and grill, clock and timer.

Senior Officer Houses Additional Specifications. Four surface burners, one surface griddle, white enamel.

General Officer Houses Additional Specifications. Electric white enamel.

Wall Mounted Oven. Equal to or better than currently installed model.

Cook-top. Brushed chromed finished, equal to or better than currently installed model.

Range/Vent Hood. Match existing color, two-speed fan, light, equal to or better than currently installed model.

Refrigerator. Frost-free with freezer compartment, three zinc-plated steel shelves, two-door, two crispers, butter compartment and dish, handy egg rack, ivory color, lighted inside refrigerator compartment. Refrigerators equipped with an icemaker shall be replaced with a refrigerator that is equipped with an icemaker.

Senior Officer Houses Additional Specifications. Side-by-side units, white enamel.

General Officer Houses Additional Specifications. Side-by-side units, with water and ice dispenser in door, white enamel.

Dishwasher. Equal to or better than currently installed models. Replacement dishwashers shall be new, current year models.

Garbage Disposal. Continuous feed disposal with a minimum 3/4 horsepower motor, 2700 RPM. Equal to or better than currently installed models. Replacement disposals shall be new, current year models.

**SECTION 2c of APPENDIX 2
PLAYGROUND EQUIPMENT TO BE SERVICED**

There are 31 playground areas with and without landscape borders to be serviced. All playground items and borders shall be inspected in the months of March and August to maintain safety (Reference paragraph 1.1.13 Playground Equipment in the SOW). The equipment listed below, but not limited to, is located in the following housing areas. It shall be serviced and maintained year round.

NORTH THROWER PARK

FACILITY #334

LOCATED BETWEEN 319B & 320A MCNARNEY

Two picnic tables with two benches each, heavy duty with wood slats

One welded angle leg park bench

One swing set with two swings

Grouping consisting of:

One spiral slide (molded plastic)

One straight slide, stainless

One arch bridge (wood slats) with metal barrier bars

Ten barrier bar sets, wood

Three barrier bar enclosures, metal

One chinning bar

One tire swing

One transfer platform, wood

Nine square decks, wood

FACILITY # 335

LOCATED BY FAM CAMP

Recreation pad with two basketball goals

SOUTH THROWER PARK

FACILITY #231

LOCATED BY 206 A YOUNT

One picnic table with two benches, heavy duty with wood slats

One welded angle leg park bench with wood slats

Grouping consisting of:

Five decks, wood

One transfer platform, wood

One chinning bar

One horizontal ladder

One tire swing

One spiral slide, molded plastic

One arch climber, wood slats

One climbing pole

Six barrier rail enclosures (four wood, two steel)

One bug eye panel

NORTHWEST FALCON PARK

FACILITY #9280

LOCATED AT WILBANKS CIRCLE (median)

One picnic table (two benches), heavy duty with wood slats

One welded angle leg park bench with wood slats

One swing set with two swings, steel

Grouping consisting of:

Five decks, wood

One transfer platform, wood

One chinning bar

One bug eye panel

One horizontal ladder

One tire swing

One spiral slide, molded plastic

One arch climber, wood slats

One climbing pole

Six barrier rail enclosures (four wood, two steel)

FACILITY #9265

LOCATED AT GIVENS CIRCLE (median)

One picnic table (two benches), heavy duty with wood slats

One welded angle leg park bench with wood slats

One swing set with two swings, steel

Grouping consisting of:

Five decks, wood

One transfer platform, wood

One chinning bar

One bug eye panel

One horizontal ladder

One tire swing

One spiral slide, molded plastic

One arch climber, wood slats

One climbing pole

Six barrier rail enclosures (four wood, two steel)

FACILITY #9270

LOCATED AT BLANCHARD CIRCLE (median)

One picnic table (two benches), heavy duty with wood slats

One welded angle leg park bench with wood slats

Grouping consisting of:

Five decks, wood

One transfer platform, wood

One chinning bar

One bug eye panel

One horizontal ladder

One tire swing
One spiral slide, molded plastic
One arch climber, wood slats
One climbing pole
Six barrier rail enclosures (four wood, two steel)

FACILITY #9275

LOCATED AT FAIRCHILD DRIVE (located behind 9235 A & B O'Donnell Circle)

Two picnic tables (two benches), heavy duty with metal slats

One welded angle leg park bench with wood slats

One swing set with two swings, steel

Grouping consisting of:

Five decks, wood
One transfer platform, wood
One chinning bar
One bug eye panel
One horizontal ladder
One tire swing
One spiral slide, molded plastic
One arch climber, wood slats
One climbing pole
Six barrier rail enclosures (four wood, two steel)

WEST FALCON PARK

FACILITY #9163

ADAMS AVENUE (located between 206 Adams and Wilbanks Circle)

Two picnic tables with two benches each, heavy duty with wood slats

Three angle leg park benches

Two swing sets with two swings each

Recreation pad with two basketball goals

Grouping consisting of:

One spiral slide (molded plastic)
One straight slide, stainless
One arch bridge (wood slats) with metal barrier bars
Ten barrier bar sets, wood
Three barrier bar enclosures, metal
One chinning bar,
One tire swing
One transfer platform, wood
Nine square decks, wood

EAST FALCON

FACILITY #9094

LOCATED BY 242 Coolidge

One picnic table (two benches), heavy duty with wood slats

One welded angle leg park bench with wood slats

Grouping consisting of:

- Five decks, wood
- One transfer platform, wood
- One chinning bar
- One horizontal ladder
- One tire swing
- One spiral slide, molded plastic
- One arch climber, wood slats
- One climbing pole
- Six barrier rail enclosures (four wood, two steel)
- One bug eye panel

FACILITY # 9064

LOCATED BY 212 Coolidge

Recreation pad with two basketball goals

FACILITY #9069

LOCATED BETWEEN 126 Garfield & 200 Coolidge

- One picnic table (two benches), heavy duty with wood slats
- One welded angle leg park bench with wood slats
- One swing set with two swings, steel

Grouping consisting of:

- Five decks, wood
- One transfer platform, wood
- One chin bar
- One horizontal ladder
- One spiral slide, molded plastic
- One arch climber, wood slats
- One climbing pole
- Six barrier rail enclosures (four wood, two steel)
- One bug eye panel

FACILITY #9095

LOCATED BEHIND 100 & 102 Garfield

- One swing set with six swings
- One one-piece platform whirl (merry-go-round)
- One buck-a-bout with four animal seats
- One steel slide with eight-step ladder

SHADOWLAWN

FACILITY #12315

LOCATED BETWEEN 314/315 & 322/323 Pinelawn Drive

- One picnic table with two benches, heavy duty with wood slats
- One welded angle leg park bench with wood slats
- One swing set with two swings

Grouping consisting of:

- One horizontal bar
- One arch climber, wood slats
- One bug eye panel
- One spiral slide, molded plastic
- Five square decks, wood slats
- One climbing pole
- Six barrier bar enclosures (four wood, two metal)

FACILITY #12141

LOCATED BEHIND 132/133 Shadylawn Drive

Two picnic tables with two benches each, heavy duty with wood slats
One welded angle leg park bench with wood slats
One swing set with two swings

Grouping consisting of:

- One transfer platform, wood slats
- Eight square decks, wood slats
- Nine barrier bar enclosures (six wood, three metal)
- One arch bridge, wood slats and metal barrier bars
- One straight slide, stainless
- One spiral slide, molded plastic

MALTBY HALL

FACILITY #7766

LOCATED IN Cabell Street median

One picnic table with two benches, heavy duty with wood slats
One welded angle leg park bench with wood slats
One swing set with two swings

Grouping consisting of:

- One horizontal bar
- One arch bridge, wood slats
- One bug eye panel
- One chinning bar
- One spiral slide, molded plastic
- Five square decks, wood slats
- One climbing pole
- Six barrier bar enclosures (four wood, two metal)

BAYRIDGE

FACILITY #7720

LOCATED BEHIND 109/111 Arnold Circle

One picnic table with two benches, heavy duty with wood slats
One welded angle leg park bench with wood slats
One swing set with two swings

Grouping consisting of:

- One horizontal bar

One arch climber, wood slats
One bug eye panel
One spiral slide, molded plastic
Five square decks, wood slats
One climbing pole
One chinning bar
One tire swing
Six barrier bar enclosures (four wood, two metal)

FACILITY #7821

LOCATED BETWEEN 115 & 121 Arnold Circle

Two picnic tables with two benches each, heavy duty with wood slats
One welded angle leg park bench with wood slats
One swing set with two swings
Grouping consisting of:
One transfer platform, wood slats
Eight square decks, wood slats
Nine barrier bar enclosures (six wood, three metal)
One arch bridge, wood slats and metal barrier bars
One chinning bar
One straight slide, stainless
One spiral slide, molded plastic

FACILITY #8029

LOCATED BETWEEN 302 & 310 Fechet Drive

Two picnic tables with two benches each, heavy duty with wood slats
One welded angle leg park bench with wood slats
One swing set with two swings
Grouping consisting of:
One transfer platform, wood slats
Eight square decks, wood slats
Nine barrier bar enclosures (six wood, three metal)
One arch bridge, wood slats and metal barrier bars
One tire swing
One straight slide, stainless
One spiral slide, molded plastic

FACILITY #8234

LOCATED BEHIND 109/111 Curtis Drive

One picnic table with two benches, heavy duty with wood slats
One welded angle leg park bench with wood slats
One swing set with two swings
Grouping consisting of:
One transfer platform, wood slats
Eight square decks, wood slats

Nine barrier bar enclosures (six wood, three metal)
One arch bridge, wood slats and metal barrier bars
One chinning bar
One tire swing
One straight slide, stainless
One spiral slide, molded plastic

NORTH PINEHAVEN

FACILITY #5592

LOCATED BETWEEN 5533 SOUTH COURT

Two picnic tables with two benches each, heavy duty with wood slats
One welded angle leg park bench
One swing set with two swings
One large sand box (for playing or playground equipment)

FACILITY #6252

LOCATED EAST OF 6253 SOUTH COURT

One recreation pad with one basketball goal

FACILITY #6340

LOCATED IN FRONT OF 6337 C STREET

One picnic table with two benches, heavy duty with wood slats
One welded angle leg park bench
One swing set with two swings
Grouping consisting of:
One horizontal ladder
One chinning bar
One tire swing
One climbing pole
One arch climber, wood slats
One bug eye panel
One spiral slide, molded plastic
Five square decks, wood slats
Six barrier bar enclosures (four wood, two metal)

REPLACEMENT PAGE
DATED 30 SEP 03

SOUTH PINEHAVEN

FACILITY #6455

LOCATED BETWEEN 124 & 126 A STREET

One covered park bench (two benches back-to-back), wood slats

One saddle mate

Group consisting of:

- One set of stairs, four step

- One straight wave rider slide, molded plastic

- One square deck

- One bug eye panel

- One barrier bar enclosure with steering wheel

FACILITY #6451

LOCATED BEHIND 121/123 A STREET; SIDEWALK ENTRANCE BETWEEN 119 & 121 A STREET

One covered park bench (two benches back-to-back), wood slats

Two standard picnic tables, metal

One deluxe waist-hi stove

One deluxe litter receptacle (permanent)

One recreation pad with one basketball goal

One saddle mate

One adventure mate

One group consisting of:

- One straight wave rider slide, molded plastic

- One square deck

- One bug eye panel

- One barrier bar enclosure with steering wheel

- One set of stairs (four steps)

One group consisting of:

- One straight wave rider slide, molded plastic

- One transfer platform

- One square deck

- One triangle deck

- One tube slide

- One loop ladder climber

- One four-rung ladder

- One link cube

FACILITY #6455

LOCATED BEHIND 209 A STREET; SIDEWALK ENTRANCES BETWEEN 207 & 209 A STREET AND 205 & 207 B STREET

One covered park bench (two benches back-to-back), wood slats

Group consisting of:

- One set of stairs (four steps)

- One square deck

- One barrier bar enclosure with steering wheel
- One bug eye panel
- One straight wave rider slide, molded plastic

FACILITY #5239

LOCATED BEHIND 214 A STREET; SIDEWALK ENTRANCES BETWEEN 212 & 214 A STREET AND 303 & 305 A STREET

- One covered park bench (two benches back-to-back), wood slats
- Two standard picnic tables, metal
- One deluxe waist-hi stove
- One deluxe litter receptacle (permanent)
- One recreation pad with one basketball goal
- One saddle mate
- One adventure mate
- Group consisting of:
 - One transfer platform
 - Two triangle decks
 - One tube slide
 - One corkscrew climber
 - One five-rung ladder
 - One tree climber
 - One set of stairs (three steps)
 - One link cube
 - One coaster climber

FACILITY #5341

SIDEWALK ENTRANCES BETWEEN 215 & 217 A STREET, 208 & 210 B STREET, 312 & 314 5TH STREET

- Two covered park benches (each with two benches back-to-back), wood slats
- One deluxe waist-hi stove
- One deluxe litter receptacle (permanent)
- Two saddle mates
- One group consisting of:
 - One set of stairs (four steps)
 - One square deck
 - One barrier bar enclosure with steering wheel
 - One bug eye panel
 - One straight wave rider slide, molded plastic
- One group consisting of:
 - One transfer platform
 - One square deck
 - One triangle deck
 - One tube slide, molded plastic
 - One straight wave rider slide, molded plastic

One loop ladder climber
One link cube
One four-rung ladder

FACILITY 5461

SIDEWALK ENTRANCES BETWEEN 205 & 207 C STREET, 206 & 208 D STREET, 218 D STREET & 404 5TH STREET

One covered park bench (two benches back-to-back), wood slats
Two standard picnic tables, metal
One deluxe waist-hi stove
One deluxe litter receptacle (permanent)
One recreation pad with one basketball goal
One saddle mate
One adventure mate
Group consisting of:
 One straight wave rider slide, molded plastic
 One straight slide, molded plastic
 One horizontal bar
 One transfer platform
 Two square decks
 Four triangle decks
 One mini-arch bridge link
 One zipper climber
 One bug eye panel
 One jail bar panel
 One two-ring climber

HARRISON COURT

FACILITY #10430

LOCATED IN Cortez Circle median

Grouping consisting of:
 Five decks, wood
 One transfer platform, wood
 One chinning bar
 One bug eye panel
 One horizontal ladder
 One spiral slide, molded plastic
 One arch climber, wood slats
 One climbing pole
 Six barrier rail enclosures (four wood, two steel)

OAK PARK

FACILITY #11072

LOCATED BETWEEN 129/131 & 155/157 Yorkshire

One saddle mate
One swing set with two swings

Grouping consisting of:

- One activity panel
- One curved wave rider slide (molded plastic)
- Three-square decks, two with pyramid roofs
- One transfer platform
- One crawl tube
- One straight slide, molded plastic
- One tube slide, molded plastic

FACILITY #11198

LOCATED ACROSS FROM 217/219 Yorkshire

Two picnic tables (heavy duty with wood slats), with two benches

One welded angle leg park bench

Grouping consisting of:

- Five square decks, wood
- One transfer platform, wood
- One chinning bar
- One bug eye panel
- One horizontal ladder
- One spiral slide, molded plastic
- One arch climber, wood slats
- One climbing pole
- Six barrier rail enclosures (four wood, two steel)
- One straight slide, stainless

FACILITY #11888

LOCATED ACROSS FROM 447 Kensington

One picnic table (heavy duty with wood slats), with two benches

One welded angle leg park bench

Grouping consisting of:

- Five square decks, wood
- One transfer platform, wood
- One horizontal ladder
- One bug eye panel
- One spiral slide, molded plastic
- One arch climber, wood slats
- One climbing pole
- Six barrier rail enclosures (four wood, two steel)
- One straight slide, stainless

**SECTION 2c of APPENDIX 2
MINOR DISASTER HISTORY**

During the last five (5) years, the minor disasters that have occurred at KAFB are Hurricane Georges (Sep 1998), Tropical Storm Allison (June 2001), Hurricane Isidore (Sep 2002), and Hurricane Lili (Oct 2002).

APPENDIX 3

WORK AREA LAYOUTS AND HOUSING UNIT FLOOR PLANS

The maps, drawings, square footage, and dimensions listed in this section are provided as a guide to the contractor in estimating manpower, workload, and for scheduling requirements. As such, they are only estimates and variations, such as, but not limited to major renovation, major repair and shall not constitute grounds for a claim against the Government.

FACILITIES TO BE MAINTAINED

SOUTH THROWER PARK

40 Units 4 Bedroom Quadruplex Gross Sq. Ft. 1672***

60 Units 3 Bedroom Quadruplex Gross Sq. Ft. 1333***

Two stories, vinyl coated top, vinyl lap siding bottom, asphalt shingles, built up roof on utility room constructed in 1969, concrete slab, vinyl tile.

NORTH THROWER PARK

16 Units Quadruplex 4 Bedroom Gross Sq. Ft. 1713***

64 Units Quadruplex 3 Bedroom Gross Sq. Ft. 1482***

20 Units Duplex 2 Bedroom Gross Sq. Ft. 1125***

Brick front and sides; rear and top vinyl siding, asphalt shingles, cement slab, vinyl tile, carport - wood with built up roof. Constructed in 1974. Three (3) and four (4) bedroom units are two (2) stories.

NORTH WEST FALCON PARK

36 Units Quadruplex 4 Bedroom Gross Sq. Ft. 1713***

76 Units Quadruplex 3 Bedroom Gross Sq. Ft. 1482***

22 Units Duplex 2 Bedroom Gross Sq. Ft. 1125***

Brick front and sides, rear and top vinyl siding, asphalt roof, carport with built up roof. Constructed in 1974. Concrete slab, vinyl tile, three (3) and four (4) bedroom units are two (2) stories.

WEST FALCON PARK

30 Units 4 Bedroom Duplex Gross Sq. Ft. 1646***

86 Units 3 Bedroom Duplex Gross Sq. Ft. 1455***

Brick with plywood on gable ends, asphalt roof, cement slab, vinyl tile storage rooms and carports. Constructed in 1962. Renovated in 1985.

EAST FALCON PARK

38 Units 4 Bedroom Duplex Gross Sq. Ft. 1646***

86 Units 3 Bedroom Duplex Gross Sq. Ft. 1455***

Brick with plywood on gable ends, asphalt roof, concrete slab, vinyl tile, storage rooms and wood carports. Constructed in 1962. Renovated in 1987.

MALTBY HALL

24 Units 4 Bedroom Quadruplex	Gross Sq. Ft. 1719***
-------------------------------	-----------------------

32 Units 3 Bedroom Quadruplex	Gross Sq. Ft. 1605***
-------------------------------	-----------------------

16 Units 2 Bedroom Duplex	Gross Sq. Ft. 1156***
---------------------------	-----------------------

Brick front and sides. Bottom and top vinyl, carport wood. Roofing, asphalt shingles on roof, cement slab, vinyl tile. Constructed in 1972. Three (3) and four (4) bedroom units are two (2) stories. Renovated 1988.

SHADOWLAWN

140 Units 2 Bedroom Duplex	Gross Sq. Ft. 975***
----------------------------	----------------------

Brick, wood siding on storage shed, asphalt shingles, cement slab. Constructed in 1952. Vinyl tile. Renovated in 1979. No LBP.

BAY RIDGE

2 Units 4 Bedroom Single	Gross Sq. Ft. 3243***
--------------------------	-----------------------

10 Units 4 Bedroom Single	Gross Sq. Ft. 1995***
---------------------------	-----------------------

40 Units 4 Bedroom Single	Gross Sq. Ft. 1695***
---------------------------	-----------------------

122 Units 4 Bedroom Duplex	Gross Sq. Ft. 1679***
----------------------------	-----------------------

112 Units 3 Bedroom Duplex	Gross Sq. Ft. 1561***
----------------------------	-----------------------

Brick with plywood gable ends, asphalt roof, cement slab, vinyl tile, storage rooms, and carports. Constructed in 1960. 88 Units renovated in 1985. 198 units renovated in 1987 and 1988.

Thirteen (13) have garages. Approximately 25 units have carpet.

NORTH PINEHAVEN

100 Units 3 Bedroom Single	Gross Sq. Ft. 1236***
----------------------------	-----------------------

Vinyl siding, asphalt shingles, cement slab, vinyl tile, double pane thermal windows.

Constructed in 1950, renovated in 1982. No LBP.

NEW SOUTH PINEHAVEN

14 Units 4 Bedroom Duplex	Gross Sq. Ft. 1723***
---------------------------	-----------------------

1 Unit 4 Bedroom Handicap Duplex	Gross Sq. Ft. 1900***
----------------------------------	-----------------------

49 Units 3 Bedroom Duplex	Gross Sq. Ft. 1576***
---------------------------	-----------------------

2 Units 3 Bedroom Handicap Duplex	Gross Sq. Ft. 1715***
-----------------------------------	-----------------------

86 Units 2 Bedroom Duplex	Gross Sq. Ft. 1612***
---------------------------	-----------------------

Brick with stucco, asphalt roof and shingles, garages, cement slab. With the exception of handicap adaptable all units are two (2) stories. Carpet flooring. Constructed in 2000. No LBP.

OAK PARK

1 Unit 4 Bedroom Single	Gross Sq. Ft. 3199***
-------------------------	-----------------------

2 Units 4 Bedroom Single	Gross Sq. Ft. 1559***
--------------------------	-----------------------

75 Units 3 Bedroom Single	Gross Sq. Ft. 1306***
---------------------------	-----------------------

31 Units 2 Bedroom Single	Gross Sq. Ft. 1132***
---------------------------	-----------------------

8 Units 2 Bedroom Duplex	Gross Sq. Ft. 975***
--------------------------	----------------------

Brick, asphalt shingles, cement slab, vinyl tile, storage room, wood siding, utility room, asbestos shingles, carport wood trim. Constructed in 1952. Renovated in 1978. Vinyl Soffitt and Facia.

Thirty-seven (33) three (3) bedroom renovated in 2000.

NORTH HARRISON COURT

20 Units 4 Bedroom Quadruplex Gross Sq. Ft. 1719***

28 Units 3 Bedroom Quadruplex Gross Sq. Ft. 1605***

38 Units 2 Bedroom Duplex Gross Sq. Ft. 1156***

Brick front and sides. Bottom and top vinyl, carport wood. Roofing, asphalt shingles on roof, cement slab, vinyl tile. Constructed in 1972.

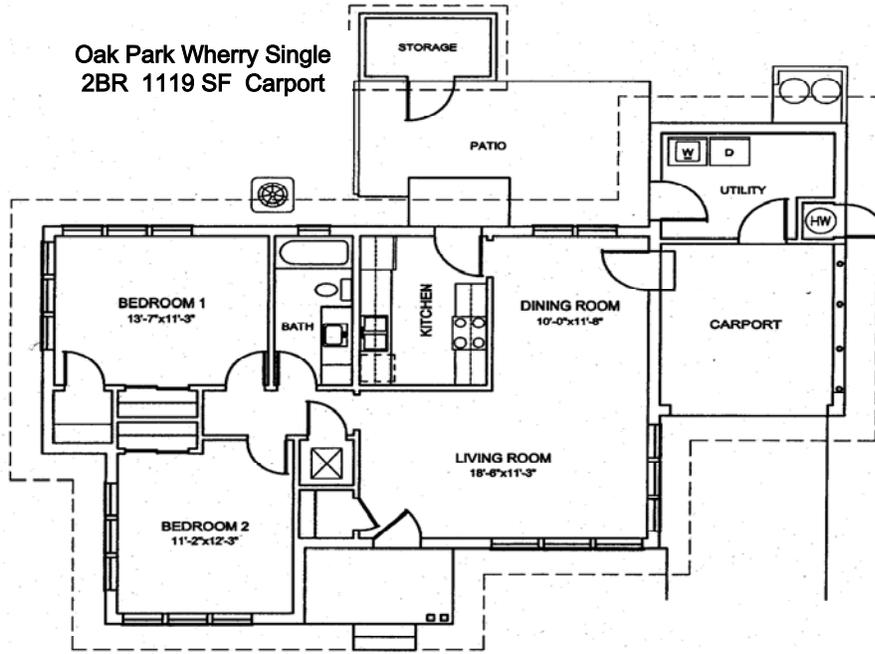
Three (3) and four (4) bedroom units are two (2) stories. Renovated in 1988.

***Note – All gross square footage is approximate.

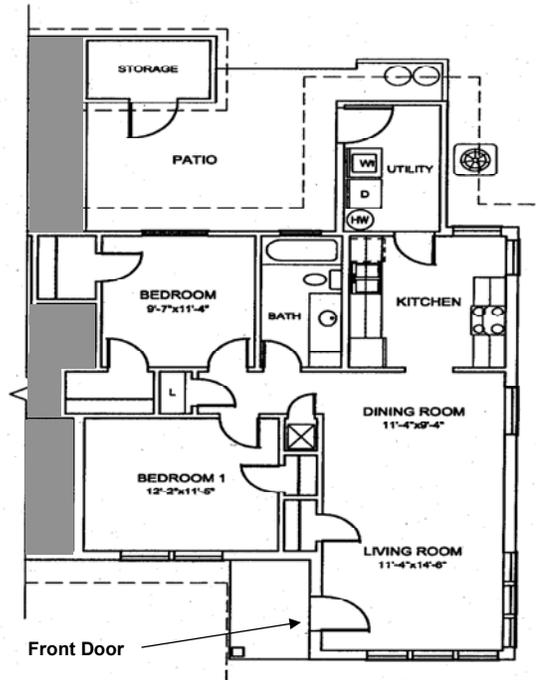
Variations in Workload/Estimated Workload Data. The Government reserves the right to decrease the number of units being maintained at KAFB for any reason as long as the utilities are disconnected in the specified unit. Disconnected utilities include all utilities to all units as part of a complex such as a duplex or a quad. Maintenance will not be required on the specified units under contract line items 0001, 1001, 2001 and 3001. The Government also reserves the right to increase the number of units to be maintained at KAFB for any reason. The Contracting Officer will notify the contractor in writing when the inventory of housing units to be maintained will increase or decrease by 5%, either party may initiate negotiations for an equitable adjustment.

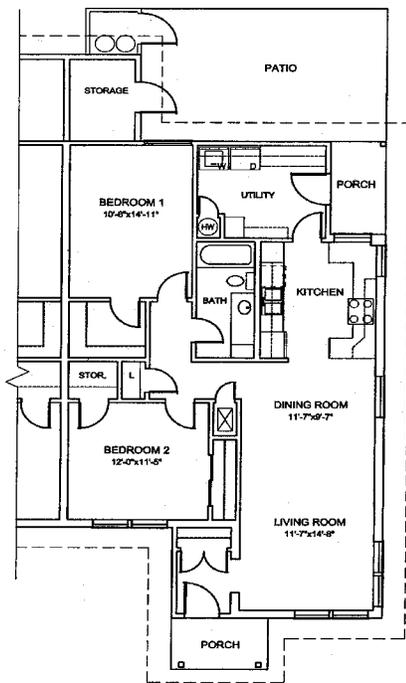
HOUSING UNIT FLOOR PLANS

**Oak Park Wherry Single
2BR 1119 SF Carport**



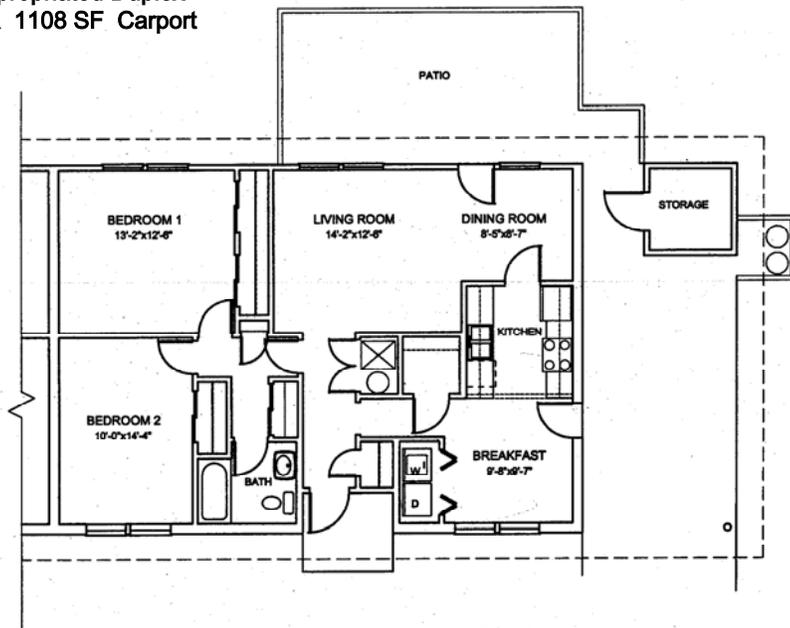
**Oak Park Wherry Duplex
2BR 977 SF
On Street Parking
(Some have driveways)**



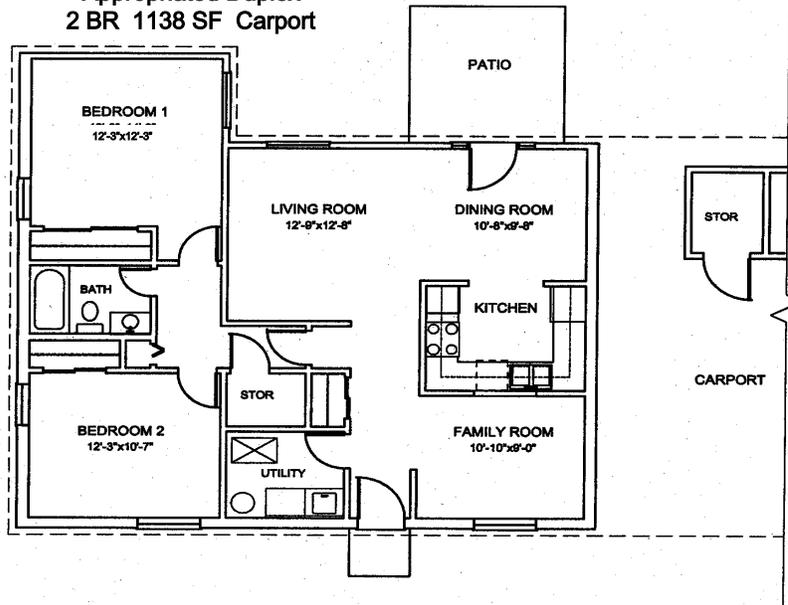


Shadowlawn Wherry Duplex
2 BR 1151 SF
On Street Parking
(Some w/driveways)

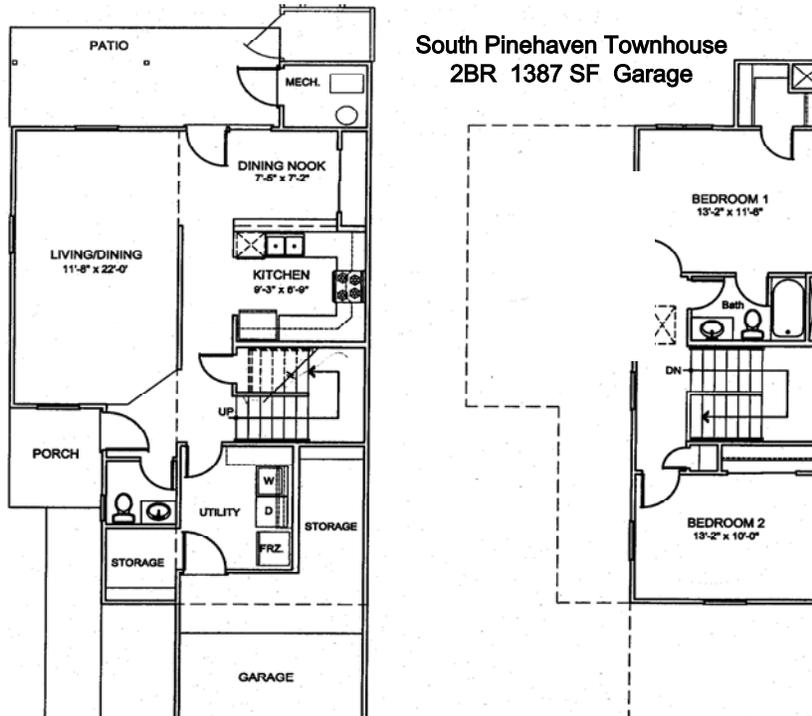
Harrison Court /Maltby Hall
Appropriated Duplex
2BR 1108 SF Carport

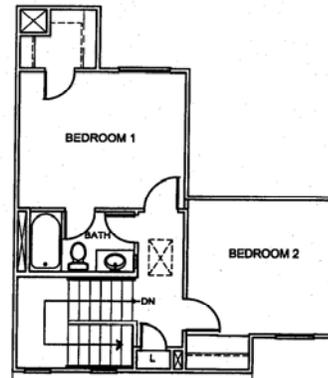
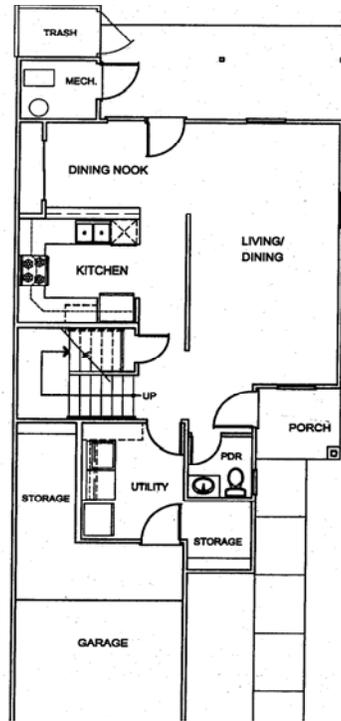


NW Falcon/North Thrower Park
 Appropriated Duplex
 2 BR 1138 SF Carport



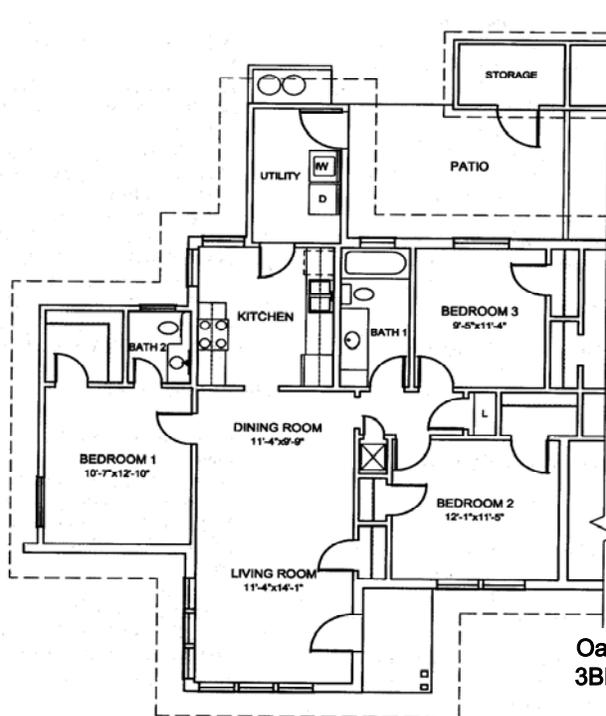
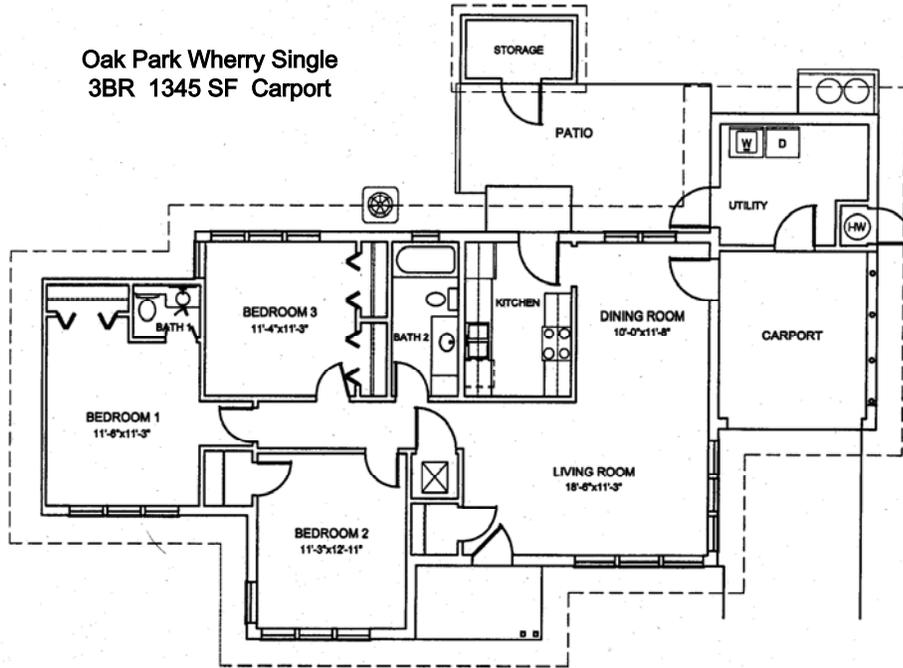
South Pinehaven Townhouse
 2BR 1387 SF Garage





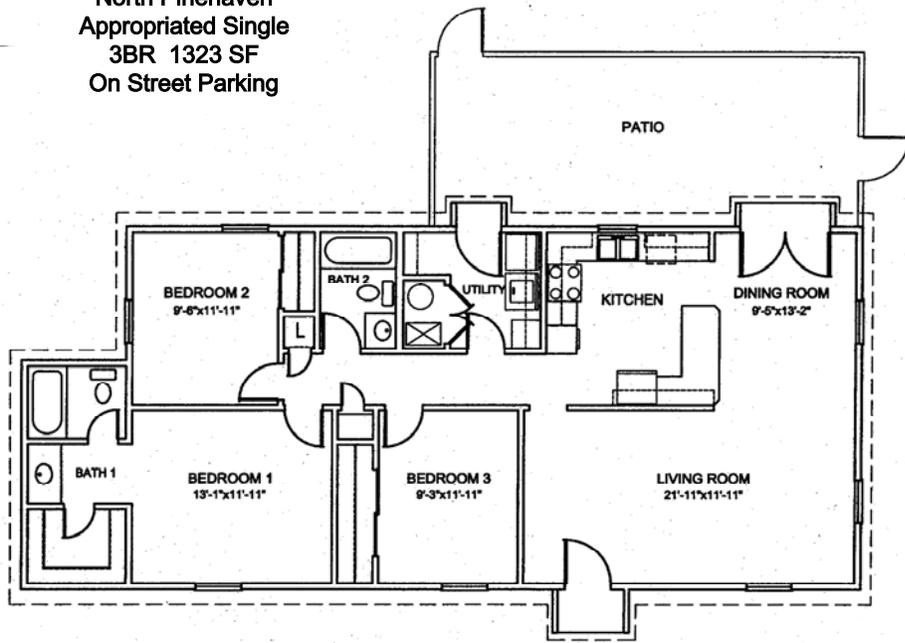
South Pinehaven Townhouse
 2BR 1371 SF Garage
 (Alternate Floor Plan)

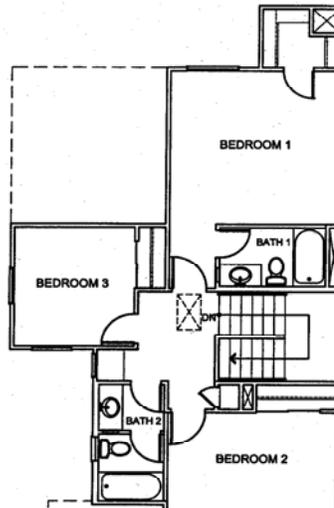
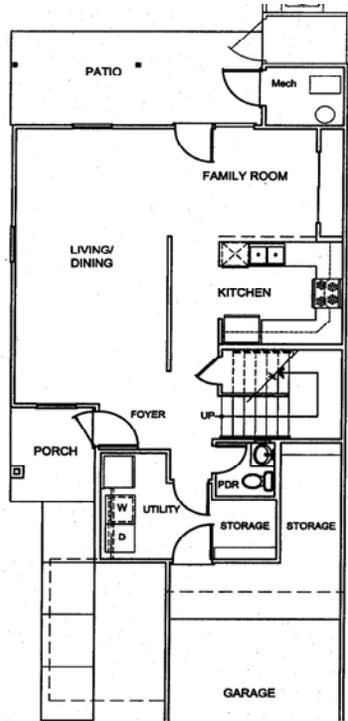
Oak Park Wherry Single
3BR 1345 SF Carport



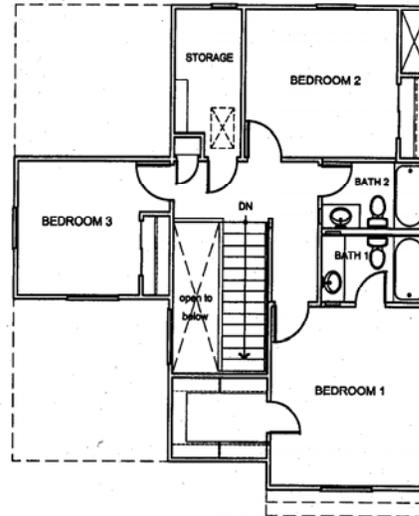
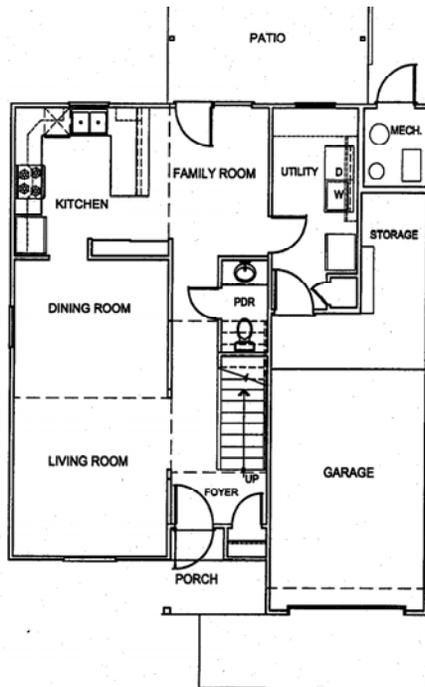
Oak Park Wherry Duplex
3BR 1187 SF On-Street

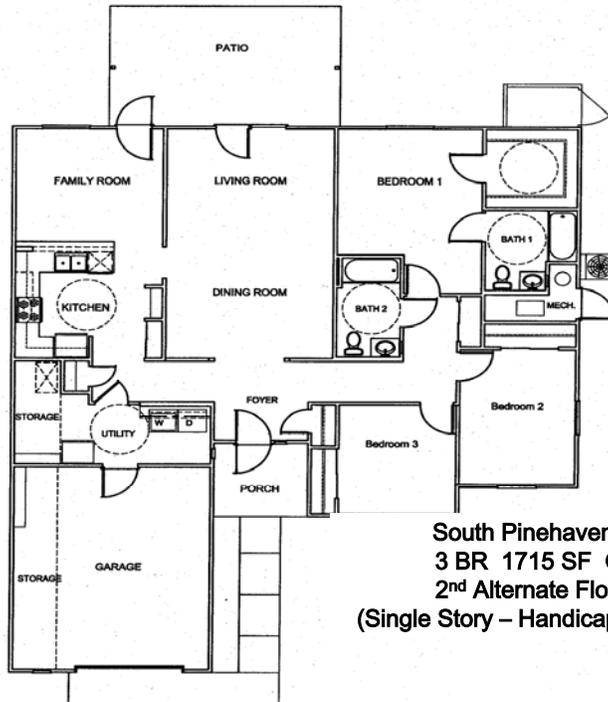
North Pinehaven
Appropriated Single
3BR 1323 SF
On Street Parking



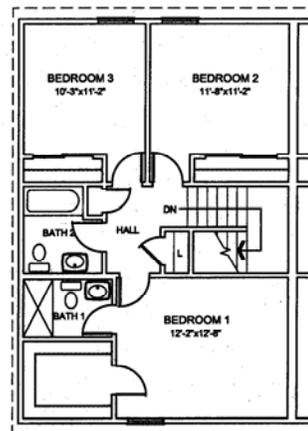
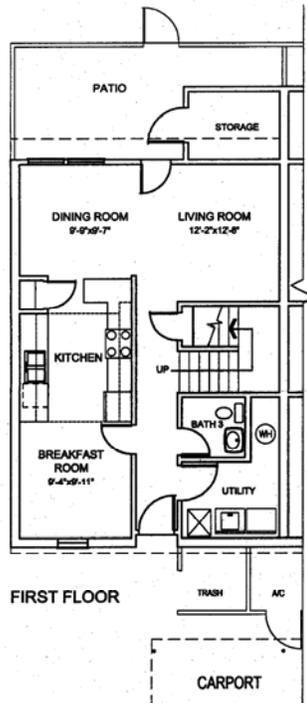


South Pinehaven Townhouse
3 BR 1637 SF Garage

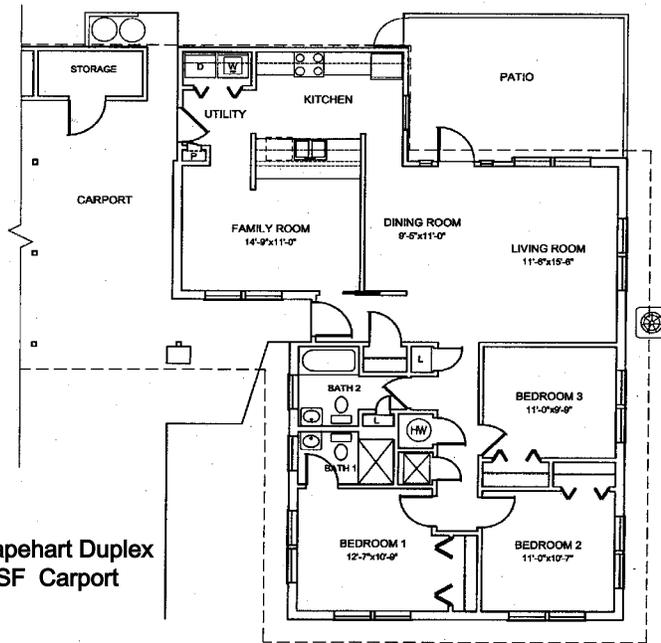




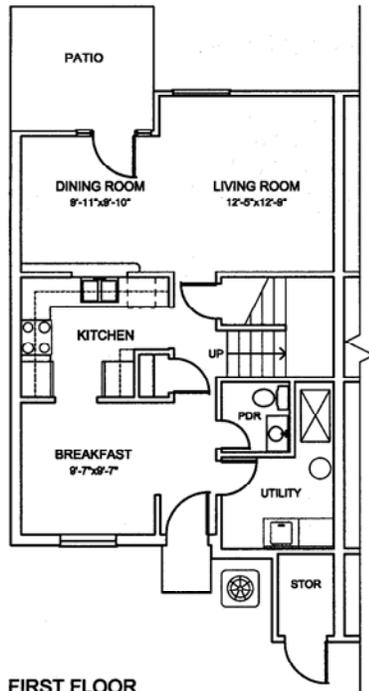
South Pinehaven Single
 3 BR 1715 SF Garage
 2nd Alternate Floor Plan
 (Single Story – Handicapped Capable)



SECOND FLOOR
 Harrison Court & Maltby Hall
 Appropriated Fourplex
 3 BR 1565 SF Carport

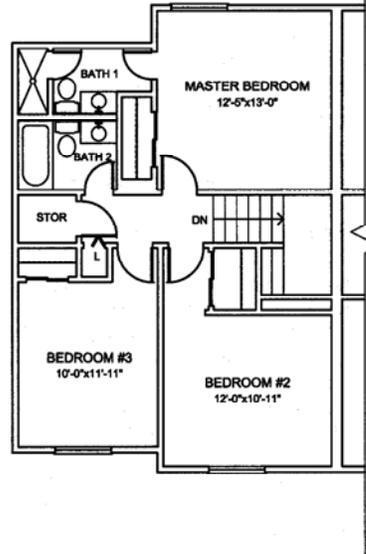


West Falcon Capehart Duplex
3 BR 1426 SF Carport



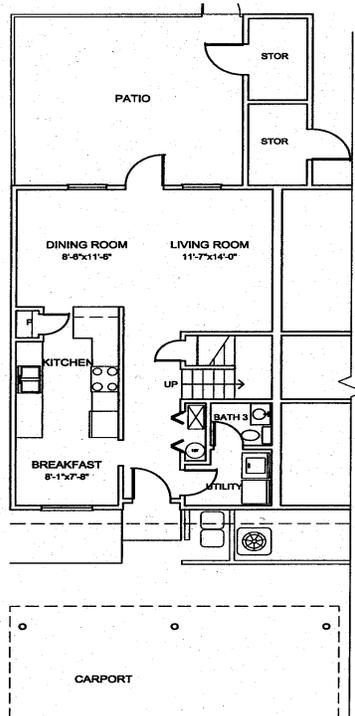
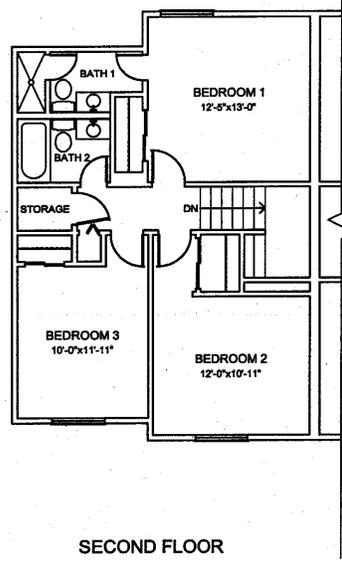
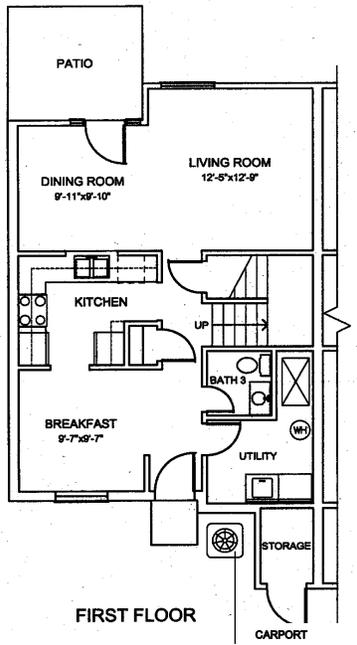
FIRST FLOOR

North Throrer Park Appropriated Fourplex
3 BR 1492 SF Carport

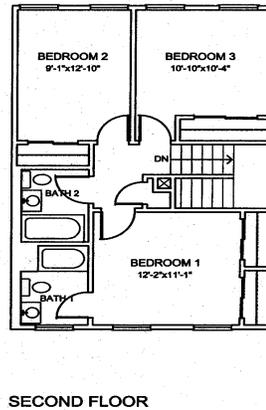


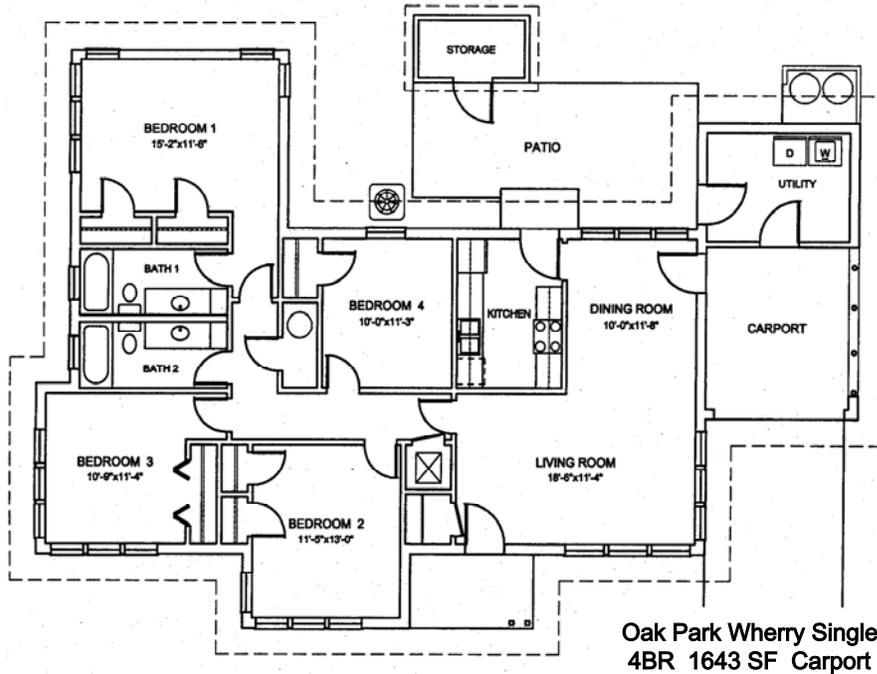
SECOND FLOOR

**Northwest Falcon
Appropriated Fourplex
3 BR 1489 SF Carport**

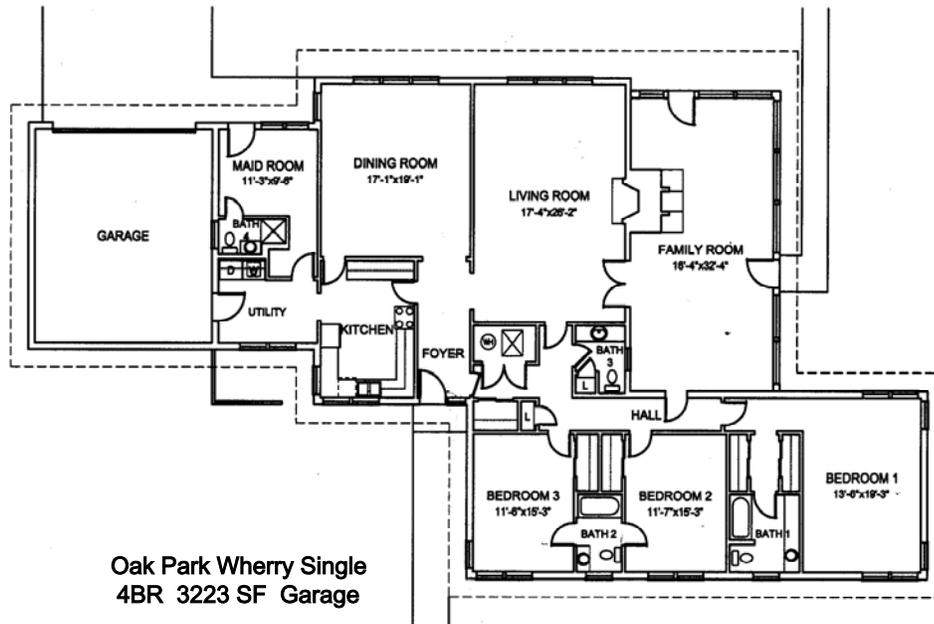


**South Thrower Park
Appropriated Fourplex
3 BR 1333 SF
1 Carport + 1 Driveway**

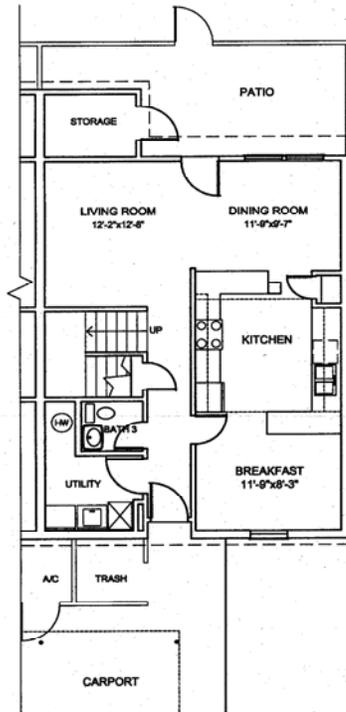




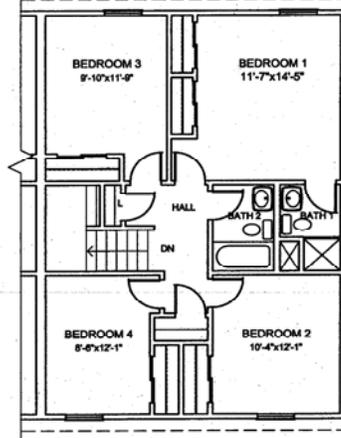
Oak Park Wherry Single
4BR 1643 SF Carport



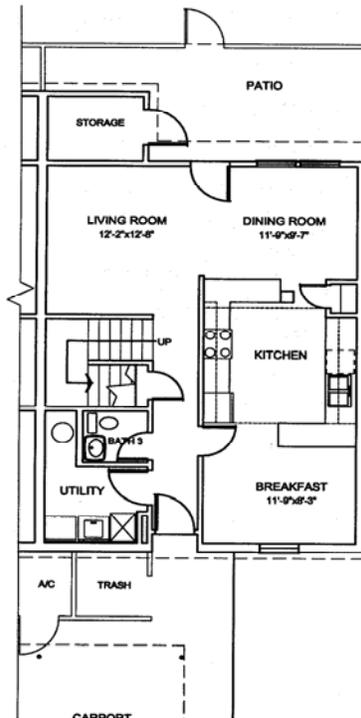
Oak Park Wherry Single
4BR 3223 SF Garage
437 Kensington



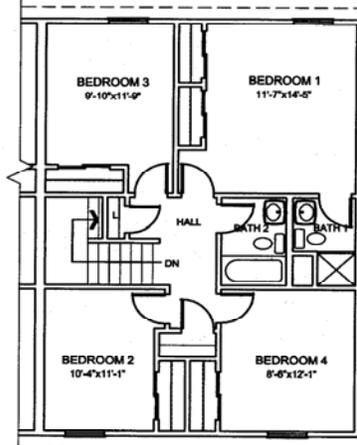
Harrison Court
Appropriated Fourplex
4BR 1707 SF Carport



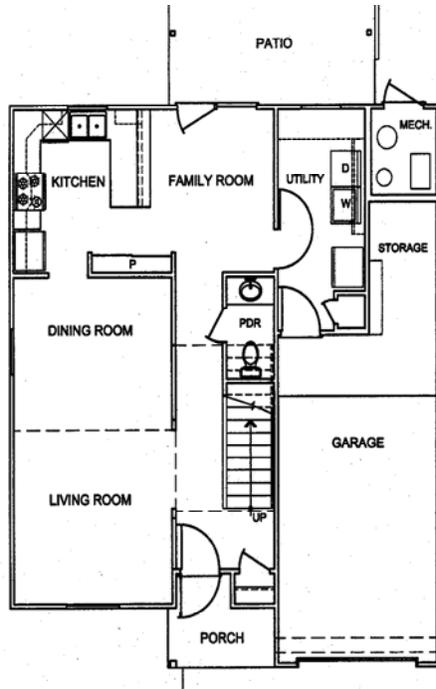
SECOND FLOOR



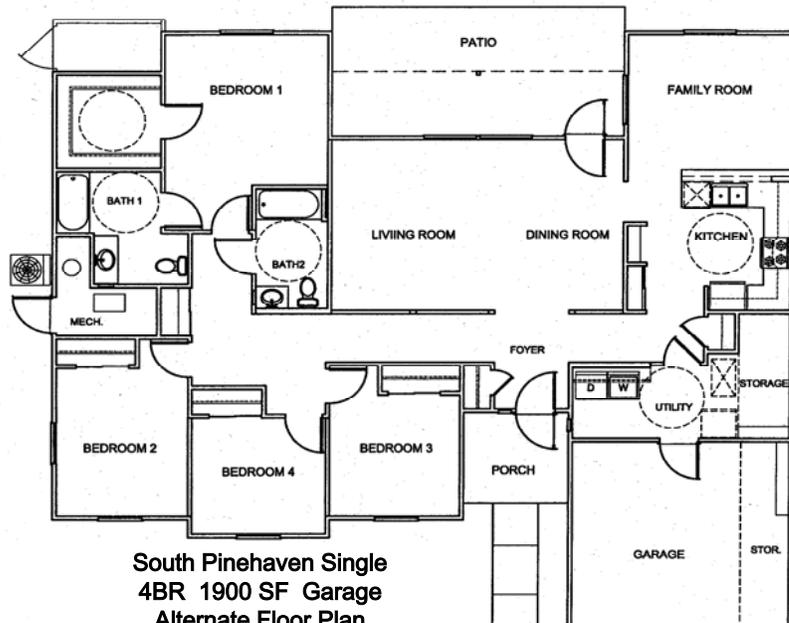
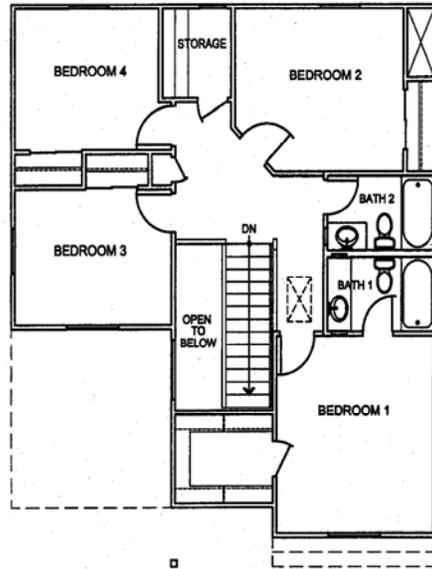
Maltby Hall
Appropriated Fourplex
4BR 1713 SF Carport



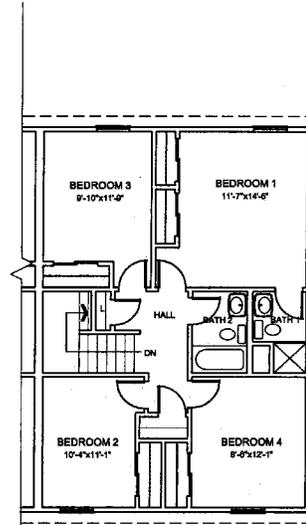
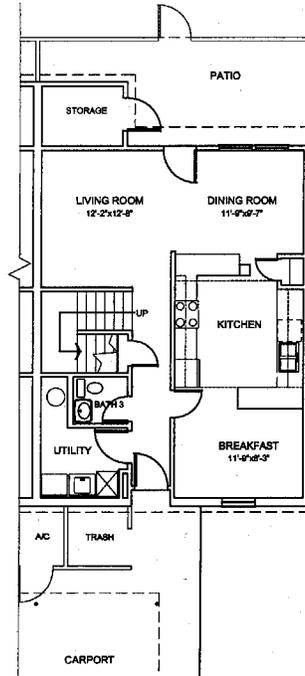
SECOND FLOOR



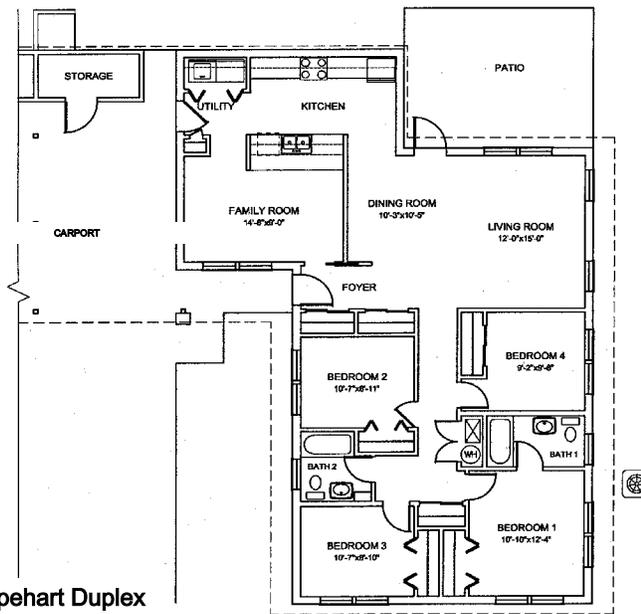
South Pinehaven Townhouse
4BR 1818 SF Garage



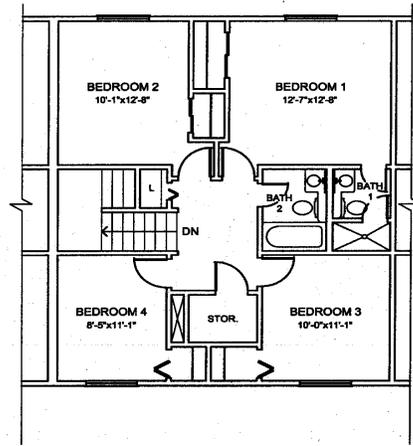
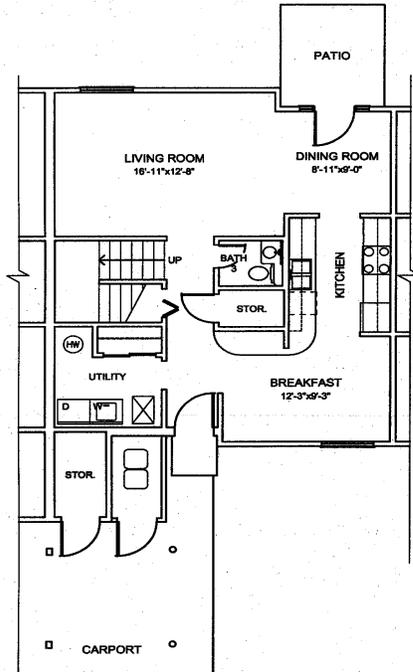
South Pinehaven Single
4BR 1900 SF Garage
Alternate Floor Plan
(Single Story – Handicapped Capable)



SECOND FLOOR
Maltby Hall
 Appropriated Fourplex
 4 BR 1713 SF Carport

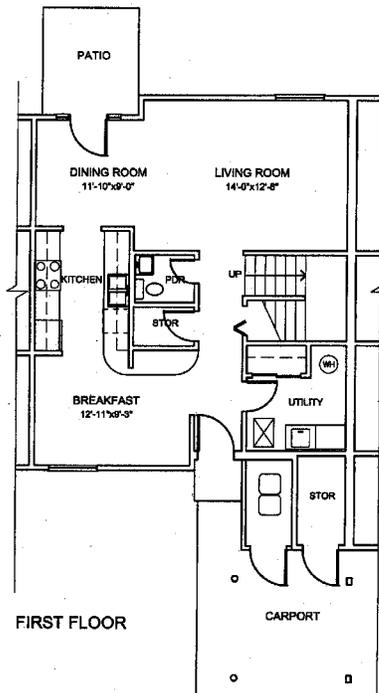


West Falcon Capehart Duplex
 4 BR 1583 SF Carport

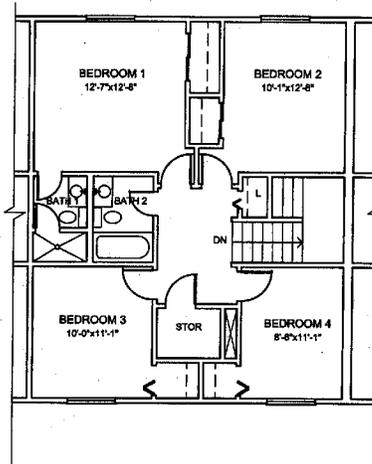


SECOND FLOOR

Northwest Falcon
Appropriated Fourplex
4 BR 1665 SF Carport

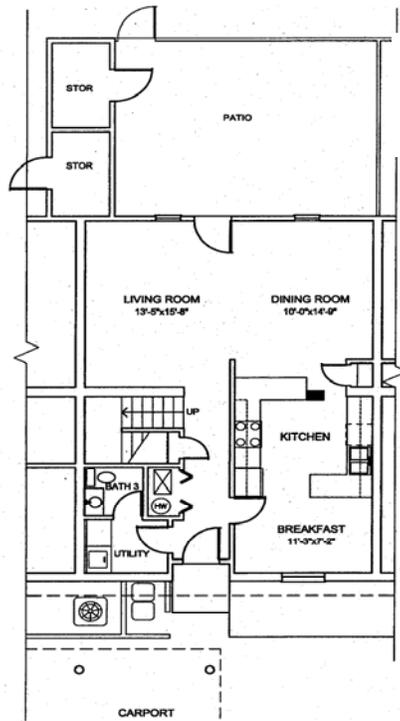


FIRST FLOOR

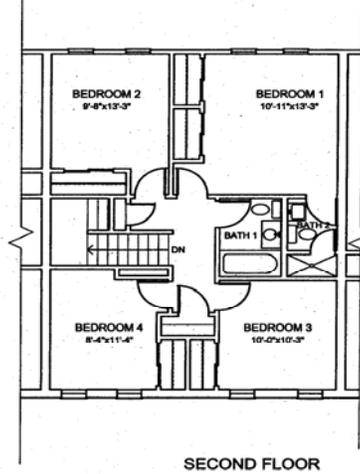


SECOND FLOOR

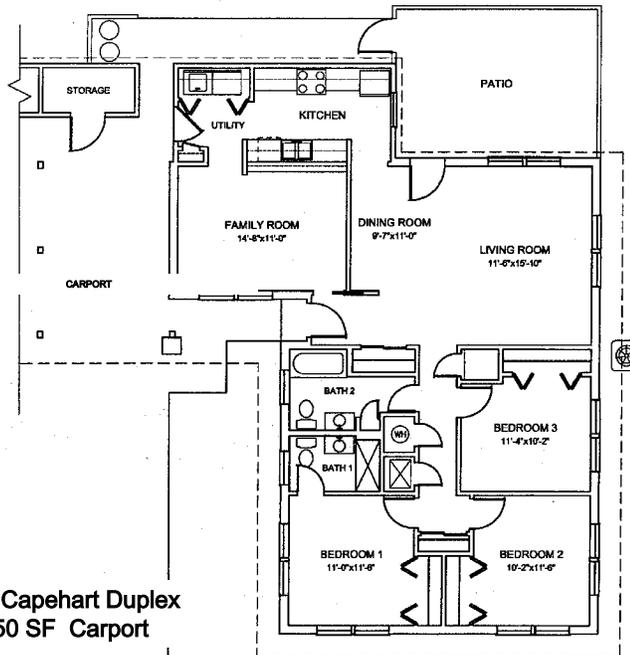
North Thrower Park
Appropriated Fourplex
4 BR 1672 SF Carport



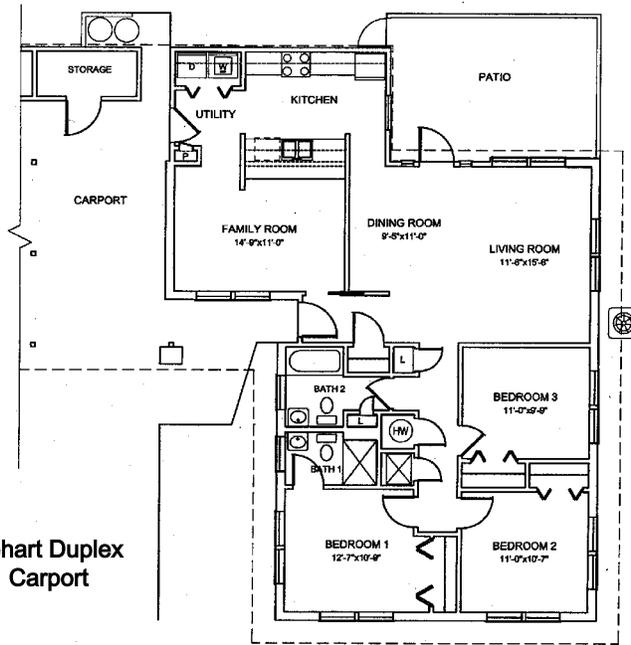
South Thrower Park
 Appropriated Fourplex
 4 BR 1622 SF
 1 Carport + 1 Driveway



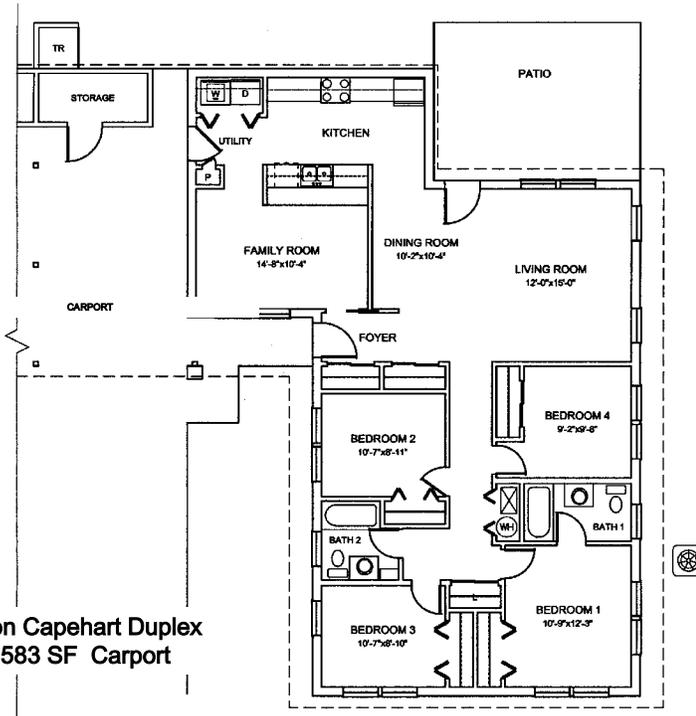
SECOND FLOOR



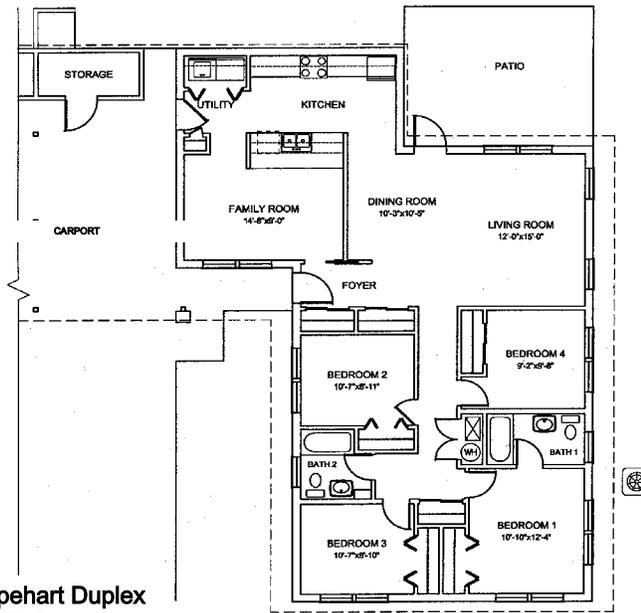
East Falcon Capehart Duplex
 3 BR 1450 SF Carport



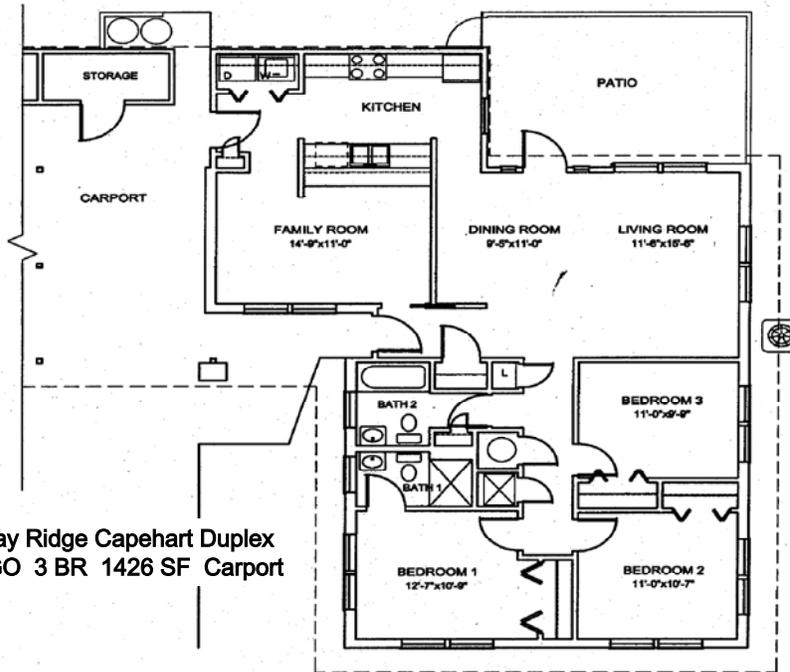
West Falcon Capehart Duplex
3 BR 1426 SF Carport



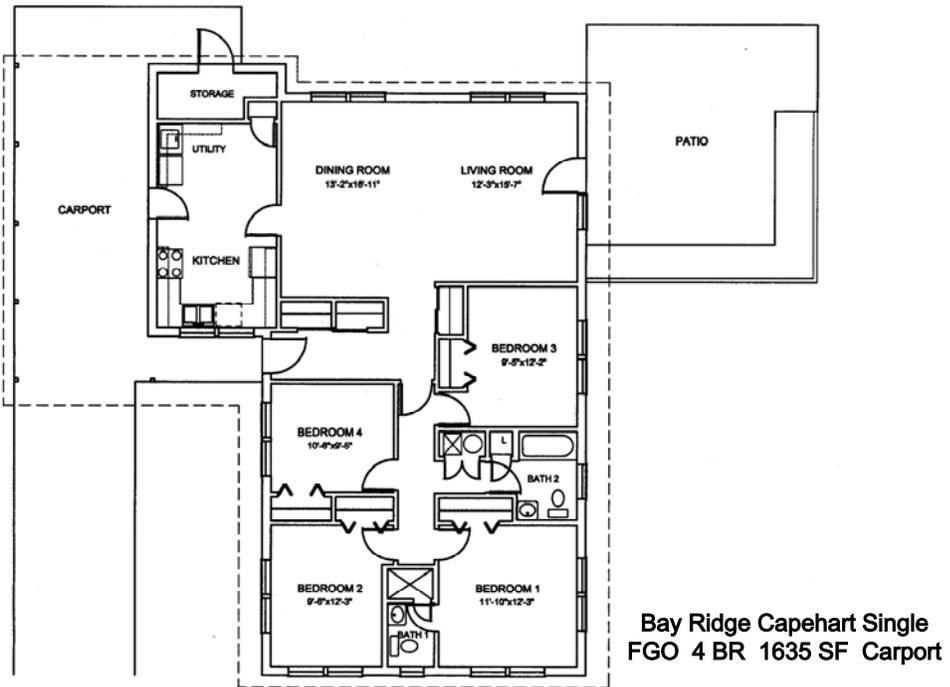
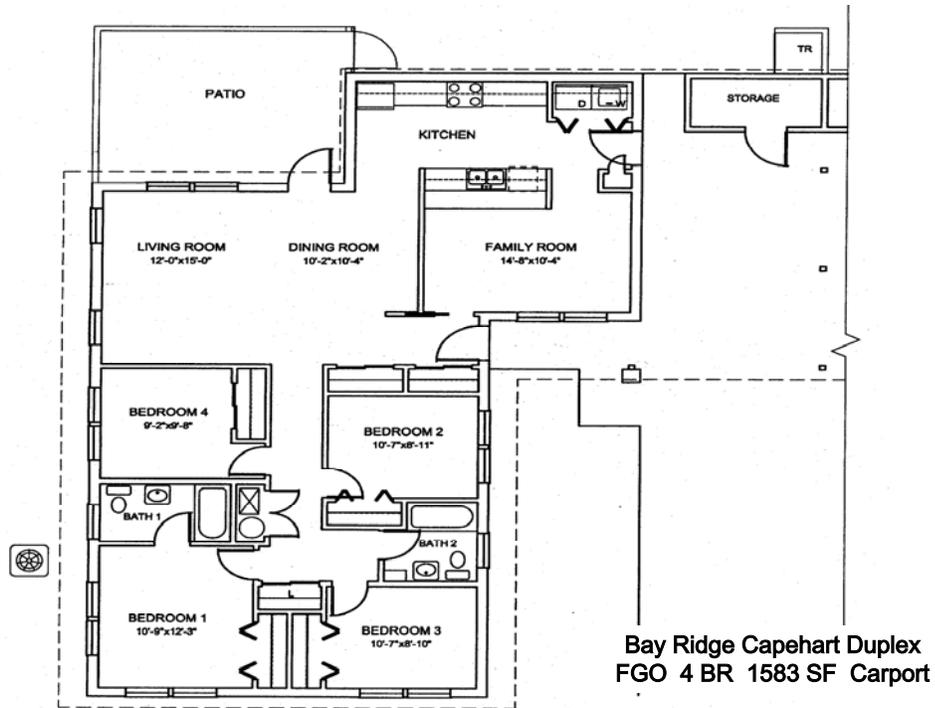
East Falcon Capehart Duplex
4 BR 1583 SF Carport



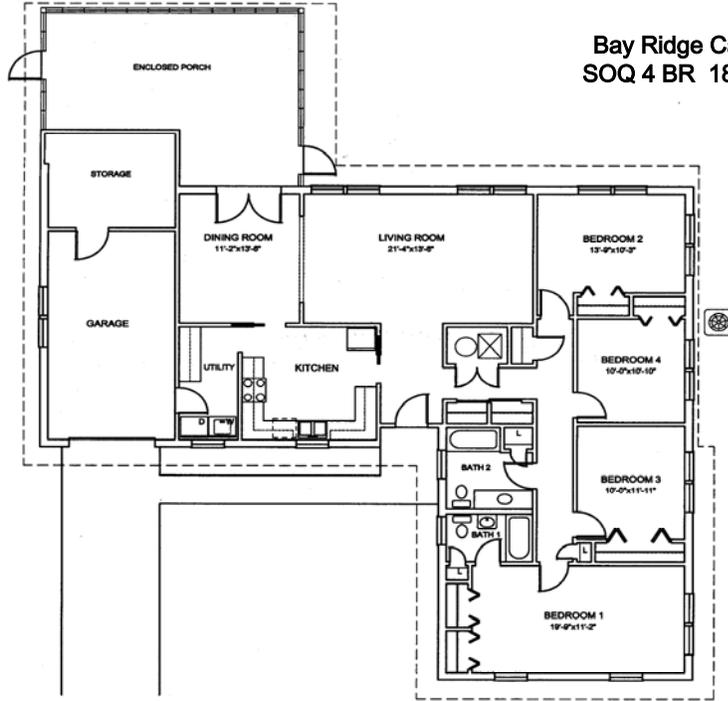
West Falcon Capehart Duplex
4 BR 1583 SF Carport



Bay Ridge Capehart Duplex
CGO 3 BR 1426 SF Carport



Bay Ridge Capehart Single
SOQ 4 BR 1873 SF Garage



**APPENDIX 4
REQUIRED REPORTS**

Item Number	Report Name	Report Due Date	Frequency	Requiring Office
1	Monthly Cost Information – Housing (Monthly invoices for all line items)	1 st workday after end of 1 st month	Monthly	81 CES/CEH
2	Monthly Cost Information – GOQ (Monthly invoices for General Officers’ Quarters)	1 st workday after end of 1 st month	Monthly	81 CES/CEH
3	Data for Master Appliance Listing	5 th workday of the month	Monthly	81 CES/CEH
4	Quality Control Plan – Maintenance Contractor	As updated	Due at preperformance conference	81 CES/CEH
5	Contractor Manhours	25 th day after end of 1 st month	Monthly	81 CES/CEH

APPENDIX 5
GOVERNMENT FURNISHED FACILITIES

The Government shall furnish the contractor with the facilities listed below.

Building 4005 shall be used by the contractor for housing maintenance only.

The square footage of the building is approximately 1,900 and has central air and heat.

The square footage of the storage and warehouse areas are approximately 6,700.

The utilities available to both facilities include natural gas, electricity, sewer, water, and three (3) commercial telephone lines to building.

APPENDIX 6 QUALITY STANDARDS

1. General. These technical specifications define the quality of maintenance and repair work to be accomplished under this contract. Where a specification is not directed, the contractor shall perform maintenance and repair work to meet customs and practices of the trade and equipment manufacturer's maintenance recommendations.

1.1. Scope. All interior and exterior components of MFH units and facilities shall be serviced, maintained, and repaired by the contractor to maintain the MFH unit and facility at a safe and serviceable standard. New components shall match or exceed existing components both in manufacture and quality. The contractor shall consider aesthetics in material selection. If existing aesthetics cannot be matched, variations shall be approved by the Contracting Officer or designated representative who has coordinated with Housing Manager prior to installation. If floors, cabinets, appliances, foundations, and other items are removed in order to gain access to the system component to be repaired, the repaired area shall be in a condition comparable to the original construction.

1.2. Workmanship. All work under this contract must conform to the standards of these specifications. The contractor shall correct work not meeting these specifications at no cost to the Government. Any Government or occupant-owned property damaged by the contractor shall be repaired or replaced by the contractor, at no cost to the Government or the occupant, within the time determined by the Contracting Officer or designated representative.

2. Exterior.

2.1. Exterior Walls. Damaged or deteriorated wall areas shall be restored to a serviceable and weather tight condition. Repairs shall match the undamaged portion of the walls in material, color, size, and texture. These items include:

2.1.1. Joints. Joints in exterior walls shall be caulked with a compound to provide a weather tight seal.

2.1.2. Exterior Trim. Damaged, missing or deteriorated trim, including bird screens, shall be replaced with new material of a design to match existing trim.

2.2. Hose Bibs. Leaking faucets, broken handles, and other defects shall be repaired. Slabs in the vicinity of hose bibs shall be checked for evidence of leakage inside the wall. These leaks shall be repaired or replaced as required. Repair or replace bug proof seal (when installed).

2.3. Exterior Electrical Components. Exterior electrical components are serviced, maintained, and repaired in accordance with the latest addition of the National Electric Code to provide a serviceable, safe system from the building to the main distribution panel including mast and weather head.

2.4. Roofing and Accessories. The contractor shall maintain roofs to preserve a weather tight seal. Inspection shall include investigation of leaks, general condition of the membrane, deck and roofing structural members, and all items that penetrate the membrane whether from above or below. Damaged or deteriorated components shall be returned to a weather tight condition using methods consistent with the type of construction. (The criteria provided in paragraph 1.1.9 of the SOW shall apply to repairs caused by wood-destroying insects.) The contractor shall accomplish maintenance work on a continuing basis that shall preserve the watertight integrity of the roof membrane.

2.4.1. Roof Flashing. Flashing shall be repaired to form an effective water seal. Repairs shall be made to prevent corrosion and erosion.

2.4.2. Gutters and Down Spouts. Gutters and down spouts shall be maintained in a condition to carry water away from the building to prevent erosion drainage. Damaged or deteriorated gutters or down spouts shall be sectioned and replaced with material matching the existing material. Debris shall be removed from gutters and down spouts and wire down spout caps shall be cleaned or replaced. Missing gutters and down spouts shall be replaced with material of the same type and quality.

2.5. Exterior Accessories and Storage Structures.

2.5.1. Balconies, Porches, Carports, and Exterior Storage Structures. Damaged, missing, defective, or badly deteriorated portions of exterior steps, landings, railings, posts, carports, and exterior storage sheds, exterior utility rooms, and facilities shall be replaced or repaired to a safe and usable condition. Loose items, such as railings, shall be secured. Damaged or deteriorated exterior floors/slabs and walls shall be repaired.

2.5.2. House Numbers. Missing, deteriorated, or damaged unit numbers shall be replaced with numbers matching existing numbers. Identification numbers shall be of the same size, color and style as the existing numbers.

2.5.3. Name Plates and Name Plate Holders. Missing or damaged nameplates and nameplate holders shall be replaced with holders of the same type, size and quality.

2.5.4. Splash Blocks. Broken or missing splash blocks shall be replaced and set so as to drain water away from the foundation. Existing splash blocks shall be reset to ensure water drains away from the foundation.

2.5.5. Playground Equipment. Damaged, missing, or deteriorated components of playground equipment in common areas shall be maintained, replaced, or repaired to a safe and usable

condition and match original appearance (markings and coloration). Reference paragraph 1.1.13 and Appendix 2 Section 2c.

3. Interior.

3.1. Walls and Ceilings. Damaged and deteriorated walls, ceilings, and related trim shall be repaired or replaced to provide a safe, attractive interior, free of defects.

3.1.1. Vinyl-Coated Wall Covering. Wall covering shall be repaired according to the approved installation instructions of the manufacturer. Federal Specifications CCC W-408A adhesive, or equivalent, shall be used for repair of vinyl wall covering.

3.1.2. Structural wood. Damaged and deteriorated structural wood shall be repaired or replaced with a minimum of grade #2 wood, to provide a safe and usable facility. The contractor shall restore any items displaced during structural wood replacement at no additional cost to the Government.

3.2. Floors. Damaged or deteriorated flooring shall be repaired or replaced to provide a uniform, aesthetic surface. The contractor shall inspect exposed portions of the substructure during repair or replacement activity. Any structural damage or deterioration shall be repaired. When floors have been flooded by stopped up drains or leaking lines, the contractor shall remove the water from the floor to prevent damaging the floors or sub-flooring (including carpets and carpet padding). Floor maintenance may include resilient vinyl tile, ceramic tile, plastic, rubber, or carpet. Floors shall be swept clean so that no dust streaks remain, nor residue in corners or behind doors. Floors shall be mopped to remove dirt, stains, and foreign matter that cannot be removed by sweeping or vacuuming. For removal of wax, use compounds especially prepared for this purpose and floor covering material. After floor wax removal, the floor shall have a dry, clean uniform appearance, with no streaks, swirls, or lap marks, especially in corners along shoe molding and behind doors. Waxing of kitchen floor, after cleaning, using only a floor finish appropriate for the type of floor covering in place shall be accomplished. Avoid build-up of excess floor preparation material, lap marks, streaks, and swirls, leaving a uniform appearance.

3.2.1. Wood Stair Refinishing. Wood stairs shall be refinished according to the standards in National Oak Flooring Manufacturer's Association Publication "Hardwood Flooring Finishing/Refinishing Manual" (Jan 92).

3.2.2. Carpet Repair. Small areas of carpet of 20 square feet or less, which have been damaged by staining, tearing, or burning shall be repaired and cleaned as necessary. All carpet, pad and trim used in repairs shall match existing carpet in color, manufacturer, texture, material, and quality as applicable. If the specifications cannot be matched by a reasonable search, the Contracting Officer or designated representative will make the decision whether or not to have the carpet replaced.

3.3. Doors, Windows, and Related Hardware. Repair or replace to a safe, functional, and aesthetically acceptable condition all deteriorated, damaged, missing, or malfunctioning doors,

windows, and related hardware. Rusted hardware shall be replaced. The contractor shall cut doors according to commercial standards to adjust for carpet.

3.3.1. Glazing. Replacement glass shall be installed according to the Flat Glass Marketing Association "Glazing Manual".

3.3.2. Weather-stripping. Damaged, missing, or deteriorated weather-stripping shall be replaced according to the manufacturer's recommendations.

3.4. Stairs and Handrail Components. Stairs and handrail components shall be maintained in a safe and structurally sound condition.

3.5. Interior Building Accessories.

3.5.1. Interior Window Treatments:

3.5.1.1. Venetian Blinds, Vertical Blinds, and Mini-Blinds. Venetian, vertical and mini-blinds shall be restored to an operating condition. All cracked or damaged slats shall be replaced. All worn cords shall be replaced. All soiled or worn tapes shall be replaced. Venetian, vertical and mini-blinds beyond repair shall be replaced. The contractor shall replace all missing blinds.

3.5.1.2. Door/Window glass. All thermal glass that has lost its seal shall be resealed according to the manufacturer's recommendations.

3.5.2. Bathroom Fixtures and Accessories:

3.5.2.1. Loose Accessories. Loose bathroom accessories shall be tightened. All damaged or missing items shall be replaced.

3.5.2.2. Corroded Metal Components. All corroded metal components shall be replaced.

3.5.2.3. Medicine Cabinets. All cracked or broken mirrors shall be replaced. All missing or damaged shelves shall be replaced. All cabinets damaged or rusted beyond repair shall be replaced.

3.5.2.4. Fixtures. Bathroom fixtures including, but not limited to, water closets, bathtubs, shower stalls, and lavatories shall be maintained in a safe and functional condition. The contractor shall replace all missing, damaged, stained or deteriorated fixtures when such fixtures are not functional or when directed by the Government.

3.5.3. Caulking. All damaged or deteriorated caulking shall be removed and replaced with a white or clear silicone base sealant. The sealant shall be applied according to the manufacturer's recommendations. Sealing materials which are marked or stained and cannot otherwise be cleaned shall be replaced.

3.5.4. Cabinets and Countertops. All missing, damaged, or deteriorated doors, drawers, and related hardware shall be repaired or replaced to provide a sound, complete, and operable cabinet. All cabinet finishes shall be restored. All countertops and splash-backs shall be repaired, when possible, to provide a serviceable, watertight surface. Replacement of kitchen/vanity countertops and vanity tops are listed in contract line items 0006, 1006, 2006 and 3006.

3.5.5. Smoke Detectors. The contractor shall inspect semi-annually and ensure each unit is in operational order according to manufacturer's instructions and recommendations. All dust, lint and insect debris shall be removed. A minimum of a two (2) second burst of smoke shall be used to test the smoke detector. The smoke detector button shall be in working order. When the smoke detector does not respond to the artificial smoke or the test button, it shall be replaced with a new smoke detector.

3.5.6. Carbon Monoxide Detectors. The contractor shall inspect semi-annually and ensure each unit is in operational order according to manufacturer's instructions and recommendations. All dust, lint, and insect debris shall be removed. When the carbon monoxide detector does not conform to the manufacturer's instructions and recommendations it shall be replaced with a new carbon monoxide detector.

3.5.7. Fireplaces and Chimneys. All cracks, loose bricks, open mortar joints and loose tiles on the apron shall be repaired. Ensure damper and ash dump operate properly and chimney flues are clean. (Exception to chimney flue cleaning is 437 Kensington's Florida room/enclosed patio chimney.)

3.5.8. Plumbing Systems. Plumbing systems and associated components shall be operational according to the Uniform Plumbing Code (UPC). Also, the quality of workmanship shall be equal to or better than the minimum specified by UPC.

3.5.8.1. Water System. The water system and associated components shall be operational in accordance with the UPC. Also, workmanship shall be equal to or better than the minimum specified by UPC. The water systems shall be in a safe and usable condition for each unit.

3.5.7.2. Sewage Line. Contractor shall maintain and service sewage lines. Sewer line stoppages freed up from the unit to the main including pipes under the slab foundation with a sewer auger shall be included as part of contract line item 0001, 1001, 2001 and 3001. The contractor is responsible for replacement of defective or damaged sewer lines with PVC pipe matching the size, thickness, and quality of existing pipe. The price per foot shall include all pipe, connections to the main, joints and clean-outs and shall be paid by the total length of pipe replaced at the contract line item price (contract line items 0009AA, 1009AA, 2009AA and 3009AA). If concrete or asphalt sidewalks or driveways are disturbed during excavation, the contractor shall be responsible for restoring them to their original condition or better. If the

lateral extends under the street, the contractor shall jack and bore under the street so as not to disturb the surface of the street and the contractor shall be paid according to contract line item price (contract line items 0009AB, 1009AB, 2009AB and 3009AB) when boring is necessary. In the event the contractor repairs or replaces a sewer line within the first joint outside the unit and no clean-out is present, the contractor shall install a clean-out, as part of contract line item 0001, 1001, 2001 and 3001 and 1001. The contractor shall repair any damage to lawn using a sod of a type that best matches the original lawn area within two (2) business days.

3.5.8. Heating, Ventilating, and Air Conditioning Systems. The contractor shall perform the maintenance and repairs on those systems listed in Appendix 2, Section 2b. The contractor shall accomplish maintenance to provide a safe, economical and operable system. These systems shall be maintained to the standards specified by the Industry Standards and Codes referenced in Appendix 9. Heating and air-conditioning systems shall provide room air temperatures consistent with the Government energy conservation guidelines and medical exemption conditions. The contractor shall comply with EPA regulations under section 608 of the Clean Air Act. HVAC technicians must have a minimum of Type I and Type II certification for this contract and Universal certification is recommended. Technicians must be certified according to EPA regulations. Also, recovery and recycling equipment must be EPA approved.

3.5.8.1. Heating and Air Conditioning Systems List. The following is a list of actions that need to be checked, repaired, or replaced during a COM, seasonal inspections, or recurring maintenance inspections for the HVAC systems to operate at optimum performance in accordance with the manufacturer's instructions and recommendations.

1. Warm air furnace; includes blower assembly, gas components, and cooling coils.
 - Repair leaks in the combustion chamber as necessary.
 - Inspect gas lines and fittings for gas leaks and repair as necessary.
 - Adjust pilot and burner primary controls for proper operation.
 - Check blower and motor for alignment, vibration and lubrication. Lubricate motor as specified by manufacturer.
 - Check burner operation through complete cycle for up to 10 minutes.
 - Check electrical wiring to burner controls and blower.
 - Remove built up soot and debris in the firebox.
 - Check condition of flue pipe, damper, and stack.
 - Clean or change filter if necessary.
2. Condensing unit.
 - Inspect condensing unit prior to maintenance for abnormal noise.
 - Check electrical wiring and connections, tighten any loose connections.
 - Inspect motor for excessive noise and vibration.
 - Lubricate motor. - Inspect fan for bent blades or unbalance.
 - Inspect condensing coil and clean as necessary.
 - Perform refrigerant leak test and repair leaks as required.
 - Clean or change filter; if necessary

3.5.9. Other Equipment. Ensures all equipment operates at the original design capacity and performs its intended function. Equipment items that are included under this section are listed below:

- a. Exhaust Fans.
- b. Ceiling Fans.
- c. Door Bells.
- d. Roof Ventilators.
- e. Garbage Disposals.
- f. Built-in Dishwashers.

3.5.10. Electrical. The electrical systems on individual units shall be safe and operable.

3.5.11. Gas. Ensure the gas system in each unit is in a good and safe operating condition.

4. Appliances. Appliance repair work shall restore a defective appliance to operating conditions specified by the appliance manufacturer. Repair quality shall be equivalent to the original equipment's quality in terms of parts, materials, and workmanship. Replacement parts shall conform to the appliance manufacturer's design requirements, and shall provide reliability and durability comparable to the original equipment. Replacement appliances shall be installed, tested, and made operational prior to releasing them to the occupant.

5. Painting.

5.1. Application. All work shall adhere to the practices of the trade, leaving the finished surface evenly coated, free from drops, ridges, waves, laps, brush marks, runs and other defects. After application, painted surfaces shall be uniform in color and texture.

5.2. Cleaning Up. Upon completion of the work, staging, scaffolding, and containers shall be removed from the site. Paint spots, oil, and stains on adjacent surfaces and areas not painted shall be removed and the entire job left clean. Sewage and water (unit interior only) shall be cleaned to a sanitary condition.

6. Surface Preparation. All surfaces shall be prepared in accordance with industry and construction standards.

APPENDIX 7 DEFINITIONS

2.1. GENERAL DEFINITIONS.

2.1.1. Defective Service. A service output not meeting the standard of performance specified in the contract for that service.

2.1.2. Performance Threshold. The point that determines what is an acceptable and unacceptable performance of a task according to the SOW and the Inspection of Services clause. It is the number of defectives or maximum percentage defective in the lot that is deemed acceptable. Any further defectives will require the Government to affect the price computation system.

2.1.3. Service Delivery Summary (SDS). A listing of the service outputs under the contract that are to be evaluated by the QAP on a regular basis, the surveillance methods to be used for these outputs, and the performance threshold of the listed outputs.

2.1.4. Quality Assurance. A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For purposes of this contract, quality assurance refers to actions by the Government.

2.1.5. Quality Assurance Personnel (QAP). A functionally qualified person who performs quality assurance functions for a contracted service.

2.1.6. Quality Control. Those actions taken by a contractor to control the production of output to ensure that they conform to the contract requirements.

2.1.7. Quality Assurance Surveillance Plan (QAPSP). An organized written document used for quality assurance. The document contains specific methods on how to perform surveillance of the contractor.

2.1.8. “Field Stripping”. The act of removing the fire, ashes and unused tobacco from the filter of a cigarette without burning one’s fingers and saving the filter to later dispose of it in a designated smoking materials container.

2.2. Technical Definitions.

2.2.1. Acceptable Percentage (AP) of COM. Equals 100 percent less unacceptable percentage (UP), that is $AP=100\% - UP$. If calculation shows AP to be greater than 100%, then 100% will be used for AP. If calculations show AP to be less than 0%, then 0% will be used for AP. Otherwise use the calculated value of AP. Example: If $UP=0$, then $AP = 100\%-0\% = 100\%$. If $UP = 10\%$, then $AP = 100\%- 10\% = 90\%$. NOTE: AP CAN BE CALCULATED AS FOLLOWS: $AP = 100\% (2 - AMD/MAD)$. (Example: $AMAD = MAD/L = 49 \text{ days}/20 \text{ housing units} = 2.45 \text{ days/housing unit}$).

2.2.2. Actual Monthly Downtime (AMD). The sum of the downtime for the entire housing unit in the contractor's custody during the month. Example: For example: 1 Housing unit for 4 days, 6 housing units for 3 days each, 10 housing units for 2 days each, and 3 housing units for 1.5 days each. $AMD = (1 \text{ housing unit} \times 4 \text{ days/housing unit}) + (6 \text{ housing units} \times 3 \text{ days/housing units}) + (10 \text{ housing units} \times 2 \text{ days/housing units}) + (3 \text{ housing units} \times 1.5 \text{ days/housing unit}) = (1 \times 4) + (6 \times 3) + (10 \times 2) + (3 \times 1.5) = 4 + 18 + 20 + 4.5 = 46.5 \text{ days}$.

2.2.3. Allowable Downtime. The downtime allowed for minor COM work and cleaning in a housing unit. Minor allowable downtime is 3 calendar days.

2.2.3.1. Major Allowable Downtime. Major allowable downtime is the total downtime allowed for major COM work in a housing unit. That is, the sum of all allowable downtimes for a housing unit. This includes the minor allowable downtime plus downtime for major floor refinishing and downtime for major painting and downtime for termite damage repair. There are no downtime provisions for countertop and splash back replacement, for roof damage repair, or for maintaining marking and repairing military family housing unit's identification signs. Major allowable downtime elements are as follow:

- a. Major Painting (MP); 1.5 calendar days.
- b. Major Floor Replacement (MFR):
 - (1) Resilient/Linoleum Floor Replacement: 1.5 calendar days.
 - (2) Wood Stain Refinish: 3 calendar day.
- c. Carpet Repair: 1 calendar day.
- d. Termite Damage Repair: 2 calendar days.
- e. LBP Prep: 5 calendar days.

2.2.4. Appliances and Installed Equipment. See Appendix 2 Section 2b for the listing of appliances and equipment.

2.2.4.1. Appliances. These items consist of Government owned refrigerators, free-standing ranges, built-in ovens and cook-tops, and installed dishwashers.

2.2.4.2. Installed Equipment. These items are Government owned equipment which are installed in housing facilities.

2.2.5. Appliance Servicing. Work required to keep an appliance in such condition that it is operational and may be continuously utilized safely for its intended purpose at its designated capacity or efficiency.

2.2.6. Average Monthly Allowable Downtime (AMAD). The MAD divided by the COM lot (L). (Example: $AMAD = MAD/L$) or 46.5 days/20 MFHU or 2.325 days per housing unit..

2.2.7. COM Effective (E) MFHU. The (AMD) divided by the AMAD. Example: $AMD = 46.5$ days; $AMAD = 2.325$ days/housing unit then: $E = AMD/AMAD = 46.5 \text{ days}/2.325$ days/housing unit = 20.00 housing unit.

2.2.8. COM Defective (D) MFHU. The COM effective (E) Housing unit minus the COM lot (L). If COM defective (D) housing unit is a negative number, then the defect is zero (none). Examples: IF, $E = 22$, $L = 20$ then $D = E - L = 2$. If 18.98 , $L = -1.02$ (a negative number) use $D = 0$.

2.2.9. Change of Occupancy Maintenance (COM). The work accomplished to inspect, repair, maintain, clean, and service any of the military family housing units and their appurtenances which are vacant for any reason during the contract period.

2.2.9.1. Contractor COM Custody. The time the contractor is in receipt and responsible for housing units for the purpose of accomplishing COM.

2.2.10. COM Lot (L). The number of housing units in contractor's custody for COM during the month.

2.2.11. Completion Time. The interval between the time the contractor receives the request for the service and the time all work requested is complete and the job order is closed out.

2.2.12. Contractor's Estimate of Downtime (CED). The contractor's estimate in whole-days and half-days of downtime for COM.

2.2.13. Disaster Damage. Disaster damage is defined as follows:

2.2.13.1. Disaster Repair Work. Disaster repair work is the repair of Government property damaged by a natural disaster, such as a tornado, hurricane, flood, high winds, fire and when such work is necessary to protect Government property as directed by the Contracting Officer or designated representative. Such damage that is not classified as an emergency shall be completed as an urgent service call.

2.2.13.2. Reserved.

2.2.13.3. Direct Labor Cost. The direct labor cost shall be the hourly labor rate for any specific job classification, as specified in the wage determination, FICA and workmen's compensation taxes, plus the fringe benefits.

2.2.14. Downtime. Downtime is the number of calendar days an unoccupied housing unit is in the custody of the MFH maintenance contractor for major and minor COM. Downtime is expressed in terms of whole days and half days.

2.2.14.1. Whole Day. A whole day for counting downtime is 0700 to 1645 hours or the sum of 2 half-days (Example: 1 whole day is 1.0 day).

2.2.14.2. Half Day. A half-day for counting downtime is 0700 to 1200 hours or 1200 to 1645 hours or any fraction thereof. (Example: 1 half-day is .5 day).

2.2.14.3. Turnover Time. Begins the next half-day after the contractor signs for a housing unit.

2.2.14.4. Turnback Time. The end of the half-day the contractor passes the COM inspection and inspection of all identified contract line items.

2.2.15. Exterior Facility Maintenance. Includes repair, maintenance, and service of the exterior of housing units and their appurtenances and all exterior playground equipment.

2.2.16. Facility. A facility is an integral structure such as a house, apartment building, garage, carport, or Government owned storage shed. A single-family dwelling is called a “unit.” Included with the unit are all of its components to include proportionate share of carports, garages, and Government owned storage sheds and Government owned and installed fences that belong to the structure unless otherwise specified herein. “Facility” does not include sidewalks, driveways, yard sprinkler systems, landscaping, or occupant contracted or owned structure. “Facility” does include all interior utilities, including interior telephone lines, and the various utilities as outlined but not limited to the following paragraphs.

2.2.16.1. Sewer lines include the building drain and building sewer. The contractor shall be aware in some housing areas, multiple housing units manifold together into a private sewer (single sewer lateral) before tying into the public sewer (main sewer system).

2.2.16.2. Water supply system from the building interior up to and including pipes under the slab/foundation and the service line, to include the cutoff valve.

2.2.16.3. Gas lines from the building foundation through the regulator, including through the cutoff valve, are the contractor’s responsibility.

2.2.16.3.1. Gas distribution system shall include but shall not be limited to: gas piping from pressure regulator to individual appliances such as stove, furnace, water heater and clothes dryer, gas cocks at appliances, nipples, flexible connection, unions, reducers, appliance pilots lines, and all associated gas distribution equipment.

2.2.16.4. Electrical circuits and all electrical components including panel, breakers, weather head and mast, and conductors, up to connection to overhead electrical service drop. Circuitry

through the facility including breakers and service entrance panel, not to include underground electrical service from source to service entrance panel.

2.2.16.5. All interior telephone jacks and lines to outside connections.

2.2.17. General Officer Housing. Housing assigned to military members in the grade of Brigadier General and above.

2.2.18. Item. Any material, part, component, subassembly, equipment, equipment accessory or attachment, used for maintenance, operation, or support of housing facilities.

2.2.19. Job Order. A written requirement to do work.

2.2.20. Medical Waiver. Designation of quarters requiring specialized service due to medical condition of occupants. The contractor will be provided a list of all housing units requiring specialized services from Base Civil Engineering. The list may be updated throughout the contract period.

2.2.21. Major Floor Replacement. Floor replacement in excess of 120 square feet per unit. The contractor is paid for the entire square footage of directed major floor refinishing. Floor refinishing includes:

- a. Complete refinishing of wood floors/stairs including sanding, filling, sealing, and coating.
- b. Installing, replacing and repairing carpet.
- c. Cleaning carpet stains (minor floor refinishing/COM)
- d. Removing, replacing, and re-grouting chipped or broken ceramic tiles.

2.2.22. Minor Floor Refinishing. Floor refinishing of 120 square feet or less per unit. Floor refinishing includes:

- a. Complete refinishing of wood floors/stairs including sanding, filling, sealing, and coating.
- b. Installing, replacing and repairing carpet.
- c. Cleaning carpet stains (minor floor refinishing/COM)
- d. Removing, replacing, and re-grouting chipped or broken ceramic tiles.

2.2.23. Monthly Allowable Downtime (MAD). MAD is the sum of the allowable downtimes of all housing units in the contractor's custody during the month.

2.2.24. Paint. Includes paint, varnishes, stains, sealers, and other coating, whether used as prime, intermediate, or finish coats.

2.2.24.1. Major Painting. Interior or exterior painting of an area greater than 200 square feet per unit. In no event shall total exterior painting of a unit be accomplished under this contract. The contractor is paid for the entire square footage of directed major painting at the separate bid price.

2.2.24.2. Minor Painting. All interior or exterior painting other than major painting. Work includes painting all items requiring finish painting and spot painting areas 200 square feet or less.

2.2.24.3. Lead-based Paint (LBP). Paint or other surface coatings that contain lead in excess of 1.0 milligrams per square centimeter or 0.5 percent by weight or in the case of paint or other surface coating on housing, such lower level as may be established by the Security of Housing and Urban Development, as defined in Title 42 U.S.C., Section 302(c) of the LBP Poisoning Prevention Act paragraph 1b, or in the case of any other paint or surface coatings. such other lead contents as may be established by the EPA.

2.2.24.4. Accessible Surface. An interior or exterior surface painted with LBP that is accessible for a young child to mouth or chew.

2.2.24.5. Friction Surface. An interior or exterior surface that is subject to abrasion or friction, including certain window, floor, and stair surfaces.

2.2.24.6. Impact surface. An interior or exterior surface that is subject to abrasion or friction, including certain window, floor, and stair surfaces.

2.2.24.7. Deteriorated paint. Any interior or exterior paint that is peeling, chipping, chalking, or cracking or any paint located on an interior or exterior surface or fixture that is damaged or deteriorated.

2.2.24.8. Removal. Remove substrates, such as windows, doors, and trim that have lead-painted surfaces and install new components. This method also includes procedures that remove lead paint from components.

2.2.24.9. Interim Controls. A set of measures designed to temporarily reduce human exposure or likely exposure to LBP hazards. These controls include reducing or eliminating dust by using wet methods when scraping or sanding surfaces, high phosphate detergent washing, protecting adjacent areas with 6-mil polyethylene covering, and top-coating with latex paint or wall coverings.

2.2.24.10. In-Place management. A set of measures designed to temporarily reduce human exposure or likely exposure to lead-based paint hazards, involving; specialized cleaning; maintenance, painting, and temporary containment; ongoing monitoring of lead-based paint hazards or potential hazards; and the establishment and operation of management and resident education programs.

2.2.25. Recurring Equipment Maintenance. Mandatory servicing of equipment listed in Appendix 2 Section 2b. The purpose of this requirement is to ensure that all the listed equipment items in all facilities receive periodic inspection, repair, maintenance, and service.

2.2.26. Service Calls. A request for the contractor to provide necessary service to maintain and repair facilities to include replacement of parts, equipment, and appliances.

2.2.26.1. Emergency Calls. Shall consist of correcting failures or deficiencies which constitute an immediate danger, health hazards to occupants, or threaten to damage property.

2.2.26.2. Urgent Calls. Failures or deficiencies which do not immediately endanger the occupants or threaten damage to property, but would soon inconvenience and affect the health and well-being of the occupants.

2.2.26.3. Routine Calls. These are call of less importance that do not meet the criteria of an emergency or urgent call.

2.2.27. Response Time. The interval between receipt of the initial notification and the time the contractor arrives on the scene for initial investigation.

2.2.28. Senior Officer Housing. Housing assigned to Grade 06 (Colonel) military members.

2.2.29. Unacceptable Percentage (UP) of COM. Equals COM defective (D) housing unit times 100 percent divided by COM Lot (L). Examples: If D = 0, L = 20 then UP = $(D \times 100\%) / L = 0\%$. If D = 2, L = 20, then UP = $(2 \times 100\%) / 20 = 10\%$.

2.3 ACRONYMS AND ABBREVIATIONS:

AF	Air Force
AFI	Air Force Instruction
AFR	Air Force Regulation
BCE	Base Civil Engineer
BITS	Base Information Transfer System
CE	Civil Engineer
CFR	Code Of Federal Regulations
CLIN	Contract Line Item Number
COM	Change of Occupancy Maintenance
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
HW	Hazardous Waste
IAW	In Accordance With
JER	Joint Ethics Regulations
MAJCOM	Major Command
MFH	Military Family Housing
NFPA	National Fire Protection Agency
NLT	No Later Than
OSHA	Occupational Safety and Health Administration
Para	Paragraph
QAP	Quality Assurance Personnel
QASP	Quality Assurance Surveillance Plan

QC	Quality Control
QCP	Quality Control Plan
RPIE	Real Property Installed Equipment
SF	Standard Form
U.S.	United States
USAF	United States Air Force
U.S.C.	United States Code

APPENDIX 8
METHODOLOGY FOR MEASURING SQUARE FOOTAGE TO COMPUTE
PAINTING COSTS

LIVING ROOM, DINING ROOM, BEDROOM, HALLWAY:

WALLS: Multiply height X width.

Do not subtract square footage of windows. This compensates for the difficulty in painting around the window.

Do not subtract square footage of doors. Doors are painted surfaces.

Measure actual square footage of drop down walls between kitchen and dining room.

CLOSET: Multiply height X width.

KITCHEN, BATHROOM:

WALLS: Multiply height X width. Subtract areas of cabinets' vanities, bathtub and shower enclosures that cover areas to be excluded from painting.

SHED:

WALLS: Multiply height X width of walls. Do not subtract door space.

CEILINGS: Multiply width X length.

CABINETS: Cabinets shall be measured on the basis of the SF contained in the outside exposed surface area. The total measure shall be equal to the outside area multiplied by two.

NOTE: No additional price shall be paid for any woodwork (baseboards, shoe moldings, jambs and trim, shelving, bathroom medicine cabinets, or doors)

**APPENDIX 9
APPLICABLE PUBLICATIONS AND FORMS**

Publications and forms applicable to this Statement of Work (SOW) are listed below. The publications and forms have been coded as mandatory or advisory. The contractor is obligated to follow those publications and use those forms coded as mandatory to the extent (this is, a specific procedure in a paragraph, section, chapter, or volume) specified in the SOW. The contractor shall be guided by those publications or use those forms coded advisory to the extent necessary to accomplish requirements in the SOW. The Government shall provide the electronic location of all publications and forms listed, at the start of the contract. The Government will maintain all listed publications, supplements and/or amendments to listed publications from any organizational level, which may be issued during the life of the contract. The contractor shall immediately implement those changes, in publication, which result in a decrease or no change in the contract price. Prior to implementing any such revisions, supplements, or amendments that will result in an increase in contract price, the contractor shall submit, to the Contracting Officer (CO), a price proposal and obtain the prior approval of the CO. Said price proposal shall be submitted within 30 calendar days from the date the contractor receives notice of the revision, supplement, or amendment giving rise to the increase in cost of performance. Changes in the current price due to supplements and amendments shall be considered under the “changes” clause. Failure of the contractor to submit a price proposal within 30 calendar days from the date of receipt of any change shall entitle the Government to performance in accordance with such change at no increase in contract price (unless the time requirement is waived by the Contracting Officer according to paragraph (c) of the changes clause).

<u>PUBLICATION NO. SECTION/PARA/LINE</u>	<u>TITLE</u>	<u>DATE</u>	<u>MANDATORY/ ADVISORY</u>
AFI 31-204	Motor Vehicle Traffic Supervision	Jul 00	A
AFI 31-204/ KAFBSUP1	Keesler AFB Supplement to AFI 31-204	Aug 02	A
AFI 32-1001	Operations Management	Aug 99	M
AFI 32-2001	The Fire Protection Operations and Fire Prevention Program	Apr 99	M
AFI 32-6001	Family Housing Management	Jan 02	M
AFI 32-7086	Hazardous Materials Management	Aug 97	M

KAFBSUP1	Keesler AFB Supplement to AFI 32-7086	Aug 00	M
AFI 40-102	Tobacco Use in the Air Force	Jun 02	M
AFI 63-124	Performance-Based Service Contracts (PBSC)	Apr 99	M
AFI-64-106	Air Force Industrial Labor Relations Activities	Mar 94	M
AFI 91-202	The U.S. Air Force Mishap Prevention Program	Aug 98	M
AFI 91-301	Air Force Occupational And Environmental Safety, Fire Prevention and Health (AFOSH) Program	Jun 96	M
KAFBI 32-2002	Fire Prevention, Fire Reporting, Fire Fighting	Feb 00 (Under Revision)	M
KAFBI 31-204	Rules of the Road	Nov 02	M
DODR 5500.7-R	Joint Ethics Regulation	Aug 93	M
Change 1	Change 1 to 5500.7-R	Nov 94	M
Change 2	Change 2 to 5500.7-R	Mar 96	M
Change 3	Change 3 to 5500.7-R	Dec 97	M
Change 4	Change 4 to 5500.7-R	Aug 98	M
DODI 3020.37	Continuation of Essential DOD Contractor Services During Crisis	Nov 90	M
Change 1	Change 1 to 3020.37	Jan 96	M
40 CFR 240 through 280	Implements the Resource Conservation and Recovery Act (RCRA)	Jul 02	M
DOD 4160.21M	Defense Materiel Disposition Manual	Aug 97	M

AF Form 103	Base Civil Engineering Work Clearance Request	Aug 94	M
AF Form 370	Contractor Performance Evaluation Report	Oct 83	M
AF Form 714	Customer Complaint Record	Jan 85	M
AF Form 1109	Visitor Register Log	May 99	A
AF Form 1879	BCE Job Order	Feb 83	M
DD Form 1423	Contract Data Requirements List	Aug 96	A

Publication Number	Date	Title	Mandatory Applicable Paragraphs
AFI 32-4001	May 98	Disaster Preparedness Planning and Operations	Attach 2
AFI 33-129	4 Apr 01	Transmission of Information via the Internet	3.10, 7.4.2., 7.4.3., 7.4.8., 7.5, 8.2.3, 15., & 16.
AFMAN 37-123	31 Aug 94	Management of Records	All
AETC Supplement to AFMAN 37-123	20 Apr 95	Management of Records	All
AFMAN 37-139	1 Mar 96	Records Dispositions Schedules	All
AETC Supplement to AFMAN 37-139	13 Dec 96	Records Dispositions Schedules	All
AFI 33-119	1 Mar 99	Electronic Mail (E-Mail) Management and Use	Paragraphs 2.8.3, 3.1.1, 8, 9.4.2 thru 9.4.4
AFI 33-322	1 Dec 98	Record Management Program	All
AETC Supplement to AFI 33-322	22 Apr 99	Record Management Program	All

DoD 5400.7-R AF Supplement	22 Jul 99	Freedom of Information Act Program	All
AFI 33-332	8 Nov 02	Air Force Privacy Program	All
AETC Supplement to AFI 37-132	1 Jul 94	Air Force Privacy Program	All
AFI 37-138	31 Mar 94	Records Disposition-- Procedure and Responsibilities	All
AETC Supplement to AFI 37-138	14 Jul 94	Records Disposition-- Procedure and Responsibilities	All
AFMAN 37-104	1 Jun 95	Managing Information to Support the Air Force Mission	Paragraphs 4.1, 4.2, 4.3, 4.4, 4.5, & 6
DoD 5015.2- STD	Jan 02	Design Criteria Standard for Electronic Records Management Software Application	All
DoD 5400.7R	Sep 98	DOD Freedom of Information Act Program	All
DoD 5400.11R	31 Aug 83	DOD Privacy Program	All
DoD 5015.2	6 Mar 00	DOD Records Management Program	All
Public Law 81-754	N/A	Federal Records Act	All
Public Law 90-23	N/A	Freedom of Information Act	All
Public Law 93-529	N/A	Privacy Act of 1974	All
Public Law 100-235	N/A	Computer Security Act of 1987	All
Federal Acquisition Regulation Part 24.104	N/A	Protection of Privacy & Freedom of Information	All
www.defenselink.mil/privacy/notices/usaf/USAFNotices	N/A	USAF Privacy Act Systems of Records Notices	All

APPENDIX 10
SERVICE CALL CATEGORIES

Categories of service calls and response times are as follows:

EMERGENCY: Respond within 1 hour and complete within 24 hours. *

URGENT: Respond within 24 hours, complete within 5 calendar days. *

ROUTINE: Respond within 5 calendar days, and complete within 30 calendar days

*When emergency or urgent work is in progress and completion prior to the end of normal business hours is impossible, it shall be the responsibility of the contractor to continue the work to a point of safe utilization regardless of the time required, at no additional cost to the Government. The housing occupant will be fully apprised of the situation and the contractor shall proceed with the work in coordination with and in regard for the welfare of the occupants. Completion of work required beyond the point of safe utilization shall be continued by the contractor the following day as an urgent or routine service call, as applicable. (Reference paragraphs 1.2.5.1, 4.6.1 and 4.6.3 of SOW)

SYSTEM - HVAC

Unit not cooling (medical waiver)

Unit not cooling (ambient temp above 85 degrees)

Unit not cooling (ambient temp below 85 degrees)

Condensate leak

No heat (medical waiver)

No heat (ambient temp below 50 degrees)

No heat (ambient temp above 50 degrees)

CATEGORY

Emergency

Emergency

Routine

Urgent

Emergency

Emergency

Routine

UTILITIES

Gas leak

Emergency

Broken supply lines, cannot be controlled at stop

Emergency

Water leak (hot or cold); cannot be controlled at stop

Emergency

Water heater leak

Emergency

No hot water

Urgent

Water leak (hot or cold) (not sink, bathtub, or shower)
(can be controlled at stop)

Urgent

Commode stopped up (one)

Emergency

Commode stopped up (more than one)

Urgent

All drain lines stopped up

Emergency

Sink, lavatory, OR washing machine drain line

Stopped up

Urgent

Bathtub or shower drain stopped up

Urgent

All other utility calls are ROUTINE service calls.

ELECTRICAL

Load center hot	Emergency
No power	Emergency
Direct short	Emergency
Receptacle switch inoperable	Urgent
Light inoperable (not bulb)	Urgent
Breaker tripped	Urgent
Smoke detector inoperative	Urgent
Carbon Monoxide Detector inoperative	Urgent
All other electrical calls are ROUTINE calls.	

APPLIANCES

Stove gas leak	Emergency
No burners on stove will light	Urgent
Oven inoperative	Urgent
Refrigerator inoperative	Emergency
Dishwasher leaking (not running)	Emergency
Fire Extinguisher (inoperative)	Urgent
Garbage disposal inoperative	Urgent
All other appliance calls are ROUTINE service calls.	

STRUCTURAL

Exterior door not secure	Emergency
Window glass broken	Urgent**
Door or window lock inoperative	Urgent
Roof repair	Urgent
Collapsed wall or ceiling	Emergency
Termite damage	Routine

Repair or replacement of appearance items and all other calls are ROUTINE service calls.

**Order new window same day. Install window within one (1) business day after receipt from supplier. Double pane window glass cannot be pre-ordered and warehoused because they must be installed to maintain moisture proof integrity.

APPENDIX 11 CLEANING STANDARDS

1. GENERAL.

1.1. Condition of Vacant Units. In general, the departing occupant ensures the unit meets a “wipe-down” standard of cleanliness. The occupant is responsible for removing food, debris, and crayon marks; sweeping interior and exterior floors; and wiping down cabinets, walls, interior wood surfaces, lavatories, bathroom and kitchen fixtures and “policing” the exterior grounds. The Housing Inspector determines if this has been met according to his/her discrepancy before passing the unit on its final inspection. The contractor shall further clean the unit in accordance with paragraphs 2 and 3, General Cleaning Requirements and Specific Tasks as outlined below.

1.2. Abandoned Unit Cleaning. When an occupant vacates a unit without cleaning it, the Government will identify the unit as an “abandoned” unit. An abandoned unit shall require a complete cleaning according to paragraphs 2 and 3, General Cleaning Requirements and Specific Tasks as outlined below. Additional cleaning shall include the initial “wipe-down” cleaning and “policing” of the exterior grounds not accomplished by the vacating occupant.

2. General Cleaning Requirements.

2.1. Sweeping and Dusting. Sweeping and dusting shall be accomplished in such a manner as to leave the floors free of dust, dirt, trash, stains, scuff marks, deposits, spillage, and residue. Baseboards, doors, walls, floors, furniture, and equipment shall not be disfigured or scarred. All sweeping and dusting materials shall be used in accordance with the manufacturer’s recommendations and must be oil free and nonflammable.

2.2. Damp and Dry Mopping. Floors shall be damp mopped to remove all dirt, stains, marks and residue. Dry mopping shall include the removal of all excess floor surface water or wet stains caused by soiling of the floor surfaces due to rain or liquids. Do not scrub or use excessive water on floors. Excess water will cause damage to all types of floor tiles.

2.3. Scrubbing. A natural volcanic-ash type scouring powder may be used on very dirty floors along with appropriate grade synthetic nylon abrasive floor maintenance brush or fine-grit steel wool. A combination scrubber-vacuum machine may also be used. Water scrubbing solution shall be used per manufacturer’s recommendations. Floors shall be left free of all detergent solutions and dry.

2.4. Metal Cleaning and Polishing. Metal bathroom and kitchen fixtures shall be cleaned and polished to remove soil and residue. An appropriate metal polishing detergent and water mix shall be used according to the manufacturer’s recommendations. Wool or steel brushes shall not be used to perform this task. The metal shall not be scratched, disfigured or scarred. No water stains shall be left on the fixtures.

2.5. Waxing.

2.5.1. Removal of Wax. Appropriate compounds and detergent products designed for the type of floor to be cleaned shall be used according to the manufacturer's recommendations. All surfaces shall be left free of wax with no damage to the baseboards, doors or floor. After the wax removal, the floor shall have a dry, clean and uniform appearance with no streaks, swirls or lap marks, especially in the corners, along the shoe molding and baseboards, and behind doors.

2.5.2. Application of New Wax. (This paragraph does not apply to no-wax floors.) When the floor has been stripped of wax and sufficiently dried, at least one coat of wax shall be applied immediately in accordance with manufacturer's recommendation. The application of excessive amounts of wax shall be avoided, and build-up of wax shall not be permitted. All resilient floors shall be waxed with a liquid self-polishing type wax forming a uniform glossy appearance and shall be left free of scuff, heel marks, and any other stains or discoloration. Plastic-based acrylic wax shall not be used. All excess solution shall be removed from baseboards, kick plates and fixtures. Sufficient wax shall be used to fully protect the floor surfaces and shall reflect a lustrous, well-kept appearance. The finished floor surface shall be glossy, non-skid and have a uniform coating. Streaky or blotchy floors shall not be acceptable.

3. Specific Tasks.

3.1. Floors. All floor surfaces including basements, attics, corners, underneath wall extensions, and underneath movable appliances shall be finished, free of dust, dirt, trash, stains, scuffmarks, deposits, spillage, carpet tapes, and residue. Floors shall be cleaned as specified below for each different type of floor surface. All items shall be returned to their proper positions after cleaning.

3.1.1. Wood Floors. All dirt, marks, grease, and old wax shall be removed from the floor, baseboards, and kick plates. All built-up dirt and wax shall be removed from in the corner and edges. The contractor shall reimburse the Government for any damage to the floors occurring during cleaning. After removal of wax, sufficient coats of paste wood floor wax shall be applied according to manufacturer's recommendations to achieve a shiny, glossy appearance. Plastic or acrylic wax shall not be used on wood floors. An appropriate polyurethane-cleaning agent shall be used according to manufacturer's recommendations if the existing floor has a polyurethane finish. The floor finish shall be uniformly dry.

3.1.2. Resilient Floors. Resilient floor covering includes linoleum, plastic, vinyl, asphalt, rubber and other resilient composition floor coverings. All excessive floor wax build-up, including baseboards, shall be removed. All resilient floors shall be waxed in accordance with above paragraph 2.5.2.

3.1.3. Ceramic Tile Floors. The ceramic floor tile and grout lines shall be cleaned with a manufacturer's recommended product. Residue shall not be left on the floor or grout lines. All built-up dirt shall be removed from corners and edges. The ceramic floor tiles shall not be waxed upon completion of cleaning.

3.1.4. Concrete Floors. Interior concrete floors including all floor surface area in the utility rooms, corners and accessible areas underneath the water heater and furnace shall be left free of scuffmarks, grease, dirt, trash, dust and residue. All accumulations of stains and mildew shall be removed from concrete floor surfaces.

3.1.5. Metal or Wood Threshold. Metal and wood thresholds shall be left free of dirt, dust and mud deposits along the edge cracks. The surface of the thresholds shall not be damaged.

3.1.6. Baseboards and Kick Plates. The same standards shall apply to all wood and resilient tile baseboards as applied to the applicable floor surface.

3.1.7. Stairwells. The same standards shall apply to all stairwells as applied to applicable floor surfaces. Handrails, stair treads, adjacent baseboards, corners, and crevices shall be free of dust, stain, residue and dirt.

3.1.8. Occupant-Owned Carpet. If carpet becomes the property of the incoming occupant, then a form letter acknowledging the presence of personal property in the quarters will be obtained and a copy shall be provided to the contractor. The carpet left in the quarters by the previous occupant shall be covered and protected during maintenance and cleaning.

3.1.9. Government Owned Carpet. All stains, smudges, grime and odors shall be removed from Government owned carpet. The carpet shall be cleaned according to the manufacturer's recommendations, by using hot water extraction methods. The carpet area shall be uniform in appearance and be free of stains and discoloration. In excessively dirty spots and high traffic areas an evenly cleaned appearance shall be produced. The texture of the carpet shall be restored. After the cleaning process has been completed, the carpet shall be vacuumed. A deodorizer and a scotch guard shall be applied after the carpet has been thoroughly cleaned.

3.2. Walls and Ceilings. Wall and ceiling surfaces shall be free of dirt and dust. Baseboards and woodwork shall be free of all marks and dirt. Special emphasis shall be placed on ceilings and walls of kitchen and bathrooms to ensure the removal of all soap film, grease, and smoke stain accumulations. All pencil, crayon marks, smudges, grease, food stains, contact paper, sticky residue and cobwebs shall be removed from, but not limited to, walls, overhead pipes, surfaces behind and around appliances, water heaters, and furnaces.

3.3. Lights. All dust, dirt, cobwebs, dead insects, grease, paint stains, and smudges shall be removed from all interior and exterior light fixtures, light globes or covers, chandeliers, fluorescent fixtures (including the tubes), diffusers, wall-mounted lights, globes of incandescent fixtures, ceiling fans, and switch plates. Metal surfaces shall be left free of tarnish and have a uniform polished appearance. All burned-out incandescent, fluorescent, and appliance light bulbs shall be replaced. Each light fixture shall have a working bulb or fluorescent tube.

3.4. Ceiling and Wall Vents. All dust, grease, dirt, and cobwebs shall be removed from, but not limited to, all vents, ceiling mounted air conditioner and heater vents, dryer vents, return air vent grills, and grill slots.

3.5. Windows. The interior and exterior of all window glass surfaces including glass partitions, glass in entrances, glass in doors, glass transoms, glass draft shields, window frames and sills, sliding glass patio doors and frames, storm windows, and screens shall be free of marks, debris, cobwebs, all streaks, dirt, smudges, tape, stick-ons, appliqué, and any foreign matter. Windows shall be cleaned such that a uniform appearance on both sides of the glass is presented without damage to the glass or frames. All tracks shall be cleaned to remove all dirt and debris. Window screens shall be cleaned to remove dirt, debris, and cobwebs. After cleaning, all window screens shall be securely fastened. Adjacent trim shall be cleaned.

3.6. Window Covers: Window covers consist of Venetian blinds, mini-blinds, valances, shades, vertical blinds, and drapes. All Venetian blinds, mini-blinds, valances, vertical blinds, and shades shall be free of dust, cobwebs, dirt, and smudges. Cleaning shall be accomplished in accordance with the manufacturer's recommendations. The panels cleaning shall be accomplished without leaving any residue spots or damaging of the panels. Do not soak the blinds or use bleach.

3.7. Bathrooms.

3.7.1. Mirrors. Mirrors shall be shall be free of smudges, dirt, grease, and marks. Adjacent mirror trim shall be cleaned. Cleaned mirror surface should have a streak-free surface.

3.7.2. Medicine Cabinets. Medicine cabinet shall be cleaned inside and outside.

3.7.3. Cabinets. All exterior and interior sides of bathroom cabinets shall be free of dust, dirt, stains, and marks.

3.7.4. Bathtub, Lavatory, Commodes, and Tank. All foreign matter including streaks, stains, tarnish, lime deposits, soap residue, and mildew shall be removed from the bathtubs, lavatories and commodes. Hard water stains/ring shall be removed from toilet bowl and bathtub without scratching either. All excess water shall be removed and all surfaces shall be dried after cleaning.

3.7.5. Bathroom Tile/Wall Surfaces/Shower. All ceramic-tiled surfaces and shower doors shall be free of mold, dirt, foreign matter, and soap film in accordance with the manufacturer's recommendations.

3.7.6. Bathroom Faucets, Handles, Soap Dishes, and Fittings. Fittings and fixtures shall be free of all stains, grease, grime, lime deposits, residue, dirt, soap residue, mildew, and stains according to manufacturer's recommendations and without damage to the surfaces. Cleaned bathroom surfaces shall have no dry water spots.

3.7.7. Exhaust Fan and Drain Strainers. All drain strainers shall be free of foreign material, soap residue, and dirt. Exhaust fans shall be free of accumulated dirt, dust, grime and grease.

3.8. Kitchen.

3.8.1. Cabinets, Drawers, Pantries, and Shelves. All drawers, drawer guides and runners, interior of cabinets and drawers, all exterior surfaces to include the tops of cabinets and the area under the top cabinet over the stove area shall be free of grease, food residue, stickers, dirt, debris, and contact paper. Do not use abrasive materials or scouring powder. After cleaning, cabinets shall be polished with furniture polish or lemon oil and buffed if they are not being varnished.

3.8.2. Wall Surfaces. All tile kitchen wall surfaces shall be free of grease, food particles, and dirt.

3.8.3. Countertops. Countertops shall be free of all dirt, grease and food particles.

3.8.4. Sink, Sink Fixtures, and Garbage Disposal. All grease, residue, rust stains, food deposits, soap residue, mildew, and grease shall be removed from the sink and garbage disposal. All calcium deposits, dirt, and dust, especially under faucets, fixtures, and around metal strip around sink shall be removed. The garbage disposal shall be wiped down. All scum and food particles shall be removed from under rubber collars, floats, and seals. Metal plumbing fixtures and accessories shall be free of tarnish and have a clean uniform polished appearance

3.8.5. Appliances. Appliances shall not be moved out of the quarters for cleaning. Under no circumstances shall appliances be hosed out. Appliances shall be disassembled to clean all inaccessible areas. All food and grease deposits from accessible areas of appliances shall be removed. All missing or burned-out appliance light bulbs shall be replaced.

3.8.5.1. Refrigerator. The refrigerator shall be cleaned according to the manufacturer's recommendations. Special care shall be taken to ensure that all shelves, racks, pans, drawers, kick panels at the bottom front of the refrigerator, the defrost/drip pan, coils, and air vent grate in freezer are clean. Defrost and clean the inside of the accordion fold gasket and accessible inside and outside surfaces to remove grease and food particles. Refrigerators shall be cleaned behind and underneath. Top, sides, and back shall be cleaned. After cleaning, plug the refrigerator into the electrical outlet. The refrigerator shall be turned to the lowest setting and shall be free of mold and bad odor.

3.8.5.2. Stove and Range. The flexible gas line shall not be disconnected during the cleaning of the back, sides, and wall behind the stove. Stoves shall be pulled away from the wall for cleaning. All grease and food particles shall be removed from stove sides and back. All dirt, grease and food deposits shall be removed from underneath the stove. When required, oven door shall be dismantled to remove the grease from between the glass panels. All burned/crusted-on food and grease shall be removed from accessible surfaces, drip pans, broiler pan, racks inside the oven, reflector bowl/pans, spider racks, and the removable top of the stove. The top of the range can be lifted off for cleaning. All burners, broiler pan, oven racks, and bottom plate will come out for cleaning. The broiler drawer will also lift out for cleaning. Commercial "oven cleaner" shall not be used on self-cleaning ovens or on any area except the oven and broiler. Considerable damage will result to the finish of other surfaces and the electronic igniters. The

kitchen floor shall be protected. After cleaning, the pilot lights (when applicable) shall be lit and the range shall be operational.

3.8.5.3. Dishwasher. All food particles, soap residue, rust stains, and grease on both interior and exterior surfaces including the kick-panel shall be removed. The gasket, filter and spray arms shall be free of food debris.

3.8.5.4. Exhaust Fans and Range/Vent Hood. The electricity to the fan motor must be OFF. Blades, motor housing, and filters shall be free of dirt, dust and grease and cleaned according to the manufacturer's recommendations. All parts shall be reassembled at the COM. All dirt and grease from the underside and top of the range/vent hood and parts of the exhaust grill that are accessible shall be removed. Under no circumstances shall the fan motor be submerged in water or water be permitted to run into the electrical outlet. The exhaust fan shall be dry before reinstalling and shall be operating properly.

3.8.6. Interior Utility and Storage Rooms. All dirt, dust, cobwebs, grease, grime and oil stains shall be removed from the utility room filters and grills. Floors shall be cleaned according to the above paragraph 3.1.4. All cobwebs and dust shall be removed from shelves, walls, shed doors, overhead pipes, and frames.

3.8.6.1. Water Heaters and Air Conditioner Furnace/Filter. All dirt, dust and debris shall be removed from the outer casing of the water heater, furnace, and compartments. Filters shall be cleaned according to the manufacturer's recommendations. Temperature settings of the furnace and the air conditioner shall be in compliance with the base energy plan (winter: 65 - 70 degrees, summer: 78 - 80 degrees).

3.8.6.2. Closet Shelves and Rods. All dust, dirt, paint, stick-on tapes and any other material shall be removed from closet shelves and rods.

3.8.6.3. Door Vent/Grills. All dust, dirt, paint, and debris inside and out shall be removed from all door/wall vent and air intake covers.

3.8.7. Fireplace. All ash, ash deposits, and debris shall be removed from the fireplace.

3.8.8. Doors. All fingerprints, marks and smudges shall be removed from all exterior and interior doors, sliding glass patio doors, closet doors, door frames, door tracks, and thresholds without damaging the door surface or paint. All cobwebs, dust, and dirt shall be removed from behind the doors, especially corners. All dirt, debris, mud, cobwebs and insects shall be removed from the sliding patio door tracks.

3.8.9. Exterior Cleaning.

3.8.9.1. Patio Cover. All dust, dirt, debris, cobwebs and insects shall be removed from patio covers, carport ceilings, areas under the eaves, and gutters. If high-powered sprayers are used, white spots may appear if the carport ceilings and eaves are not dried immediately. Any white spots shall be considered damage to unit.

3.8.9.2. Vent Covers. All dust, dirt, debris, mud, sand, and insects shall be removed from all vent covers, inside and out.

3.8.9.3. Concrete and Paved Surfaces. All debris, trash, leaves, sticks, excessive accumulations of dirt, grime, oil, grease, mildew, and stains shall be removed from all paved surfaces, including but not limited to, the carport, garage, driveway, and parking space. Any damage to the paved surface shall be considered damage to the unit.

3.8.9.4. Exterior Walls. All marks, crayon, mud, and cobwebs shall be removed from exterior walls, siding, carport walls/ceilings, privacy fence, and posts. Extra caution shall be used when cleaning with water near electrical fixtures or exterior wiring conduit.

3.8.9.5. Air Conditioner Units. All cobwebs, dirt, debris, leaves, sticks, trash and dirt shall be removed from the air conditioning units and the surrounding air conditioner pad area.

3.8.9.6. Trash Containers. All caked-on dirt, grease, trash and debris shall be removed from trash containers. Severely damaged or missing containers shall be reported to the Housing Manager. The cleaned containers shall be placed in the storage shed if one available. The storage shed shall be locked.

3.8.9.7. Roofs, Gutters and Down Sprouts. All leaves, sticks, branches, dirt, mud, debris, and living and dead plants shall be removed from the roofs, gutters and down sprouts.

3.8.9.8. Exterior Grounds. All trash and debris shall be removed from around the unit.

APPENDIX 12
HOUSING MAPS

