AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 / 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
P00010	09-Jul-2003		

6. ISSUED BY CODE FA9301
AFFTC/PK
DAVID SCHORY/661-277-7710
5 S WOLFE AVE
EDWARDS AFB CA 93524-1185

7. ADMINISTERED BY (If other than item 6) CODE
See Item 6

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)
CHUGACH MANAGEMENT SERVICES INC
LARRY CONNER
560 E 34TH AVENUE STE 105
ANCHORAGE AK 99503

CODE 1B1S9 FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
X	10A. MOD. OF CONTRACT/ORDER NO. F04700-00-D-0047
X	10B. DATED (SEE ITEM 13) 01-Jun-2000

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

☐ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1, Changes- Fixed Price

☐ D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to: 1) Revise Paragraph 4.2.2. Reimbursement Requirements of the Statement of Work (SOW), and 2) Replace the current SOW with the revised updated version dated 9 July 2003 (Attachment 1). All other contract terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
William M. Dillon, Proj. Mng.		mike Keeling	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 7/10/03	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 7/15/03

EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

Changes in Section G

Summary for the Payment Office

The total funded amount of the contract remains unchanged.

PERFORMANCE WORK STATEMENT (PWS)

MILITARY FAMILY HOUSING (MFH) MAINTENANCE

Revised 9 July 2003

TABLE OF CONTENTS

SECTION	TITLE	PAGE
C-1	GENERAL INFORMATION	10
1.1.	SCOPE OF WORK	10
1.2.	CONTRACTOR PERSONNEL	
1.2.1.	Project Manager	10
1.2.2.	Employee Training	10
1.2.3.	Senior Management Meetings	10
1.3.	QUALITY	
1.3.1.	Quality Control	11
1.3.2.	Quality Standards	11
1.3.3.	Quality Assurance	11
1.3.4	Performance Evaluation Meetings	11
1.3.5	Quality Assurance Evaluator	11
1.4.	PHYSICAL SECURITY	
1.4.1.	Resource Protection	11
1.4.2.	Key Control	11
1.5.	HOURS OF OPERATION	
1.5.1.	Normal Hours of Operation	12
1.6	CONSERVATION OF UTILITIES	
1.6.1.	Conservation Practices	12
1.6.2.	Telephone	12
1.7.	ENVIRONMENTAL CONTROLS	
1.7.1.	Compliance with Laws and Regulations	13
1.7.2.	Notification of Environmental Spills	13
1.7.3.	Solid Waste and Construction Debris	13
1.8.	PARTNERING	13
C-2	DEFINITIONS	
2.1.	Abbreviations and Acronyms	14
2.2.	General Definitions	15
2.3.	Technical Definitions Peculiar to This Contract	17
C-3	GOVERNMENT-FURNISHED PROPERTY AND SERVICES	
3.	GENERAL	22
3.1.	GOVERNMENT-FURNISHED PROPERTY	
3.1.1.	Facilities	22
3.1.2.	Government-Furnished Equipment	22
3.1.3.	Government-Furnished U-Fix-It-Store Materials	23

SECTION	TITLE	PAGE
3.1.4.	Management of Government Property	23
3.1.5.	Government-Furnished Records, Files, Documents, and Work Papers	23
3.2.	**GOVERNMENT-FURNISHED SERVICES**	
3.2.1.	Utilities	24
3.2.2.	Postal	24
3.2.3.	Telephone	24
3.2.4.	Base Civil Engineering	24
3.2.5.	Emergency Medical Service	24
3.2.6.	Fire Extinguishers	24
3.2.7.	Fire/Security Forces	24
3.2.8.	Termite Damage Repair	24
C-4	**CONTRACTOR-FURNISHED ITEMS AND SERVICES**	
4.1.	**GENERAL INFORMATION**	
4.1.1.	Fuel	25
4.1.2.	Vehicles	25
4.1.3.	Tools/Equipment	25
4.1.4.	Telephones	25
4.1.5.	Storage Facilities	25
4.1.6.	Maintenance Facilities	25
4.1.7.	Contractor-Furnished Equipment	26
4.1.8.	Work Information Management Systems	26
4.2.	**GOVERNMENT REIMBURSEMENT FOR ITEMS**	
4.2.1.	Basic Maintenance Requirements	26
4.2.2	Reimbursement Requirements	26
C-5	**SPECIFIC TASKS**	
5.	**GENERAL INFORMATION**	
5.1	Scope	27
5.2.	**GENERAL WORK CONTROL**	
5.2.1.	Job Order System	27
5.2.2.	Job Order Forms	27
5.2.3.	Job Order Log	27
5.2.4.	Customer Satisfaction Survey	27
5.2.5.	Administrative Reports	27
5.2.6.	Records	28
5.3.	**FACILITY MAINTENANCE FILES**	
5.3.1.	Maintain Facility Files	28
5.3.2.	Annual Purging	28
5.4.	**APPLIANCES**	
5.4.1.	Master Appliance Report	28
5.4.2.	Appliance Maintenance	28
5.4.3.	Appliances under Warranty	29

SECTION	TITLE	PAGE
5.4.4.	Cost Reimbursement Replacement Appliances	29
5.4.5.	Appliance Installation	29
5.4.6.	Condemned Appliances	29
5.4.7.	Occupant-Owned Appliances	29
5.4.8.	Back-Up Programmed Replacement Appliances	29
5.5.	**LOCKSMITH SERVICES**	
5.5.1.	Replacement Keys and Locks	30
5.5.2.	Locksmith Service	30
5.5.3.	Lockouts	30
5.6.	**SERVICE CALLS**	
5.6.1.	Receipt Of Service Calls	30
5.6.2.	Performance of Service Calls	30
5.6.3.	Appointment Exceptions	31
5.6.4.	Rescheduling Procedures	31
5.6.5.	Contractor Requested Rescheduling	31
5.7.	**PRE-TERMINATION INSPECTIONS**	31
5.8.	**TERMINATION INSPECTIONS**	31
5.9.	**CHANGE OF OCCUPANCY MAINTENANCE (COM) GENERAL INFORMATION**	
5.9.1.	Turnover	31
5.9.2.	Turnover Time	31
5.9.3.	COM Work Scheduling	31
5.9.4.	COM Completion Time	31
5.9.5.	Turn-Back Time	32
5.10.	**COM, MAINTENANCE AND REPAIR**	
5.10.1.	As-Is COM.	32
5.10.2.	Minor COM	32
5.10.3.	Major COM	32
5.10.4.	Additional Work Requirements	32
5.10.5.	COM Acceptance	32
5.11	**MOBILE HOME PARK**	33
5.12	**PAINTING**	
5.12.1.	Interior Painting	33
5.12.2.	Painting Occupied Units	33
5.12.3.	Touch-Up Painting	33
5.12.4.	Paint Storage	33
5.12.5.	Materials	33
5.12.6.	Testing	33
5.12.7.	Metal Work	33
5.12.8.	Removal of Existing Hardware	33
5.12.9.	Wood Surfaces	33

SECTION	TITLE	PAGE
5.12.10.	Treatment Of Mildew And Greasy Areas Requiring Washing	33
5.12.11.	Natural Finished Cabinets/Shelves/Vanities, Doors and Trim	34
5.12.12.	General Exterior Paint Preparation of Surfaces	34
5.12.13.	Replacing Of Glazing Compound, Putty, and Caulk	34
5.12.14.	Application of Exterior Paint	34
5.13.	**TEXTURING**	34
5.14	**WALL COVERING**	34
5.15.	**WOOD FLOORS**	
5.15.1.	Wood Floor Refinishing	35
5.15.2.	Wood Floor Replacement	35
5.16.	**VINYL COMPOSITION TILE WITH AND WITHOUT NO-WAX COATING AND SEAMLESS VINYL LINOLEUM**	
5.16.1.	Replacement	35
5.16.2.	Materials	35
5.16.3.	Installation	35
5.17.	**CERAMIC TILE**	35
5.18.	**CARPET**	
5.18.1.	Carpet Cleaning	35
5.18.2.	Carpet Soil Retardant	36
5.18.3.	Carpet Repair	36
5.18.4.	Carpet Replacement or Installation	36
5.19.	**WATER REMOVAL AND DEODORIZING**	36
5.20.	**GOVERNMENT INSTALLED DRAPERY REPLACEMENT/CLEANING AND INSTALLATION**	36
5.21.	**COUNTERTOP/VANITY/CABINET REPAIR OR REPLACEMENT**	
5.21.1.	General	37
5.21.2.	Countertop/Vanity/Cabinet/Shelves Repair	37
5.21.3.	Countertop/Vanity/Cabinet/Shelves Replacement	37
5.22.	**ROOF INSPECTION, REPAIR, AND REPLACEMENT**	
5.22.1.	General	37
5.22.2.	Roof Inspection	37
5.22.3.	Roof Repair/Replacement	37
5.22.4.	Replacing Wood Trim	37
5.22.5.	Protection	37
5.22.6.	Roof Flashing	37
5.22.7.	Gutters and Downspouts	37

SECTION	TITLE	PAGE
5.23.	**RECURRING EXTERIOR FACILITY INSPECTION AND REPAIR**	
5.23.1.	Exterior Facility Inspection Schedule	38
5.23.2.	Inspection	38
5.23.3.	Doors, Windows, and Screens	38
5.23.4.	Roof Debris Removal	38
5.23.5.	Water Heaters (WH)	38
5.23.6	Government Owned Gas Systems in Housing Areas	38
5.23.7	Appointment Schedule	38
5.23.8	Appointment Reschedule	39
5.24.	**RECURRING MAINTENANCE INSPECTION, REPAIR, AND REPLACEMENT, INSTALLED EQUIPMENT**	
5.24.1.	Recurring Equipment Maintenance Schedule	39
5.24.2.	Inspection	39
5.24.3.	Repair/Replacement	39
5.24.4	Record Deficiencies	39
5.24.5.	Heating, Ventilating, and Air-Conditioning	39
5.24.6.	Furnace and Cooler Filter/Pads	39
5.24.7.	Evaporative Coolers	39
5.24.8.	Drinking Fountains	40
5.24.9.	Exhaust/Ventilation Fans	40
5.24.10.	Emergency Lighting Systems	40
5.24.11.	Mechanical Rooms	40
5.24.12.	Playground Equipment	40
5.24.13.	Dryer Duct/Vent Cleaning	40
5.25.	**UTILITY SYSTEMS**	
5.25.1.	Plumbing Systems	41
5.25.2.	Sewer Lines	41
5.25.3.	Gas Lines	41
5.26.4.	Electrical	41
5.25.5.	Telephone Lines and Telephone Jacks	41
5.25.6.	Fire Alarm Systems	41
5.26.	**UTILITY OUTAGES**	41
5.27.	**DAMAGES REPAIR/REPLACEMENT**	
5.27.1.	Occupant Damages	42
5.27.2.	Demolition/Repair	42
5.27.3.	Disaster Damage Repair	42
5.28.	**ABANDONED QUARTERS AND MOBILE HOME PARK SPACES**	
5.28.1.	Cleaning Of Abandoned Quarters	42
5.28.2.	Mobile Home Park Spaces	42
5.29.	**GROUNDS MAINTENANCE**	
5.29.1.	Grounds Maintenance	42
5.29.2.	Location	43
5.29.3.	Work Schedule	43
5.29.4.	Principal Features	43
5.29.5.	Disposal Area	43

SECTION	TITLE	PAGE
5.29.6.	Precautions	43
5.29.7.	Housing Area Park Playgrounds	43
5.29.8.	Trees and Palm Trees	43
5.29.9.	Vacant Units	44
5.29.10.	Perforated Pipe Drainage Systems	44
5.29.11.	Soil Delivery	44
5.29.12.	Outdoor Volleyball Courts and Horseshoe Pits	44
5.30.	**IRRIGATION SYSTEM MAINTENANCE, REPAIR, REPLACEMENT AND OPERATION**	
5.30.1.	General Information	44
5.30.2.	Maintenance, Repair, and Replacement of Irrigation Systems	44
5.30.3.	Self -Help Installed	44
5.30.4.	Install New Irrigation System	44
5.30.5.	Grass Irrigation	44
5.30.6.	Shrub, Bush, And Tree Irrigation	45
5.30.7.	Watering Times	45
5.30.8.	Vacant Units	45
5.31.	**MASONRY WORK**	45
5.32.	**CONCRETE AND ASPHALT**	45
5.33.	**SIGNAGE**	
5.33.1.	General	45
5.33.2.	House Numbers	45
5.33.3.	Name Plates and Nameplate Holders	45
5.34.	**FENCES**	
5.34.1.	Existing Government Installed Fences	46
5.34.2.	New Fences	46
5.35.	**INTERIOR BUILDING ACCESSORIES**	
5.35.1.	Floors	46
5.35.2.	Interior Window Treatments	46
5.35.3.	Door/Window Glass	46
5.35.4.	Bathroom Fixtures and Accessories	46
5.35.5.	Smoke Detectors	46
5.35.6.	Carbon Monoxide Detectors	46
5.35.7.	Fire Extinguishers	46
5.35.8.	Fireplace and Chimneys	47
5.35.9.	Other Equipment	47
5.36.	**EXTERIOR ACCESSORIES, AND STORAGE STRUCTURES**	
5.36.1.	Balconies, Porches, Carports, Pavilions and Exterior Storage Structures	47
5.36.2.	Clotheslines	47
5.36.3.	Mailboxes	47
5.36.4.	Structural Wood	47
5.36.5.	Doors, Windows, and Related Hardware	47
5.36.6.	Stairs and Handrail Components	47

SECTION	TITLE	PAGE
5.36.7.	Hose Bibs	48
5.36.8.	Splash Blocks	48
5.36.9.	Pavement Blocks and Bumpers	48
5.37.	**ACCOMPANIED HOUSING U-FIX-IT STORE**	
5.37.1.	Location	48
5.37.2.	Hours of Operation	48
5.37.3.	Store Stock	48
5.37.4.	Stock Replenishment	48
5.37.5.	Tools For Loan	48
5.37.6.	Control of Issues	48
5.38.	**STREET SWEEPING**	
5.38.1.	Requirement	49
5.38.2.	Locations	49
5.39.	**ASBESTOS**	
5.39.1.	General	50
5.39.2.	Removal and Disposal	50
5.39.3.	Submittals	50
5.40.	**LEAD BASED PAINT**	
5.40.1.	General	50
5.40.2.	Submittals	50
5.41.	**MAJOR/MINOR REPAIR PROJECTS**	51
C-6	**APPLICABLE PUBLICATIONS AND FORMS**	
6.	**GENERAL INFORMATION**	52
6.1.	**RESPONSIBILITIES**	52
6.2.	**REQUIREMENTS**	52
6.3.	**REFERENCE STANDARDS**	54
6.4.	**FORMS**	55

NO.	TECHNICAL EXHIBIT (TE)	PAGE
1	SERVICE DELIVERY SUMMARY	57-60
2	REQUIRED REPORTS CONTRACT DATA REQUIREMENTS (ACCOMPANIED)	61-77
3	GOVERNMENT-FURNISHED ITEMS (INDEX)	78
3a	GOVERNMENT-FURNISHED FACILITIES	79
3b	GOVERNMENT-FURNISHED EQUIPMENT	80
3c	U-FIX-IT STORE STOCK LIST	81-84
4	QUALITY STANDARDS	85-98
5	SERVICE CALL CATEGORIES	99-102
6	GOVERNMENT FURNISHED RECORDS, FILES, AND WORK PAPERS	103
7	CONTRACTOR PROVIDED MATERIALS	104-106
8	WORKLOAD ESTIMATES	107-128

SECTION C-1

1. GENERAL INFORMATION

1.1. **SCOPE OF WORK.** The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform Housing Maintenance as defined in this contract, except as specified in Section C-3 as Government-furnished property and services, at Edwards Air Force Base, California. The contractor shall perform to the standards in this contract.

1.2. CONTRACTOR PERSONNEL

1.2.1. **Project Manager.** The contractor shall provide a project manager who shall be responsible for the performance of the 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 (CO), within 14 days after contract award. The contractor shall provide telephone numbers of the project manager and the alternates, where these persons may be contacted outside of normal duty hours.

1.2.1.1. The project manager or alternate shall have full authority to act for the contractor for all contract matters relating to the daily operation of this contract on the installation.

1.2.1.2. The project manager or alternate shall be available during normal duty hours within 60 minutes as requested to meet on the installation with Government personnel as designated by the CO to discuss problem areas. The project manager or alternate shall be on-site during normal duty hours and have contingencies requiring work beyond normal duty hours. After normal duty hours, the manager or alternate shall be available within 2 hours.

1.2.1.3. The project manager and alternate or alternates must be able to read, write, speak, and understand English.

1.2.1.4. The contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest, nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval in accordance with (IAW) DoD 5500.7-R, Joint Ethics Regulations. In addition, the contractor shall not employ any person who is an employee of the Department of the Air Force, if such employment would be contrary to the policies in AFI 64-106.

1.2.15. The contractor is prohibited from employing any off-duty Quality Assurance Evaluators (QAEs) who are surveilling any contracts/subcontracts awarded to the contractor.

1.2.2. **Employee Training.**

1.2.2.1. Environmental. The Government will provide Protection of Desert Tortoise and Migratory Bird Training to all maintenance personnel during the transition period. The project manager shall be responsible for coordinating the scheduling of mandatory initial training and recurring training with the QAE.

1.2.2.2. Forms and Publications. The Government will provide access to forms and publications (C-6) expressly required to perform the work in this contract. The Government will provide initial custodian and alternate training for forms and publication management.

1.2.3. **Senior Management Meetings.** Meetings may periodically be held between senior base personnel and contractor management to discuss contract status. The CO will notify the contractor in writing at least five days in advance of the place and time of required meetings outlined in the contract.

1.3. **QUALITY:**

1.3.1. **Quality Control.** In compliance with the contract clauses entitled "Inspection of Services--Fixed-Price", the contractor shall establish, submit for acceptance, and maintain, a complete Quality Control Plan to ensure the requirements of this contract are provided as specified. The contractor shall submit the plan within 15 days after award. The CO will approve the plan within 20 days after submission.

1.3.2. **Quality Standards.** . Contractor shall provide services IAW current industry standards, and as identified in TE-4. 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. Items shall match existing material. If unable to match, proposed substitute shall be submitted to CO for approval. Such items shall be standard parts or materials.

1.3.3. **Quality Assurance.** The Government will evaluate the contractor's performance under this contract. For those tasks listed on the Service Delivery Summary (SDS), (TE 1), the QAE or evaluators will follow the methods of surveillance specified in this contract. All surveillance observations will be recorded by the Government. When an observation indicates defective performance, the QAE will require the project manager or representative at the site to initial the observation, only indicating acknowledgment of the deficiency. Government surveillance of tasks not listed on 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.

1.3.4. **Performance Evaluation Meetings.** The project manager may be required to meet at least weekly with the QAE and the CO during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the CO. The contractor shall state areas of non-concurrence, to any meeting minutes, in writing to the CO within ten calendar days of receipt of the signed minutes.

1.3.5. **Quality Assurance Evaluator.** The QAE(s) or alternate(s) will inform the contractor when discrepancies occur and will request corrective action. The QAE(s) or alternate(s) will make a notation of the discrepancy on their tally/surveillance checklist with the date and time the discrepancy was noted and will request the project manager (or authorized representative) to initial the entry on the tally checklist.

1.4. **PHYSICAL SECURITY**

1.4.1. **Resource Protection** The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period, Government facilities, property, and materials shall be secured. The contractor shall conform to the provisions of AFI 31-209, The Resources Protection Program, for safeguarding the Government furnished facilities and material contained therein.

1.4.2. **Key Control.** The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons.

1.4.2.1. No keys issued to the contractor by the Government shall be duplicated unless specifically authorized by the Government. The contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

1.4.2.2. Lost Keys. The contractor shall immediately report the occurrences of lost or duplicate keys to the CO.

1.4.2.3. In the event keys, other than master keys, are lost or duplicated, the contractor shall, upon written direction of the CO, re-key or replace the affected lock or locks, however, the Government at its option may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is

1.7. ENVIRONMENTAL CONTROLS

1.7.1. **Compliance with Laws and Regulations.** The contractor shall be knowledgeable of and comply with all applicable interstate, Federal, State, and local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect.

1.7.2. **Notification of Environmental Spills.** If the contractor spills or releases any substance contained in 40 CFR 302 into the environment, the contractor or its agent shall immediately report the incident to the Fire Department at 911. The liability for the spill or release of such substances rests solely with the contractor and its agent.

1.7.3. **Solid Waste and Construction Debris.** The contractor is responsible for properly removing, transporting, and disposing of all solid waste and debris to an approved off base disposal location.

1.8. PARTNERING

A partnering agreement between the government and the contractor is to ensure joint cooperation and a sound partnership of all parties involved in the execution of this contract. Within 60 days of contract award the Housing Manager, Quality Assurance Evaluator, Administrative Contracting Officer, Contract Administrator, contractor's Project Manager, and the contractor's quality control person shall develop a formal partnering agreement that will be signed by all parties involved. The agreement shall contain, as a minimum: specific goals to be reached and a list of all objectives to reach the goals, a set of metrics to evaluate the objectives, a frequency for meetings to review the metrics, and a statement of cooperation to execute the terms of the agreement.

SECTION C-2

DEFINITIONS

2.1. ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms	*Definitions*
ABG	Air Base Group
ABIH	American Board of Industrial Hygiene
ACM	Asbestos Containing Material
AFB	Air Force Base
AFFTC	Air Force Flight Test Center
AFI	Air Force Instruction
AFM	Air Force Manual
AFMC	Air Force Material Command
AFOSH	Air Force Occupational Safety and Health
AFR	Air Force Regulation
AIHA	American Industrial Hygiene Association
CCR	California Code of Regulations
CDR	Contract Discrepancy Report
CEG	Civil Engineer Group
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CIH	Certified Industrial Hygienist
CO	Contracting Officer
COM	Change of Occupancy Maintenance
DoD	Department of Defense
DRMO	Defense Reutilization and Marketing Office
DSN	Defense Switching Network
DV	Desert Villa
GOQ	General Officer's Quarters
HEPA	High Efficiency Particulate Air
HUD	Housing and Urban Development
HVAC	Heating Ventilation and Air Conditioning
HWH	Hot Water Heater
IAW	In Accordance With
IHT	Industrial Hygiene Technician
IQL	Indifference Quality Level
LBP	Lead Based Paint
MAS	Maintenance Activity Sheet
MFH	Military Family Housing
MHP	Mobile Home Park
MSDS	Material Safety Data Sheet
NEC	National Electrical Code
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health

Abbreviations and Acronyms (cont.)	*Definitions*
NIST	National Institute for Standards and Technology
NVLAP	National Voluntary Laboratory Accreditation Program
OPS	Operations
OSHA	Occupational Safety and Health Administration
PCM	Phase Contrast Microscopy
PCS	Permanent Change of Station
PEL	Permissible Exposure Limit
PLM	Polarized Light Microscopy
PMI	Preventative Maintenance Inspections
SDS	Service Delivery Summary
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
RCRA	Resources Conservation and Recovery Act
SOQ	Senior Officer Quarter
T.O.	Technical Order
TE	Technical Exhibit
TEM	Transmission Electron Microscopy
TSCA	Toxic Substance Control Act
TWA	Time Weighted Average
USEPA	United States Environmental Protection Agency

2.2. GENERAL DEFINITIONS

2.2.1. **Commander.** The officer responsible for the installation or activity having service functions contracted.

2.2.2. **Contract Administrator.** The individual within the contracting office who performs the day-to-day administration of the contract.

2.2.3. **Defect.** Any non-conformance with the requirements specified in the contract.

2.2.4. **Defective Service.** A service output that does not meet the standard of performance specified in the contract for that service.

2.2.5. **Error Rate.** The frequency at which defective service occurs.

2.2.6. **First Operational Performance Period.** The interval of time during which the contractor is solely responsible for accomplishment of all activities set forth in the contract through day-to-day management of the required service. (This period excludes the orientation period and any interval between award of the contract and commencement of performance.)

2.2.7. **Indifference Quality Level (IQL) Sampling Plan.** A sampling plan, which minimizes the risk to the Government of acceptance of excessive error rates while also minimizing the risk to the contractor of rejection of acceptable performance. In such a plan the Government and the contractor equally share in the probability of acceptance or rejection of a service with marginal error rates.

2.2.8. **Lot.** The total number of potential service outputs in a surveillance period as defined in the performance requirements column of the SDS.

2.2.9. **Performance Indicator.** A measurable characteristic of an output of a work process.

2.2.10. **Performance Requirement.** The point that divides acceptable and unacceptable performance of a task according to the SDS and the Inspection of Services clause. In the case of surveillance by random sampling, the performance requirement is the maximum number of defectives in the random sample chosen that may occur before the Government will effect the price computation system IAW the SDS and the Inspection of Services clause. When the method of surveillance is other than random sampling, the performance requirement is the number of defectives or maximum percent defective in the lot before the Government will effect the price computation system IAW the SDS and the Inspection of Services clause.

2.2.11. **Service Delivery Summary (SDS).** A listing of the service outputs under the contract that are to be evaluated by the Government QAE on a regular basis to assure contract performance standards are met by the contractor, the surveillance methods to be used for these outputs, and the performance requirement of the listed outputs.

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

2.2.13. **Quality Assurance Evaluator (QAE).** A functionally qualified Government representative responsible for surveillance of contractor performance.

2.2.14. **Quality Assurance Surveillance Plan (QASP).** An organized written document used for quality assurance surveillance. The document contains specific methods to perform surveillance of the contractor.

2.2.15. **Quality Control.** Those actions taken by a contractor to control the production of outputs to ensure conformance with the contract requirements.

2.2.16. **Random Sampling.** A sampling method where each service output in a lot has an equal chance of being selected for quality assurance surveillance.

2.2.17. **Recurring Work.** Work that is required regularly and or repeatedly.

2.2.18. **Sample.** A sample consists of one or more service outputs drawn from a lot for quality assurance surveillance. The number of outputs in the sample is the sample size.

2.2.19. **Sampling Guide.** The part of the surveillance plan that contains all the information needed to perform surveillance of the service output(s) for each task in the SDS.

2.3. TECHNICAL DEFINITIONS PECULIAR TO THIS CONTRACT

2.3.1. **Abatement.** Long-term or permanent measures, which eliminate the possibility of hazardous exposure by replacement of building components (doors, cabinets, moldings, etc.), encapsulation with drywall or siding, and removal. May be applied throughout a facility or in selected areas. Minor abatement up to 20 SF as part of the basic contract. Major abatement over 20 SF with a maximum of two set ups (containment's) per unit.

2.3.2. **Accident Prevention Plan.** A comprehensive Accident Prevention Plan (APP) required to be submitted by the contractor IAW FAR Clause 52.236-13, Alternate I, Accident Prevention, required by CAL/OSHA (Section 6401.7 of the California Labor Code).

2.3.3. **Accompanied Housing.** Government housing normally provided to military members with dependents who are residing with the military member.

2.3.4. **Action Level for LBP.** Lead Bulk sampling; 1.0 milligram of lead per square centimeter or more than 0.5 percent of lead by weight. Air sampling; 30 micro-grams per cubic meters in an 8-hour time weighted average IAW 29 CFR 1910.1025.

2.3.5. **As-Is Allowable Downtime.** Accompanied Housing - One calendar day.

2.3.6. **As-Is COM.** The inspection and servicing of the appliances, testing of the hot water heater, resetting the thermostat, performing required equipment maintenance, test gas lines, electrical, and plumbing.

2.3.7. **Basic Maintenance.** Performing inspection, maintenance, and repair of all the interior and exterior appurtenances of Government housing facilities, including garages, carports, storage buildings, and maintaining common areas in Military Family Housing, supporting facilities, and the Mobile Home Park. Includes service calls, COM's, recurring equipment maintenance, and hazardous material removal.

2.3.8. **Certified Industrial Hygienist (CIH).** Industrial Hygienist certified by the American Board of Industrial Hygiene (ABIH).

2.3.9. **Change of Occupancy Maintenance (COM).** The work accomplished to inspect, repair, maintain and service any of the housing units and their appurtenances, and accomplishment of grounds maintenance for units, which are vacated for any reason during the contract period.

2.3.10. **Clearance Sample for LBP.** The procedure used in high-priority facilities to determine if cleanup activities following maintenance or disturbance of LBP surfaces have been effective in reducing the amount of surface lead dust. Following cleanup activities, lead dust concentrations must not exceed 100 micrograms per square foot on floors, 500 micrograms per square foot on window sills, or 800 micrograms per square foot in window wells as determined by wipe sampling performed IAW HUD Guidelines for Lead Based Paint. Facilities with lead dust levels in excess of these limits shall be re-cleaned, sampled, and meet these standards prior to re-occupancy. Air monitoring results shall not exceed 30 micrograms per cubic meters IAW with 29 CFR 1926.62 and AFOSH 161-8.

2.3.11. **CLIN.** Contract Line Item Number.

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

2.3.13. **Cost.** Payment to the contractor for materials at cost as authorized in schedule B of this contract excluding shipping and handling.

2.3.14. **Disaster Repair Work.** Damage to facilities, other than maintenance and repair requirements already identified in this contract, not exceeding $2,000 per unit or a total of $15,000 per unit per calendar year for direct labor and materials combined, caused by but not limited to fire, freezing, flooding and wind.

2.3.15. **Downtime.** Downtime is the number of calendar days an unoccupied housing unit is in the custody of the housing maintenance contractor for major, minor, or As-Is COM. Downtime is expressed in terms of whole days and/or half days.

2.3.16. **Electrical Lines.** Interior electrical systems from the service entry to the main distribution panel and meters. (Exterior electric work beyond the service entry is not part of this contract.)

2.3.17. **Emergency Calls.** Calls to correct failures or deficiencies, which constitute an immediate danger or health hazard to occupants, threaten to damage property, or disrupt or interfere with the general well being of housing residents.

2.3.18. **Facility.** A facility is an integral structure such as a house (single family dwelling) or unit, multiplex apartment building, garage, carport, storage shed, and supportive buildings used for the operations such as the Housing Office and buildings provided to the contractor. Included with the facility are all of its components to include proportionate shares of carports, garages, trash can enclosures, patios, storage areas (includes exterior clotheslines and fences, yard sprinkler systems, landscaping and approved occupant-constructed add-ons; the QAE will determine applicability) plus all modifications by the contractor. The facility does not include sidewalks, driveways, and occupant-owned structures.

2.3.19. **Fixed Price:**

2.3.19.1. **Basic Services.** A fixed price for services for all maintenance not identified as a requirement.

2.3.19.2. **Fixed Priced Requirement.** Estimated quantities of a line item that may or may not be ordered depending on funding availability and need.

2.3.20. **Gas Lines.** All Government-owned gas lines in the Housing area. Reference Section C-5, paragraph 5.25.3.

2.3.21. **Growing Season.** The normal growing season is from April through December. January, February and March are considered winter months.

2.3.22. **Half Day.** A half-day for counting downtime is the time frame of 7:30 a.m. to 11:30 a.m. or the time frame of 12:30 p.m. to 4:30 p.m. or any fraction of either time frame. (Example: One half-day is .5 day).

2.3.23. **Housing U-Fix-It Store.** A store operated by contractor to provide material to accompanied housing occupants and mobile home parks to perform self-help work.

2.3.24. **In-Place Management of LBP Levels.** Interim measures, which reduce an LBP hazard to acceptable levels. They include monitoring the condition of painted surfaces and reducing dust by high-phosphate detergent washing or top coating by painting or wall coverings, repairing deterioration by painting, and performing cleanup activities such as high-efficiency particle air (HEPA) vacuuming, disposing of contaminated carpeting, and decontaminating upholstered furniture to the maximum extent possible.

2.3.25. **Job Order.** A requirement to do work.

2.3.26. **LBP High-Priority Facilities.** Facilities or portions of facilities which are or may be frequented/used by children under the age of seven, which are further prioritized as follows: Child development centers, annexes, and playground equipment; on-base Air Force licensed family day care homes; youth centers; recreational facilities, and playgrounds; waiting areas in medical and dental treatment centers; Air Force-maintained Department of Defense (DoD) schools; accompanied housing currently occupied by families with children under age seven; and remaining accompanied housing.

2.3.27. **Lead-Based Paint Hazard Determination.** A specific determination that a situation generally exists if children under age seven are chewing on painted surfaces or are exposed to LBP dust, soil contaminated with LBP or deteriorated LBP or if other occupants or workers are subjected to prolonged or repeated exposure to airborne LBP dust.

2.3.28. **Major Allowable Downtime.** Accompanied Housing - Five calendar days.

2.3.29. **Major Carpet/Pad Repair/Replace.** In excess of 1 square yard per unit.

2.3.30. **Major Ceramic Tile Repair/Replace.** In excess of 20 square feet per unit.

2.3.31. **Major COM.** COM work that includes minor COM, plus any other contract line items that may be ordered for performance during COM of the unit.

2.3.32. **Major Painting.** Painting of surface area greater than 200 square feet per unit.

2.3.33. **Major Seamless Sheet Vinyl Replacement.** In excess of 15 square feet per unit.

2.3.34. **Major Vinyl Composition Floors Tile Repair/Replace.** In excess of 15 square feet per unit.

2.3.35. **Major Wood Floor Repair/Replace/Refinishing.** In excess of 50 square feet per unit.

2.3.36. **Medical Exemption.** Designation of quarters requiring specialized service, due to medical condition of occupant(s).

2.3.37. **Minor Allowable Downtime.** Accompanied Housing - Three calendar days.

2.3.38. **Minor Carpet/Pad Repair/Replace.** 1 square yard per unit or less and part of the basic contract.

2.3.39. **Minor Ceramic Tile Repair/Replace.** 20 square feet per unit or less and part of the basic contract.

2.3.40. **Minor COM.** Routine work to be accomplished during change of occupancy as specified in the contract line item.

2.3.41. **Minor Painting.** All painting other than major painting. Work includes painting all repaired items requiring finish painting and spot painting in areas 200 square feet or less.

2.3.42. **Minor Seamless Sheet Vinyl Replacement.** 15 square feet per unit or less and part of the basic contract.

2.3.43. **Minor Vinyl Composition Floors Tile Repair/Replace.** 15 square feet per unit or less and part of the basic contract.

2.3.44. **Minor Wood Floor Repair/Replace/Refinishing.** 50 square feet per unit or less and part of the basic contract.

2.3.45. **Paint.** Enamels, paints, varnishes, stains, sealers, and other coatings, whether used as prime, intermediate, or finish coats.

2.3.46. **Paint Deterioration.** Any degradation of the paint film that produces dust or paint chips such as chalking, peeling, flaking, blistering or loose paint.

2.3.47. **Permissible Exposure Level (PEL) for Lead.** PEL for lead is an 8-hour time weighted average (TWA) of airborne concentration of LBP dust at 50 micro-grams per cubic meter of air. TWA shall be determined IAW Interim Final Rule and 29 CFR 1910.1025.

2.3.48. **Recurring Exterior Facility Maintenance.** Mandatory periodic inspection, repair, maintenance, and service of the exterior of housing units and their appurtenances, including removal of debris from roofs, and all playground equipment located in the housing area and supportive facilities.

2.3.49. **Response Time.** The interval between receipt of the initial notification and the time the contractor arrives on the scene for initial investigation and begins repair(s).

2.3.50. **Routine Calls.** Calls to correct failures or deficiencies of less importance that do not meet the criteria of an emergency or urgent call.

2.3.51. **Service Calls.** Calls for routine, urgent, and emergency type repair and maintenance applicable to housing, required to keep the facility, appliances, and installed equipment in such a condition that it may be utilized at its original design capacity and efficiency. Service includes maintenance, repair, and replacement of parts and equipment within and outside of housing units. In new units under warranty, the contractor shall determine if the service required is a maintenance item or a warranty item. Warranty items, excluding appliances, shall be referred to the builder for action. (See para 5.4.3 for appliance warranty action.)

2.3.52. **Sewer Laterals.** Any line that serves one or more units, regardless of size.

2.3.53. **Sewer Lines.** All gravity flow portions of the sewer system from the interior to the point it enters the main.

2.3.54. **Sewer Main.** The main of any system of continuous piping is the principle artery of the system, to which branches may be connected.

2.3.55. **Supportive Facilities.** Bldg 6696, Housing Management Office, Bldgs 6691, 6692, 6693 and 6694 Contractor facilities.

2.3.56. **Telephone Jacks.** Interior telephone connecting devices.

2.3.57. **Telephone Lines.** Lines from the telephone company's connection box located on the outside of the accompanied housing unit to the interior location.

2.3.58. **Turn-back Time.** The end of the half-day the contractor returns an acceptable military housing unit to the Government.

2.3.59. **Turnover Time.** The beginning of the next half-day after the contractor signs for a housing unit.

2.3.60. **Urgent Calls.** Calls to correct 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.

2.3.61. **Water Laterals.** Any line that serves one or more units, regardless of size.

2.3.62. **Water Lines.** All interior water piping and from the building to the service main valve.

2.3.63. **Whole Day.** A whole day for counting downtime is the time frame 7:30 a.m. to 4:30 p.m. or the sum of 2 half-days (Example: 1 whole day is 1.0 day).

SECTION C-3

GOVERNMENT-FURNISHED PROPERTY AND SERVICES.

3. **GENERAL.** The Government shall provide, without cost, the facilities, equipment, materials, and services listed here or in TE 3a through TE 3c.

3.1. **GOVERNMENT-FURNISHED PROPERTY**

3.1.1. **Facilities.** The Government shall furnish and/or make available facilities described in TE 3a. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). Any hazards for which work-a-rounds have been established are included in TE 3a. The Government will correct these hazards IAW base-wide Government developed plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided merely because of this contract initiative. The identification of any hazardous conditions does not warrant or guarantee that no other possible hazards exist, or that the work-around procedures currently employed will be adequate to meet the responsibilities of the contractor. Compliance with the OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. The Government will assume no liability or responsibility for the contractor's compliance or non-compliance with such requirements, with the exception of the aforementioned responsibility to make corrections IAW approved plans of abatement subject to base-wide priorities. Prior to any modification of the facilities performed by the contractor at his or her expense, the contractor must give the CO documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the CO; however, in the case of alterations necessary for OSHA compliance, 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 be used only in the performance of this contract.

3.1.2. **Government-Furnished Equipment.** The Government shall provide the contractor equipment listed in TE 3b.

3.1.2.1 Equipment Inventory. An inventory of Government-furnished equipment must be done not later than 5 calendar days prior to the first performance period, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and QAE shall conduct a joint inventory of all Government-furnished equipment listed in TE 3b and the contractor shall sign a receipt for all equipment provided by the Government. The contractor and QAE shall jointly determine the working order and condition of all equipment. Items of equipment missing or not in working order shall be recorded and the CO notified in writing. The Government will replace missing items and repair all items not in working order or the CO will direct the contractor to replace the missing item(s) or accomplish the repair and the contractor will be reimbursed therefore. The QAE will give disposition instructions for items beyond repair. The contractor and the QAE shall certify their agreement as to the working order of the equipment. If the contractor does not participate in the inventory, the contractor must accept as accurate the listing and stated condition of equipment provided by the Government. If the contractor participates in the inventory, but does not agree with the QAE's determination as to the working order of the equipment, this failure of the contractor to agree on working order and defectives shall be treated as a dispute pursuant to the clause of this contract entitled, "Disputes."

3.1.2.2. Equipment Maintenance. The contractor shall be responsible for all maintenance, to include parts and labor, of equipment listed in TE 3b. Documentation and submission of warranty claims to equipment suppliers shall be the responsibility of the contractor

3.1.3. **Government-Furnished U-fix-It Store Materials.** The Government shall furnish an initial inventory of materials (approximately a five-day stock level) as listed in TE 3c for issue from the U-Fix-It-Store. These materials shall be jointly inventoried not later than 5 working days before contract start by the contractor and the QAE. Any missing items shall be annotated on the inventory and the CO notified. Any disagreements between the contractor and the Government representative on the materials inventory shall be treated as a dispute under the contract clause entitled "Disputes." Once the initial inventory of Government materials listed in TE 3c is depleted, the contractor, at no cost to the Government, shall furnish all materials required to continue performance under this contract.

3.1.4. **Management of Government Property.** IAW FAR 45.5, the contractor shall establish a written system for the care, control, and protection of all Government property listed in TE 3b and an appliance control inventory (to include acquisition and disposition.). Detailed accounting procedures shall be a part of the contractor's Property Control System, which shall be in writing and turned over to the CO for acceptance at the pre-performance meeting. The accepted working system shall be implemented within 30 days of contract award date. (Reference TE 2, CDRL 002)

3.1.4.1. The contractor shall maintain a stock level of supplies required allowing continuous operation. The contractor shall establish and maintain a complete stock control system for all Government-furnished supplies that provides a complete audit trail from issue to installation/consumption.

3.1.4.2. The contractor shall conduct an annual physical inventory of all Government property and submit the following to the property administrator within 5 workdays after completion of inventory: (1) a listing of all discrepancies, (2) a signed statement that physical inventory of all Government property was completed on a given date and that the property was found to be in agreement except for discrepancies reported.

3.1.4.3. Records of Scrap, Serviceable Materials, or Equipment. Turn in all condemned or unserviceable water heaters, compressors, condensing units, appliances or other accountable items to the DRMO IAW AFMAN 23-110, v.2, Base Supply Customer's Procedures, at least monthly. All other refuse generated by this contract shall be legally disposed of at least monthly.

3.1.4.4. Disposition of Government Property. Turn over to the QAE 15 days prior to the end of contract, all Government-furnished catalogs, parts, and any other supply and/or equipment literature used in identification and ordering supplies on this contract.

3.1.5. **Government-Furnished Records, Files, Documents, and Work Papers.** The Government shall furnish those records listed in TE 6. All records, files, documents, and work papers provided by the Government or generated in support of this contract are Government property and shall be maintained and disposed of per AFMAN 37-139, Records Disposition Schedule. At the time of disposition the contractor shall box, label contents, and turn them over to the QAE.

NOTE: THESE RECORDS MAY INCLUDE PENDING REQUISITIONS FOR EQUIPMENT TO BE FURNISHED TO THE CONTRACTOR, PENDING PROJECT CASE FILES REQUIRED FOR CONTRACT PERFORMANCE OR CONTROL LOGS OR REGISTERS ON WHICH THE SERIALLY SEQUENCED ENTRIES MUST BE CONTINUED BY THE CONTRACTOR. SF 135, RECORDS TRANSMITTAL AND RECEIPT WILL BE PREPARED FOR ALL RECORDS TRANSFERRED, UNLESS THE GOVERNMENT KEEPS A DUPLICATE RECORD COPY. RECORDS TRANSFERRED TO THE CONTRACTOR WILL BE RETURNED TO THE GOVERNMENT ONLY IF SPECIFICALLY REQUIRED BY THIS CONTRACT.

3.2. **GOVERNMENT-FURNISHED SERVICES**

3.2.1. **Utilities.** Water, sewage, natural gas, and electricity is available to the contractor.

3.2.2. **Postal.** The Government will provide on-base mail distribution (BITS) and access to United States Postal Service (USPS) and United Parcel Service (UPS) service for, but limited to, official Government mail.

3.2.3. **Telephone.** The Government will provide one Class "B" line for the Housing U-Fix-It Store.

3.2.4. **Base Civil Engineering.** The Government will provide fire prevention and protection, inspection and maintenance of Government-furnished fire extinguishers, systems, and facilities. Pest and rodent control will be provided as necessary. Fire Department telephone extension is 911 for emergencies. Contact the Base Fire Prevention Office for routine inquiries. For pest and rodent control, call Civil Engineer Contract Services Section.

3.2.5. **Emergency Medical Service.** The Government will provide emergency medical treatment and emergency patient transportation service for contractor personnel who are injured or become critically ill during the performance of this contract. The contractor shall reimburse the Government for the cost of medical treatment and patient transportation service at the current inpatient or outpatient treatment rate, as appropriate.

3.2.6 **Fire Extinguishers.** The Government will provide refilling of fire extinguisher cylinders.

3.2.7. **Fire/Security Forces.** The Government will provide general on base Fire/Security Forces service. Fire/Security Forces phone extension for emergencies is 911. Direct all inquiries concerning law enforcement to the Security Forces Squadron.

3.2.8. **Termite Damage Repair.** The Government will accomplish extermination for termites. The contractor shall notify the QAE of any units damaged by wood-destroying insects. The contractor shall not proceed with repairs unless directed by the QAE.

SECTION C-4

CONTRACTOR-FURNISHED ITEMS AND SERVICES.

4.1. **GENERAL INFORMATION.** Except for those items or services specifically stated in Section C-3 as Government-furnished, the contractor shall furnish everything needed to perform this contract according to all its terms. The following is not all inclusive of the contractor furnished items and services required to perform the contract.

4.1.1. **Fuel.** The contractor shall provide fuel for all equipment used in performance of the contract. Contractor is authorized to purchase fuel for vehicles used in the performance of this contract through the Government supply system. Contractor shall purchase fuel access/dispensing key.

4.1.2. **Vehicles**. Each contractor vehicle shall have the name, address, and telephone number of the contractor and the words "Housing Maintenance" neatly exhibited on each side of the cab. The sign must be readable from a distance of 100 feet. In addition, all contractor-furnished vehicles used for emergency and urgent service shall be equipped with 2-way radio communication capability with the base station located in Building 6691.

4.1.3. **Tools/Equipment.** The contractor shall provide for occupant use each business day the items listed in TE 7 at the quantities specified.

4.1.4. **Telephones.** The contractor shall be responsible for securing commercial telephone service dedicated solely to making and receiving calls pertaining to work requirements required by this contract. The contractor shall provide three single line telephone lines, with three separate telephone numbers, and three instruments for receiving service calls. The contractor shall maintain telephone numbers 258-4461, 258-4462 and 258-4463 currently in use by the present contractor. The contractor shall provide commercial, portable, two-way radio service for communication between the QAE and project manager. The contractor shall provide radio equipment to the QAE by the contract start date and maintain them in operating condition throughout the contract performance period. The contractor shall coordinate with the 95th Communications Squadron no later than 2 weeks prior to contract start date to avoid conflict with existing frequencies, and be licensed by the FCC to operate in the local area. The radio equipment will be returned to the contractor at conclusion of the contract. The contractor shall be required to furnish an automatic recorder, with a beeper, on all instruments used for receiving service calls. The recorder tapes shall be maintained for a minimum of thirty days.

4.1.5. **Storage Facilities.** The contractor shall provide additional portable material storage facilities if required to perform the contract. The contractor shall submit any request for placement of an additional storage facility in writing to the CO. Approval of the storage facility shall be obtained prior to delivery to the Base. This portable facility shall be equipped with an adequate locking device to protect materials and shall be located, as approved by the Government, at least 50 feet from any existing building within the housing maintenance fenced area.

4.1.6. **Maintenance Facilities.** The contractor shall provide all maintenance of Buildings 6691, 6692, 6693, 6694, and 6696.

4.1.7. **Contractor-Furnished Equipment.** The contractor shall provide all necessary equipment of the proper size and design required for performing the specified work. All equipment shall be equipped with proper and approved safety and noise-limiting devices, and shall be maintained in a safe operating condition at all times. Equipment considered by the QAE to be unsafe or inadequate for the purpose intended shall be removed from the project site and replaced with satisfactory equipment.

4.1.8. **Work Information Management Systems**. The contractor shall provide a computer-based service call, work control, inventory, and data analysis system. The system will be PC-based, IBM compatible with Microsoft Windows, and will be interactive with the Housing Office PC computers. The system shall also allow for modem and floppy disk based daily data transfers to the Housing Office. The contractor shall furnish the Housing Office the same software the contractor uses, along with original documentation and diskettes. The computer program used and the products being generated by the contractor shall be compatible with existing in-place software programs. The computer/programs must be Y2K compliant and the contractor is responsible for any technological upgrades throughout the contract. All data generated during the course of this contract becomes property of the government.

4.2. GOVERNMENT COST REIMBURSEMENT ITEMS.

4.2.1. **Basic Maintenance**. The contractor shall bear the cost of all materials, parts, and supplies up to $50 per item per job order. The Government shall reimburse the contractor for materials, parts, and supplies in excess of $50 per item per job order. The contractor is responsible for the first $50 of each item costing over $50 per job order. For example, if one item on a job order has a material cost of $75.00 and another item on the same job order has a material cost of $60.00, the Government will reimburse the contractor $35.00 for that job order. If there are three items on one job order that are $75.00 each, but they are the same items (such as windows) **for a total of $225**, the Government will reimburse $75.00 for that job order.

4.2.2. **Reimbursement Requirements.**

4.2.3. For reimbursable items under $2,500.00, the Contractor will conduct periodic market research to ensure that they are obtaining reasonable, accurate, and best value prices on all equipment, vehicle, and material costs from the vendors in the local economy. Upon request, the Contractor shall provide the Government with the market research documentation.

4.2.4. For all reimbursable items over $2,500.00, the Contractor is required to conduct market research to ensure that they are obtaining reasonable, accurate, and best value prices on all equipment, vehicle, and material costs from the vendors in the local economy. The Contractor shall obtain at least 3 vendor quotes for any reimbursable item over $2,500.00. A copy of the quotes will be provided to the Government, as backup to proposals and the completed job orders. If the Contractor selects a vendor which is not the lowest priced, the Contractor shall provide the justification in his proposal that describes the criteria used to select the best value vendor, and why another vendor was not selected that provided the lowest price. The contractor should consider the advantages of making split awards, where applicable, to obtain maximum savings.

4.2.5. The contractor shall invoice for authorized reimbursable parts, materials, and appliances each month. The contractor will be reimbursed actual invoice cost, excluding delivery/transportation/handling costs, for parts, materials, and appliances. EXCEPTION: The contractor will be reimbursed for delivery/transportation/handling for approved major project materials only. Discounts and rebates on items provided to the contractor shall be credited to the Government. The invoice shall be supported by an itemized list by job order number of all reimbursable parts, materials and appliances used showing: the item, the number, unit cost, total cost, and **a copy** of the sales slips, or other documents identifying items purchased under the Statement of Work (SOW) paragraph 4.2.2. reimbursement portion of this contract. All purchase

documents shall be available for the Contracting Officer (CO) and the government QAPs to review and audit. The QAP retains the right to specify the kind and quality of such (reimbursable) items.

SECTION C-5

SPECIFIC TASKS

5. GENERAL INFORMATION

5.1. The contractor shall provide all personnel, equipment, tools, materials, supervision, and services necessary to perform the inspection, maintenance, and repair/replacement of all Accompanied housing and the Mobile Home Park at Edwards AFB, CA, to include all interior and exterior components of housing units; sewer lines; water lines, and related valves; garages of accompanied housing; grounds maintenance of the common accompanied housing and Mobile Home Park playgrounds and vacant lots; Housing Management Office (Bldg 6696) and four maintenance buildings (Facilities listed at TE 5a); and sweeping and repairing of streets and parking areas in accompanied housing areas. The contractor shall accomplish all work within the times referenced in TE 5, workload in TE 2, and IAW quality standards in TE 4, and this contract. The contractor shall complete all existing open job orders, service call/COM backlog within 30 days of the contract start date. The contractor shall provide his own quality control program for all tasks within this contract and provide a quality control report, monthly to the QAE (TE 2, CDRL 001).

5.2. GENERAL WORK CONTROL

5.2.1. **Job Order System.** The contractor shall maintain a serially numbered job order system to control all work for accompanied housing; this is to include incorporating all existing work backlog at contract start date. Each category of job orders shall be separately serially numbered.

5.2.2. **Job Order Forms.** The contractor shall provide job order forms (except AF Form 1219 is used for COM). A copy of all completed job orders shall be turned over to the QAE daily. The contractor shall submit copies of proposed job order forms to the CO 2 weeks prior to contract start date for approval.

5.2.3. **Job Order Log.** The contractor shall provide and maintain separate service call job order logs for each classification, emergency, and urgent and routine job orders. The contractor shall separate the logs by month by the category of work, i.e., Emergency, Urgent, and Routine. If a number is not used, the contractor shall annotate the log as to the reason why the number was not used. If corrections are required, the contractor shall draw a single line through data that is to be corrected and make the correction in the space below. The contractor shall keep logs current and reflect disposition of all service calls at all times. If completion of a job order does not occur within the allowable time specified, the log must indicate the reason for delay and anticipated completion date (provide copy of log daily to the QAE). Ordering of parts necessary to complete a job order shall be accomplished within 24 hours of responding to that job, to avoid unnecessary delays. After the call has been entered in the log, the contractor shall prepare a job order for the call assigning the corresponding job order number from the log to the job order record.

5.2.4. **Customer Satisfaction Survey.** Upon completion of all job orders, the contractor shall provide a Government approved customer satisfaction survey form at each housing unit for occupant critique. All responses received shall be given to the QAE on a daily basis. The Customer Satisfaction Survey form shall be submitted to the CO for acceptance 2 (two) weeks prior to the contract start date. Survey will be mutually agreed upon by the contractor and the QAE.

5.2.5. **Administrative Reports.** The contractor shall provide the reports and data required under TE 2. Electronic reporting is encouraged to the maximum extent practicable.

5.2.6. **RECORDS**

5.2.6.1. General. The contractor shall be responsible for creating, maintaining, and disposing of only those Government required records that are specifically cited in this contract or required by the provisions of any of the mandatory directives at section C-6, Applicable Publications and Forms. If requested by the Government, the contractor shall provide the original record, or a reproducible copy of any such record within 5 working days of receipt of the request.

5.2.6.2. U-Fix-It Store Records. The contractor shall provide completed U-Fix-It Store issue records to the Government on a daily basis.

5.2.6.3. Grounds Maintenance Records. The contractor shall furnish the QAE a Grounds Maintenance Daily Report, TE 2, CDRL 009, each morning, by address, of each unit serviced the previous workday for either grounds maintenance or irrigation. The QAE will use this list to verify daily services.

5.3. **FACILITY MAINTENANCE FILES**

5.3.1. **Maintain Facility Files.** The contractor shall maintain a facility file for each unit. A copy of each completed job order shall be placed in the appropriate facility maintenance folder in chronological order. Job orders shall be filed in the appropriate facility folder within 7 days of QAE review. These records shall provide a maintenance history for each of the housing units. The Government requires access to these files at all times. The contractor shall maintain all warranty information in this file. These files and their contents are the property of the Government and may not be removed from the installation. Current appliance records, specialty job orders, warranty information, asbestos abatement and lead base paint records shall be a permanent part of the file.

5.3.2. **Annual Purging**. The contractor shall purge all facility files annually and prepare removed records for staging during the last month of each contract year. The removed documents shall be summarized on a history summary sheet, which shall become a permanent part of the facility file. Completed records shall be turned over to the QAE in staging boxes in chronological and address/facility order. Summary sheets shall include the following historical information: Job order number, description of work, materials, man-hours used, date called in, and date completed.

5.4. **APPLIANCES**

5.4.1. **Master Appliance Report.** The contractor shall maintain the computerized Master Appliance Listing by inputting changes within 7 days after change out. The contractor shall provide a Monthly Master Appliance Report of appliances removed from the inventory. This report shall comply with the Government system input requirements. Data shall be in the format as shown in TE 2, CDRL 005.

5.4.2. **Appliance Maintenance.** The contractor shall be responsible for maintenance and repair of Government-owned appliances IAW manufactures recommendations.

5.4.2.1. Replacement Parts. The contractor shall furnish all replacement parts equal to or better than the replaced parts and shall match existing parts from the appliance.

5.4.2.2. Appliance Repair Limits. One time repair costs shall not exceed those prescribed in AFI 32-6004, without prior approval of the QAE. The contractor shall replace appliances when the one time repair limits will be exceeded, if replacement appliances are available and approved by the QAE.

5.4.2.3. Extended Appliance Repair. If any appliance cannot be repaired at the unit within the response times as shown in TE 5, the contractor shall replace the appliance with a like item. The appliance shall be repaired within 5(five) workdays of receipt of parts, cleaned, affixed with a serviceable tag, and then used as a replacement in another unit.

5.4.3. **Appliances under Warranty.** For appliances under warranty, the contractor shall respond to determine what repairs are needed. The contractor shall replace the appliance with a like item. After warranty work has been completed, the contractor shall clean the appliance, affix a serviceable tag, and use it as a replacement in another unit.

5.4.4. **Cost Reimbursement Replacement Appliances.** The contractor shall be responsible for identifying and ordering, programmed replacement of appliances. Appliances will be inventoried jointly by the Government and the contractor at contract start and annually thereafter (TE 2, CDRL 010). The existing Government appliance backup stock will be inventoried, and will be used for replacements before appliances are to be purchased under the reimbursable portion of the contract.

5.4.5. **Appliance Installation.** When replacement appliances are required or directed, the contractor shall remove the old appliance and install the replacement appliance. The contractor shall ensure the appliance is properly installed, clean and tested for proper operation. Contractor is responsible for transporting removed appliances from the housing unit. Whenever new appliances are installed, the installed date shall be permanently etched or engraved on a metal tag near the serial number identification plate. Completed replacement job orders shall be turned in to the QAE daily.

5.4.6. **Condemned Appliances**. The QAE will approve all condemned appliances requests. The contractor shall prepare all forms including cost repair estimate and paper work for condemned appliances, and transport the appliances to the Defense Re-utilization and Marketing Office (DRMO, Building 4900), IAW local procedures and AFMAN 23-110.

5.4.7. **Occupant-Owned Appliances.** When housing occupants are allowed to use their own appliances, the contractor shall be responsible for removing Government appliances from the unit and placing them back into the inventory to be used as replacements in another unit. The contractor shall not be responsible for maintenance or repair of occupant-owned appliances.

5.4.8. **Back-Up Programmed Replacement Appliances.** The contractor shall maintain a back-up stock as specified:

Accompanied Housing. (10) 18 cubic foot and (10) 21 cubic foot refrigerators; (10) 30 inch gas ranges, and (10) 24 inch dishwashers.

5.5. LOCKSMITH SERVICES

5.5.1. **Replacement Keys and Locks.** The contractor shall replace missing, broken, or inoperative interior and exterior locks for accompanied housing units. The contractor shall: (1) Maintain exterior and garage entry locks and keys; (2) Provide a key-making machine, key duplicating machine and maintain stock of key blanks for housing units and other housing real property; (3) Maintain locks so as to be free of all defects and to operate quickly and smoothly without excess force as originally intended and designed; (4) Key all new locks to match the existing master key systems so that a single key will open all exterior door locks in each housing unit; (5) Maintain key code system; and (6) Submit security procedures for acceptance two weeks prior to the contract start date. Replacement keys shall be ordered/authorized by housing office personnel. Completion times shall be the same as service calls. The contractor shall maintain master keys. The master key shall not be taken off base. Exterior locks shall be Schlage brand or compatible and equal to. Replacement keys shall be the responsibility of the contractor. Garage door locks and keys shall be maintained and duplicated as required.

5.5.2. **Locksmith Service.**

5.5.2.1. Contractor shall master key new and renovated units as required by the QAE.

5.5.2.2. The contractor shall re-key all exterior doors at a specified housing unit when approved by the QAE.

5.5.3. **Lockouts.** Lockouts occurring during non-duty hours (Monday, Tuesday, Thursday, and Friday, 1530-0730; Wednesday, 1530-0930; Weekends; and Holidays) shall be responded to as an emergency service call, and will be responded to within one hour. Identification of the resident will be presented to the technician at the unit. Security Police shall be contacted only if a resident cannot provide proof of identification.

5.6. SERVICE CALLS

5.6.1. **Receipt of Service Calls.** The contractor shall maintain a central point of contact in Building 6691 for receiving all requests for service for accompanied housing during the hours stated in Section C-1, paragraph 1.5. The contractor shall provide a minimum of three single party telephone lines, telephones with recorders that produces an audible signal or a recorded message (to notify the caller that the conversation is being recorded), and manning for receiving service calls. This service shall be provided 24 hours per day, 7 days per week. In all cases, telephone instruments shall be answered 24 hours per day, 7 days per week. Contractor shall retain telephone numbers 258-4461, 258-4462 and 258-4463. The contractor shall receive service calls by telephone and from persons who physically come into the maintenance facility. The contractor shall document each service call received in a service call job order log and assign it a job order number. The contractor shall tell each customer the job order number, and request they refer to that number whenever making any inquiries. The contractor shall tell each customer the approximate time and date the contractor will respond and start work. Telephones shall be dedicated solely to receiving service calls. During receipt, the contractor shall categorize service calls as emergency, urgent, or routine using TE 5.

5.6.2. **Performance of Service Calls**. The contractor shall respond to and accomplish emergency, urgent, and routine service calls within allowed times stated in TE 5. For emergency service calls, the contractor shall request that the occupant stay at the location of the emergency. The contractor shall not cancel emergency service calls. The contractor shall complete 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 beyond the safe point of utilization shall be continued by the contractor as an urgent or routine service call as applicable under the same job order number. If the contractor receives a routine service call after normal duty hours, the response time will start the following duty day. The contractor shall list all material and man-hours used on all copies of the job order.

5.6.3. **Appointment Exceptions.** If the occupant cannot be home at the scheduled time, the contractor shall schedule a date and a time that is acceptable to both the contractor and the occupant. If a mutually agreeable time cannot be worked out, the service call shall be turned over to QAE for scheduling. The contractor shall document the reason for requesting the time extension on the job order.

5.6.4. **Rescheduling Procedures.** If an occupant is not home when the contractor arrives to accomplish the service call, the contractor shall leave a notice stating that the contractor was there to accomplish the requested work and no one was home, and instructing the occupant to call housing maintenance to reschedule. If the occupant calls, the contractor shall reschedule, respond, start work, and complete the call as stated in TE 5. The contractor shall turn over to the QAE daily any rescheduled calls that were not completed because the occupant was not home, and all completed service calls.

5.6.5. **Contractor Requested Rescheduling.** If for reasons outside the control of the contractor, completion of a service call cannot be accomplished as stated in TE 5, the contractor shall notify the occupant and the QAE to obtain verbal approval to reschedule work.

5.7. **PRE-TERMINATION INSPECTIONS:** These inspections are scheduled by the occupant through the Housing Office during the hours prescribed in Section C-1, paragraph 1.6. The Housing Inspector will review and make note of as many COM requirements as can reasonably be obtained during a Pre-termination Inspection, (i.e., major paint, floor refinishing, tiling, and other deficiencies) and relay this information to the housing maintenance contractor on the first working day after the pre-termination inspection with an advance copy of AF Form 1219 and an estimated turnover date.

5.8. **TERMINATION INSPECTIONS:** The Government shall perform a final inspection before accepting the unit from the occupant. Additional work items may be identified to the contractor by the QAE at the time of the final termination inspection or turnover to the contractor. Contractor representation shall be at the option of the contractor.

5.9. **CHANGE OF OCCUPANCY MAINTENANCE (COM) GENERAL INFORMATION**

5.9.1. **Turnover.** The housing unit shall be turned over to the contractor when it becomes vacant or when the units are projected for occupancy. The contractor shall sign for the unit, acknowledging date and time of acceptance.

5.9.2. **Turnover Time.** The time of turnover shall be computed as follows using calendar days. If the QAE turns the unit over to the contractor prior to 12:00 noon, the maintenance period will begin at 1:00 p.m. that day and close at the time the unit is turned back. If the QAE turns the unit over to the contractor at 12:00 noon or later, the maintenance period will begin at 7:30 a.m. the following day and close at the time the unit is turned back.

5.9.3. **COM Work Scheduling.** COM including separate contract line items shall be scheduled to begin at the time the unit is turned over to the contractor. The contractor shall be issued the original AF Form 1219 along with applicable CEH 5110s to authorize the scheduled work.

5.9.4. **COM Completion Time.** The contractor shall submit for acceptance a proposed COM completion form 2 weeks prior to contract start date. The contractor shall provide to the QAE, in writing, the contractor's scheduled completion date and time within 8 working hours following notification of work requirements and completion of actual turn-back time.

5.9.5. **Turn-back Time.** Turn-back time will be computed in one-half calendar day intervals. A unit turned back before 12:00 noon will count as one-half day and a unit turned back after 12:00 noon will count as a whole day. A unit shall not be turned back to the Government until contractor's Quality Control (QC) has been

performed and all discrepancies are corrected. The contractor's QC and corrections are included in the turn-back time computations.

5.10. COM MAINTENANCE AND REPAIR

5.10.1. **As-Is COM.** The contractor shall inspect and service appliances, perform required equipment maintenance, test gas lines, check water heaters, electrical, plumbing, and set thermostats. The contractor shall complete all work in accompanied housing within one (1) calendar day including weekends; Federal holidays excluded.

5.10.2. **Minor COM**. The contractor shall check each item on the interior and exterior of the unit, list those items (not already listed) needing repair or replacement on the AF Form 1219, and repair those items identified. The contractor shall touch up paint in quantities of 200 square feet or less, repair floors identified as minor maintenance, perform equipment maintenance, check water heater, set thermostats, and perform grounds maintenance as identified in paragraphs 5.29 and 5.30. The contractor shall ensure the unit meets cleanliness standards as shown in TE-4, and correct all discrepancies found during the contractor's Quality Control inspection prior to turning back the unit to the Government. The contractor shall complete minor maintenance work in accompanied housing within three (3) calendar days, including weekends. From one to three additional calendar days will be given for requirement line items to be completed during COM in accompanied housing. Federal holidays are excluded from the maintenance time.

5.10.3. **Major COM**. The contractor shall check each item on the interior and exterior of the unit, list those items (not already listed) needing repair or replacement on the AF Form 1219, and repair those items identified. The contractor shall complete major paint (over 200 square feet), perform equipment maintenance, floor refinishing, floor replacement, and correction of all discrepancies found during the contractor's Quality Control inspection prior to turning the unit back to the Government. Unit shall meet cleanliness standards as shown in TE-4. The contractor shall complete all major work in accompanied housing within five (5) calendar days, including weekends, which includes one contract line item such as major painting and from one to three (1-3) additional calendar days for each separate contract line item such as minor and major abatement and repair when required, major replacement of floor covering, and major floor refinishing.

5.10.4. **Additional Work Requirements.** The contractor shall complete requirement line items during COM. Notice will be given at the time of the pre-termination inspection on an AF Form 1219. All requirements will be given to the contractor on CEH Form 5110 when the unit is turned over to the contractor. All work shall be performed in conjunction with COM unless otherwise directed by the QAE.

5.10.5. **COM Acceptance**. The contractor shall notify the QAE in writing that the unit is ready for inspection after completing all requirements. The Government may require the contractor to correct any discrepancies noted, before the unit is accepted (minor discrepancies identified shall be completed within one half workday after inspection). The contractor shall accomplish all required work within times allowed in TE-5. If the QAE finds a discrepancy, the time required to do rework will be added to the time when the contractor turned in the unit. The contractor will not be charged for the time between his actual turn-back of the unit and the QAE's inspection. Contractor representation is required during this inspection.

5.11. **MOBILE HOME PARK.** The contractor shall maintain the Mobile Home Park playground, abandoned lots, vacant lots, and common grounds. The contractor shall not maintain any personal property in the Mobile Home Park. Only emergency response to Carbon Monoxide Detector Alarms to test for carbon monoxide and turn off gas at main, if detected, is authorized.

5.12. **PAINTING**

5.12.1. **Interior Painting**. Major painting in excess of 200 square feet is a requirements line item. The contractor is paid for the entire square footage of directed major painting at the requirements line item price. The contractor shall prepare surfaces and paint shall be mixed to match existing colors. The contractor shall protect areas and items not to be painted during painting operations. All work shall meet quality standards for painting and cleanliness IAW TE 4.

5.12.2. **Painting of Occupied Units**. The contractor shall schedule work with the occupant. The contractor shall disconnect, move, and relocate major furniture items as required. The occupant is responsible to remove small personal items from walls and furniture required to be moved in order to accommodate access for painting.

5.12.3. **Touch-up Painting**. The contractor shall do touch-up painting in vacant and occupied housing units. The contractor shall be responsible for mixing paint to match the existing colors. Textures shall match and workmanship shall meet the quality standards of industry and construction, and TE-4.

5.12.4. **Paint Storage.** The contractor shall not store flammable materials in or around work areas overnight.

5.12.5. **Materials.** All contractor-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 directions, and name of manufacturer. Materials shall conform to the specifications shown in the painting schedule. All exterior paint shall contain a fungicide that will not adversely affect color, texture or durability of the coating. The fungicide agent shall be incorporated into the paint by the manufacturer in a quantity so that the paint will meet mildew resistance tests specified in the applicable Federal Specifications. Unused paint and empty containers shall be disposed of by the contractor IAW local, State and Federal regulations.

5.12.6. **Testing.** All contractor-furnished paint shall be subject to testing by the Government.

5.12.7. **Metal Work.** All metal surfaces to be painted shall be prepared by the contractor IAW standard practices of the trade including corrosion control, if applicable. The contractor shall not paint new or renovated units grills, register or vent covers unless corrosion control is required.

5.12.8. **Removal of Existing Hardware.** The contractor shall remove or protect all hardware and accessories not intended to be painted.

5.12.9. **Wood Surfaces.** Wood surfaces to be painted shall be prepared by the contractor IAW standard practices of the trade. Wood trim 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. The contractor shall leave painted doors open for a sufficient time to allow the paint to dry.

5.12.10. **Treatment of Mildew and Greasy Areas Requiring Washing.** The contractor shall remove mildew and grease on painted surfaces.

5.12.11. **Natural Finished Cabinets/Shelves/Vanities, Doors and Trim.** The contractor shall remove all dirt, grease, runs, enamel and latex paint, nails, and hangers from cabinets. All holes and cracks shall be filled flush with natural paste wood filler, colored to match adjacent cabinet surfaces, and sanded smooth. Scratched or abraded surfaces shall be stained to match adjacent surfaces and shall be given one coat of sanding sealer. All surfaces shall be free of bumps, voids and protrusions. The contractor shall apply two even coats of satin urethane varnish IAW manufacturer's printed instructions.

5.12.12. **General Exterior Paint Preparation.** Items in place prior to painting, which interfere with painting of building surfaces, shall be removed by the contractor during painting operations and replaced upon completion of each building. Shrubbery and vines shall be disturbed only as required to facilitate painting and shall be replaced in original locations. Shrubbery shall be tied back or, when necessary, trimmed to permit access to building surfaces, not to exceed 12". All shrubbery trimming shall be subject to prior approval by the QAE. Grass and earth adjoining a building shall be removed to a depth of not more than 4 inches below the existing grade for painting and then be replaced following painting to permit wall paint to be carried down to a straight line parallel to and slightly below existing grade.

5.12.13. **Replacing of Glazing Compound, Putty, and Caulk.** The contractor shall remove and replace cracked, loose, or missing exterior glazing compound and putty in window sashes and doors. Existing compounds or putty shall be considered defective if cracked or loose, where surface cracks extend deeper than the existing paint coating; where definite separation has occurred between the glazing material and the sash frame or glass; and where pressure applied on a putty knife with edge inserted in cracks readily loosens the glazing material. Sealing compound, where exposed, shall be free of wrinkles and shall be uniformly smooth. Caulking around all openings shall include the entire perimeter of each opening. Upon completion of all caulking, joints not entirely filled shall be roughened and filled, as specified, and the exposed surface tooled smooth.

5.12.14. **Application of Exterior Paint.** All paint shall be applied IAW the manufacturers instructions and meet quality standards in TE-4. Should any coat of paint be judged unsatisfactory by the QAE, the contractor shall apply an additional coat or shall remove the defective coat and then reapply.

5.13. **TEXTURING.** Texture Finishes for Interior/Exterior Walls and Ceilings. The contractor shall texture surfaces as required. Except as otherwise specified below, ceilings shall have a medium or coarse finish and walls shall have a spatter or orange peel finish, as selected by the QAE. A suitable area of ceiling and wall shall be textured as samples for finish selection prior to general application. Any texture material applied to adjacent surfaces not requiring texture finish shall be completely removed. Texture finish shall be applied IAW manufacturer's instructions, and shall match existing finishes. Texturing in excess of 200 square feet is a requirements line item.

5.14. **WALL COVERING.** The contractor shall repair damaged/stained wallpaper or wall coverings with a compatible matching wallpaper/wall covering, or replace materials in their entirety as determined by the QAE. Loose joints shall be re-glued to give a neat, clean appearance. Replacement of wallpaper over 2 square feet per unit is a requirements line item.

5.15. WOOD FLOORS

5.15.1. **Wood Floor Refinishing**. Wood floors shall be refinished only when directed by the QAE. All surfaces to be refinished shall be sanded as required and meet quality standards in TE-4. The floors shall be given a minimum of three coats of urethane varnish. The provision for reimbursable for items over $50.00 **does not** apply to wood floor refinishing. Refinishing of more than 50 square feet is a requirements line item. Major floor refinishing is accomplished in conjunction with COM with an additional three days.

5.15.2. **Wood Floor Replacement.** Wood floor replacement of more than 50 SF is a requirements line item. Replacement parquet tile shall match existing. If unable to match the existing, a suitable replacement shall be submitted for approval. If an entire floor has to be replaced, contractor shall salvage good tiles for repairs in other units.

5.16. VINYL COMPOSITION TILE WITH AND WITHOUT NO-WAX COATING AND SEAMLESS VINYL LINOLEUM

5.16.1. **Replacement.** The contractor shall replace vinyl tile, with no wax coating, and seamless vinyl floor covering. Replacement of quantities over 25 square feet per unit is a requirements line item. The contractor shall remove and replace base and shoe mold and any other item required to facilitate replacement of floor covering. New base and shoe mold may be required to maintain quality replacement.

5.16.2. **Materials.** The contractor shall match existing tiles or submit samples to QAE for approval if not available.

5.16.3. **Installation.** Vinyl composition tile and sheet vinyl shall be installed IAW manufacturer's specifications. All cuts and joints shall be tight with pattern matching, free of bubbles and creases.

5.17. **CERAMIC TILE: Wall, Vanity Top and Floor Tile.** The contractor shall repair or replace all damaged tile. Tile shall match existing and be replaced IAW manufacturer's written instructions. The contractor shall inspect exposed portions of the substructure during repairs or replacement activity. If contractor is unable to match existing color, samples shall be provided to the QAE for approval. The contractor shall use adhesive recommended by the tile manufacturer. Surfaces to receive tile shall be properly prepared before tile is installed. All joints shall be grouted and sealed. All residue shall be removed and tile cleaned. Tile replacement over 20 square feet per unit is a requirements line item.

5.18. CARPET

5.18.1. **Carpet Cleaning.** The contractor shall clean Government carpets and apply soil retardant. Pet urine removal treatment is a requirements line item. The process shall remove all traces of visible dirt, grime, stain and soil, and shall leave carpets free from residual matter so as to be safe and harmless. Carpet stretching shall be performed in accordance with industry standards to maintain the proper fit of the carpet. Removal of furniture is the responsibility of the contractor. Prior to replacement of furniture the contractor shall protect all carpeting by placing protective, nonabsorbent pads or fill between the furniture and the cleaned carpet.

5.18.2. **Carpet Soil Retardant.** Immediately after cleaning, soil retardant shall be applied to all areas IAW the manufacturer's instructions.

5.18.3. **Carpet Repair.** The contractor shall repair carpets/pads that are damaged, torn, cut or burned. Replacement of carpet and pad in excess of 1 square yard is a requirements line item.

5.18.4. **Carpet Replacement or Installation.**

5.18.4.1. **Preparation.** All required floor preparation, trimming of doors, touch-up painting, and replacement of trim shall be accomplished at time of carpet replacement or installation of new carpet.

5.18.4.2. **Carpet Removal.** Remove and dispose of existing carpet and padding, if required, using current common practices of the trade.

5.18.4.3. **Installation of New or Replacement of Existing Carpet.** Installed carpet shall be installed in accordance with the standard practices of the trade. The contractor shall move all furniture as required for the carpet installation. After installation, the contractor shall return furniture to original location. Replacement of carpet and pad over 1 square yard each is a **reimbursable** line item.

5.19. **WATER REMOVAL AND DEODORIZING:** The contractor shall remove water from floors and carpets, and shall mildew-proof and deodorize carpets and clean floors as an emergency. Work shall meet quality standards of TE 4.

5.20. **GOVERNMENT INSTALLED DRAPERY REPLACEMENT/CLEANING AND INSTALLATION.** Contractor shall submit samples of draperies to be used as replacement to the QAE for approval. Certification that the material meets the NFPA standards shall be submitted when requesting approval for usage. Replacement/cleaning is a **reimbursable** line item.

5.21. COUNTERTOP/VANITY/CABINET/SHELVES REPAIR OR REPLACEMENT

5.21.1. **General.** Missing, damaged, or deteriorated doors, drawers, shelves and related hardware shall be repaired or replaced to provide a sound, complete, and operable cabinet. Cabinet finishes shall be restored. Counter tops and splash backs shall be repaired, when possible, to provide a serviceable, watertight surface.

5.21.2. **Countertop/Vanity/Cabinet/Shelves Repair.** The contractor shall repair or replace all damaged countertops/vanity/cabinets/shelves. Repairs shall be watertight, neat in appearance, match existing, and meet quality standards of TE 4.

5.21.3. **Countertop/Vanity/Cabinet/Shelves Replacement.** Replacement is a requirements line item. Replacement shall match existing and shall be installed IAW the manufacturer's written instructions using adhesive recommended by the manufacturer. If unable to match existing units, replacement of adjacent countertop/vanity/cabinets/shelves may be required. The contractor shall provide samples for selection to the QAE for approval.

5.22. ROOF INSPECTION, REPAIR AND REPLACEMENT

5.22.1. **General.** The contractor shall inspect roofs as part of the exterior maintenance program or during COM for deterioration and damages to preserve the watertight integrity of the roof. Major roof repair in excess of 5 squares per unit, per job order, is a requirements line item.

5.22.2. **Roof Inspection.** The contractor shall maintain roofs to preserve a Federal Specification SS-T-312b, Type IV 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 Federal Specification SS-T-312b, Type IV condition using methods consistent with the type of construction. The contractor shall accomplish maintenance work on a continuing basis that shall preserve the Federal Specification SS-T-312b, Type IV integrity of the roof membrane. When conditions suggesting advanced deterioration is found that require major repair or replacement (more than 5 squares per unit), the contractor shall report this condition to the CO and the QAE.

5.22.3. **Roof Repair/Replacement.** The contractor shall be responsible for making all repairs/replacements necessary to restore the roof to a watertight, structurally sound, and aesthetically acceptable condition. The contractor shall repair or replace deteriorated or damaged roof framing, rafters, decking, metal roof panels, metal flashing and support beams. Repair or replacement in excess of 5 squares is a requirements line item. New wood framing lumber shall be installed where required to replace existing decayed or damaged roof framing lumber (including rafters and out-lookers, or portions thereof), beams, blocking, nails, and similar items, or where support for existing framing is unsuitable. Roof repair shall match existing. If unable to match existing, contractor shall submit sample to QAE for approval.

5.22.4. **Replacing Wood Trim.** Existing wood fascia boards, frieze boards, and other eaves and rake trim, which are decayed or otherwise unsuitable, as determined by the QAE, shall be replaced with new trim. New trim shall be same size as existing trim unless otherwise directed by the QAE. New fascia boards shall be installed in not less than 8-foot lengths.

5.22.5. **Protection.** The contractor shall protect housing units and components from damage by the weather during roof repairs or replacement.

5.22.6. **Roof Flashing.** The contractor shall maintain flashing to form an effective water seal. Repairs shall be made to prevent corrosion and erosion. Repair or replacement shall match existing.

5.22.7. **Gutters and Downspouts.** The contractor shall maintain gutters and downspouts in a condition to carry water away from the building to prevent erosion drainage. Damaged or deteriorated gutters or downspouts

shall be sectioned and replaced. The contractor shall remove debris from gutters and downspouts and clean or replace wire downspout caps. Missing gutters and downspouts shall be replaced with material of same type and quality. Replacement or newly installed gutters in quantities over 30 LF is a requirements line item.

5.23. RECURRING EXTERIOR FACILITY INSPECTION AND REPAIR

5.23.1. **Exterior Facility Inspection Schedule.** The contractor shall provide a written schedule, by month, year, and facility number, for annual exterior inspection, maintenance, repair, or replacement, for acceptance by the QAE., IAW TE-2, CDRL 006. The contractor shall fill out a contractor-furnished checklist, in duplicate, showing the facility number, date of the inspection, the name of the individual performing the inspection, and a list of all items requiring repairs regardless if the repairs are within the scope of this contract. The contractor shall turn over to the QAE, a copy of the job order upon the completion of the inspection. The contractor shall accomplish all exterior maintenance and repair items within 15 workdays after the inspection IAW TE 4. Upon job completion, the contractor's Project Manager or quality person shall sign the completed job order original and file it in the facility jacket. The contractor shall notify the QAE, in writing, daily, of all completed maintenance and repairs. This schedule shall not be changed unless requested and approved at least 10 days prior to the start of the following scheduled month.

5.23.2. **Inspection.** The contractor shall inspect all facility exteriors at least annually using a contractor provided checklist/job order to provide written documentation for recording the inspection and required repairs or replacement for each facility. The contractor shall submit for approval a contractor-furnished recurring maintenance job order and accomplish all required repairs during annual inspection, work order, or during COM on unoccupied units. File completed forms in each facility file. The contractor shall make an appointment to accomplish inspection and repair or replacement on occupied units.

5.23.3. **Doors, Windows, and Screens.** The contractor shall inspect, repair, or replace doors, windows, and screens IAW TE-4.

5.23.4 **Roof Debris Removal.** The contractor shall remove and dispose of all leaves, straw, gravel and other debris from roofs, gutters, and downspouts. This service will be accomplished during performance of annual exterior maintenance, COM maintenance, or by service call.

5.23.5. **Water Heaters (WH).** The contractor shall inspect water heaters and perform maintenance IAW manufacturer's recommendation and TE-4.

5.23.6. **Government-Owned Gas System in Housing Areas.** The contractor shall accomplish exterior gas line and regulator testing, maintenance, and repair as part of contractor's Exterior Facility/Equipment Inspection. Regulators shall be inspected for cleanliness, hazards, damage or corrosion. Regulators shall be checked to ensure they are open and a screen protects the vent outlet. Defective valves, including re-seating, reinstalling, and/or replacing lost or damaged valve boxes, and all detected gas leaks which will support combustion, or create an explosive mixture of gas, shall be repaired. The contractor shall test, maintain, repair, or replace all interior gas lines, fittings, and valves during accomplishment of annual recurring equipment maintenance, COM, or service call. The contractor's responsibility includes all inside and outside gas lines, Government-owned, gas distribution and service lines from the main. In areas A, F, G, and H, the Government-owned gas distribution system goes from the main gas line in the street through the interior of the units. In areas B, C, and E, the Government-owned gas distribution system is from the shut-off valve at the unit through the interior of the units.

5.23.7. **Appointment Schedule**. The contractor shall make three attempts per unit to schedule this inspection by physically going to the unit, and if no one is at home, leave a notice for the occupant to call in to make an appointment allowing three days between visits. If the occupant does not call within 3 days after the second visit, the contractor shall make one attempt to telephone the occupant at home and one at work. If the contractor still cannot contact the occupant by telephone, the contractor shall turn the job order over to the QAE

the same day. The contractor shall annotate the recurring maintenance job order as to the date and time the notices were left, and the telephone contacts attempted.

5.23.8. **Appointment Reschedule**. The QAE will contact the occupant or the member's squadron, and the contractor shall then schedule the inspection.

5.24. RECURRING MAINTENANCE INSPECTION, REPAIR, AND REPLACEMENT, INSTALLED EQUIPMENT

5.24.1. **Recurring Equipment Maintenance Schedule.** The contractor shall provide a written schedule showing month, year, and facility number for recurring equipment inspection, repairs, and maintenance/replacement for approval by the QAE, 2 weeks before contract start date, and thereafter 2 weeks prior to the start of each following year. The schedule shall provide for annual inspection, repairs, or replacement of equipment. All items of equipment shall be inspected and repaired or replaced at least once during each contract year by the contractor. The schedule shall be prepared and submitted in the format required in TE 2, CDRL 007. This schedule shall not be changed unless requested and approval is obtained at least 10 days prior to the start of the following scheduled month.

5.24.2. **Inspection.** The contractor shall inspect all installed equipment at least annually using a contractor provided checklist/job order to provide written documentation for recording the inspection and required repairs or replacement for each type of equipment. The contractor shall submit for approval a contractor-furnished recurring maintenance job order and accomplish all required repairs or replacement for all equipment during annual inspection, work order, or during COM on unoccupied units. File completed forms in each facility file. The contractor shall make an appointment to accomplish inspection and repair or replacement on occupied units.

5.24.3. **Repair/Replacement.** All recurring installed equipment maintenance and repairs or replacement shall be accomplished on equipment during the time frame stated in TE 5 and the contractor's schedule, and meet quality standards of TE 4 and this contract.

5.24.4. **Record Deficiencies.** The contractor shall record all installed equipment deficiencies on the recurring maintenance job order for repair or replacement and complete the work by the time specified in sections throughout the contract. The quality of work accomplished shall meet the requirements of TE 4 and this contract. This work shall be performed under the basic contract.

5.24.5. **Heating, Ventilating, and Air Conditioning Systems.** Contractor shall perform maintenance and repairs on all systems. The contractor shall accomplish maintenance to provide a safe, economic, and operable system. These systems shall be maintained to the standards specified by Industry Standards and Codes, and as referenced in Section C-6. Heating and air conditioning systems shall provide room air temperatures consistent with Government energy conservation guidelines and medical exemption conditions. 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 of Ozone depleting agent's equipment must be EPA approved.

5.24.6. **Furnace and Cooler Filter/Pads.** The contractor shall furnish and install filters or cooler pads or all the air conditioning, cooler and furnace units. All cooler filter pads and furnace filters shall be replaced when deteriorated IAW the manufacturer's recommendations by the contractor during the annual recurring maintenance period. Replacement cooler pads shall be of the type recommended by the manufacturer. The contractor shall make replacement air conditioning filters, furnace filters, and cooler pads available for occupants of all accompanied housing units at the U-Fix-It Store, see TE 3c, or replace them on a service call.

5.24.7. **Evaporative Coolers.** The contractor shall perform scheduled maintenance on all evaporative cooling units IAW manufacturer's recommendations.

5.24.8. **Drinking Fountains.** The contractor shall perform scheduled maintenance on drinking fountains IAW manufacturer's recommendations. Repair or replace defective drinking fountains, and associated components as required.

5.24.9. **Exhaust/Ventilation Fans.** The contractor shall perform scheduled maintenance on all types of exhaust/ventilation fans IAW manufacturer's recommendations. Repair or replace defective exhaust/ventilation fans and associated components as required.

5.24.10. **Emergency Lighting Systems.** The contractor shall perform scheduled maintenance on all types of interior and exterior building emergency lighting systems IAW manufacturer's recommendations. Repair or replace defective components as required.

5.24.11. **Mechanical Rooms.** The contractor shall keep the maintenance facilities mechanical rooms clean. This includes, but is not limited to keeping the areas clean around all pieces of equipment, replace burnt out light bulbs in mechanical rooms where the equipment is housed, and ensure all covers and guards are installed on equipment and associated switches on walls of mechanical rooms.

5.24.12. **Playground Equipment.** The contractor shall maintain and repair Government owned playground equipment in and adjacent to the housing areas to make sure all equipment is operative and safe. Maintenance and repair includes painting, removal and replacement of parts that are damaged, missing or deteriorated. Match original appearance (markings and coloration). The protection of woods, metals, and replacement of all inoperative/unsafe equipment shall be the responsibility of the contractor. The contractor shall inspect/repair each playground at least monthly to make sure all equipment is safe and in good repair.

5.24.13. **Dryer Duct/Vent Cleaning.** Annual cleaning requirement to be done in conjunction with furnace/heater PMI.

5.25. **UTILITY SYSTEMS**

5.25.1. **Plumbing Systems (Water Lines).** The contractor is responsible for inspecting, testing, and maintaining the plumbing systems and associated components in the building interior including pipes under the slab/foundation, and the service line to the main, to include the cutoff valve and corporation stop. Plumbing systems and associated components shall be operational IAW the UPC. The systems shall be in a safe and usable condition for each unit. The contractor shall remove any standing water in the house. Corporation stop repair/replacement is a requirements line item.

5.25.1.1. Sewer lines shall be all interior sewer and drainage lines, to include the lateral sewer lines outside the building foundation to the main sewer line.

5.25.1.2. Lateral lines shall be al lines that branch off the main sewer line and all arteries and service lines including the 6" lines of plumbing that branch away form duplex units.

5.25.2. **Sewer Lines.** The contractor shall service, maintain, repair, or replace sewer lines. Sewer lines shall be freed from stoppages from the unit to the main as part of the basic services. The contractor should note 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). The contractor is responsible for replacement of defective or damaged sewer lines. 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. The contractor, using seed, sod, or hydra-seed, of a type that best matches the original lawn area, shall repair any damage within 5 workdays. Replacement of sewer lines over 15 LF is a requirements line item.

5.25.3. **Gas Lines.** The contractor shall ensure the gas system in each unit is in a good, safe operating condition. 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; gas cocks and appliances, nipples, flexible connections, unions, reducers, appliance pilot lines, and associated gas distribution equipment.

5.25.4. **Electrical.** The electrical systems on housing units shall be safe and operable. All replacement materials and components shall be listed or approved by Underwriters Laboratories (UL). All work shall conform to the requirements of the National Electrical Code (NEC). The contractor is responsible for all maintenance and repair within the housing units, and out to and including the main disconnect switch on underground service, and mast and weather head on overhead service.

5.25.5. **Telephone Lines and Telephone Jacks.** The contractor shall maintain existing lines and jacks with a minimum of two telephone lines and two telephone jacks in each accompanied housing unit. The contractor shall test and repair or replace all Government provided telephone lines and jacks as required. Lines originate at the telephone company's connection box and end at jacks (includes jacks) located inside the house. This service is covered under the basic contract. The contractor shall install additional lines and jacks as a separate contract line item. During COM the contractor shall ensure existing lines and jacks are functional. Abandoned lines shall be removed.

5.25.6. **Fire Alarm Systems.** The contractor shall maintain and repair all interior electrical circuitry and devices/components for the Fire Alarm Systems, from the point after the transponder box, to include battery systems and charger IAW the manufacturer's instructions. Contractor shall respond to fire alarm activation within 1 hour to reset the system and/or repair/replace defective components. The Contractor shall notify the Fire Department prior to starting any maintenance, and upon completion. All maintenance shall be in compliance with NFPA 72.

5.26. **UTILITY OUTAGES.** The contractor shall respond to all utility outages as emergencies. The contractor shall notify the QAE of scheduled utility outages at least 24 hours prior to the scheduled outages.

The Government will notify the contractor of any Government directed utility outages. When it is necessary to interrupt utilities for maintenance, the contractor shall notify the QAE and all affected occupants in writing, prior to the interruption. Regardless of cause, either scheduled or unscheduled, when utility service is reinstated the contractor shall light all pilot lights within 24 hours. The contractor shall schedule the shut off of utilities through Civil Engineers when required to work on service lines to housing units/quarters. The contractor shall follow current Operating Instructions for planning utility outages.

5.27. DAMAGES REPAIR/REPLACEMENT

5.27.1. **Occupant Damages.** The contractor shall be responsible to repair occupant caused damages. When the contractor suspects occupant abuse of facilities the contractor shall notify the QAE in writing the same or next duty day, and. provide a written cost estimate for repairs. When the dollar value exceeds $50, the contractor shall repair or replace occupant-caused damages as a cost reimbursable item.

5.27.2. **Demolition/Repair.** The contractor shall be responsible for any demolition and repair needed for inspection or treatment of termites, rodent damage, removal of bees, insects, varmints, birds, etc. Demolition and repairs/replacement are requirements line items. (The criteria provided in para 5.22.3 shall apply to repairs caused by wood-destroying insects.) The contractor shall notify the Government when active bird nests are discovered to report to Environmental Management to verify if birds are protected by the Migratory Law.

5.27.3. **Disaster Damage Repair.** The contractor shall repair damage to facilities (other than maintenance and repair requirements already identified in this contract) caused by, but not limited to, fire, freezing, wind, or flooding and shall be accomplished as a requirements line item.

5.28. ABANDONED QUARTERS AND MOBILE HOME PARK SPACES

5.28.1. **Cleaning of Abandoned Quarters.** Contractor shall clean all abandoned units, regardless if COM is accomplished or not, as a requirements line item. The contractor will receive the units in an as-is condition. Cleaning will include the complete interior and exterior of the unit, including the removal of self-help items inside and out, and meet quality standards in TE-4.

5.28.2. **Mobile Home Park Spaces.** The contractor shall restore abandoned vacant lot. The contractor shall remove personal property, fill holes, level grounds, repair sprinklers, clean drive-way, cut grass, edge, rake, trim bushes, trim trees, remove sucker growth, clean driveway, clean trash and recycling cans, and remove all trash and debris.

5.29. GROUNDS MAINTENANCE

5.29.1. **Grounds Maintenance.** The contractor shall perform all operations necessary for grounds maintenance of improved and semi-improved housing areas, vacant units, and common grounds including fire breaks, drainage ditches, leach lines, and storm sewer grates to clean and to provide adequate runoff and meet quality standards in TE-4.

5.29.2. **Location.** The work area sites include all housing areas. All vacant units, Mobile Home Park vacant/abandoned spaces, the Housing Office (Building 6696), Buildings 6691, 6692, 6693 and 6694 including parking areas and the court yard, Area B Playgrounds, Area C Playgrounds, Area F Playground, Area G Playground, Area H Playground, Area I Playgrounds, Mobile Home Park Playground, defined common improved and semi-improved housing areas.

5.29.3. **Work Schedule.** The contractor shall submit to the QAE his proposed work schedule for coordination and approval, (TE 4, CDRL 008). Work schedule shall be submitted 10 days prior to the start of each month and shall indicate the planned grounds maintenance, service, location, and the dates service shall be accomplished for the entire month (all improved and semi-improved housing areas, playgrounds, and buildings). All areas other than vacant housing units shall be maintained on a weekly basis year-round. The QAE may require spot or follow-up services at any time. The schedule for servicing vacant housing units not in COM and vacant for more than 30 days shall be maintained weekly. Additional grounds clean up may be requested for special VIP routes as a requirements line item.

5.29.4. **Principal Features.** The work to be accomplished includes, but is not necessarily limited to, the following principal features:

5.29.4.1. Maintain lawns and adjacent areas a minimum of 8 feet beyond perimeter wall or grass line. Sod and hydro-seed shall come under a reimbursement line item. Labor shall be a part of the basic service.

5.29.4.2. Maintain shrubs, bushes, flowerbeds, trees, rock-scaped areas, and ground covers.

5.29.4.3. Irrigate grass, shrubs, trees and ground covers.

5.29.4.4. Maintain, operate, repair, replace or install new irrigation systems.

5.29.4.5. Maintain improved and semi-improved common areas throughout accompanied housing areas and the mobile home park.

5.29.5. **Disposal Area.** All green waste material, as applicable, shall be disposed of at the Edwards AFB Sanitary Landfill compost area approximately one mile from the housing area.

5.29.6. **Precautions.** The contractor shall take precautions to prevent rutting or tearing up lawns. Following rains, or when ground is soft, the contractor shall use only equipment that will not damage lawns. Contractor shall restore damaged areas at no expense to the Government. **Do not cut desert vegetation except as directed by the QAE.**

5.29.7. **Housing Area Playgrounds.** All playgrounds shall be policed daily and maintained IAW TE-4.

5.29.8. **Trees and Palm Trees.** All trees and palm trees shall be trimmed up to 8' by cutting dead branches and proper shaping of remaining branches. All trees shall be staked or unstaked, and guided to maintain proper growth as necessary or as directed by the QAE.

5.29.9. **Vacant Units.** The contractor shall maintain current and accurate records of each vacant housing unit by picking up an updated "Add and Delete" list at Building 6696 each morning. This list will be for information and record keeping purposes only, and will reflect the addresses of each newly vacated unit and the address of each unit no longer vacant. The date on the "Add and Delete" list will be used to calculate the frequency of services due or no longer required. Vacant COM units shall come under the basic contract. Vacant units not in COM and vacant for more than 30 days, are requirements line items. Vacant lawn service shall include principal features (reference Section C 5, Paragraph 5.29.4) and is a requirements line item. All grounds will present a neat and well-kept appearance after each servicing. The grounds of each vacant unit will consist of the same boundaries as that of occupied units within each housing area. The trimming of all shrubbery and trees shall be within 50 feet of the unit, half the distance from surrounding units, or from the unit to the center of the street.

5.29.10. **Perforated Pipe Drainage and Sump Pump Systems.** The contractor shall maintain and repair leech lines and French drainage systems (perforated pipe and segmented clay tile) by mechanically snaking once every six months to ensure proper drainage. Replacement or installation of new perforated pipe drainage lines is a requirements line item. The contractor shall maintain and repair sump pumps.

5.29.11. **Soil Delivery.** The contractor shall load and transport Government provided soil to the U-Fix-It Store and to individual housing units as required.

5.29.12. **Outdoor Volleyball Courts and Horseshoe Pits.** The contractor shall maintain the sand pit areas by tilling, weeding and replacing the sand with a clean beach sand material to maintain the playing areas in a safe, serviceable condition.

5.30. IRRIGATION SYSTEM OPERATION, MAINTENANCE, REPAIR/REPLACEMENT

5.30.1. **General Information.** In emergency periods the Government will be authorized to operate the timers or main valves to shut down systems to prevent damage to building or prevent excess water usage due to malfunctions.

5.30.2. **Maintenance, Repair, and Replacement of Irrigation Systems.** The contractor shall maintain, repair, and replace irrigation systems including reclaimed water systems domestic and effluent in accompanied housing units, playgrounds, semi-improved and improved housing common areas. Repair or replacement of existing irrigation systems of 50 LF or less shall come under the basic services. Repair work to the existing irrigation systems consists of locating and repairing or replacing defective and broken valves, anti-siphon valves, timer boxes, heads, pipes, hydraulic or electric control lines, risers, tees, and nipples, regardless of how deep the systems are placed in the ground. Water main corporation stops are the contractor's responsibility and are requirements line items.

5.30.3. **Self-Help Installed.** The contractor shall be responsible for inspecting and approving all Self-Help-installed irrigation systems, including making water supply connections and final inspection of irrigation systems prior to occupant back-filling trenches.

5.30.4. **Install New Irrigation System.** Installation of irrigation systems is a requirements line item.

5.30.5. **Grass Irrigation.** Irrigation shall be accomplished by using the existing automatic or manual sprinkler systems, or by using contractor-furnished hoses and sprinklers. During the winter months, irrigation systems shall be shut off at the main sprinkler system shut-off valve to prevent freezing damage to the systems. The contractor shall still perform functional checks during this period and water as necessary to preserve healthy lawns. The frequency and duration of irrigation of grass areas shall be as required to maintain healthy growth and color in lawns. The contractor shall take special care to use alternate watering methods to prevent lawns from spotting and browning out. The application of water shall be controlled to avoid water waste during periods of inclement weather by temporarily shutting down systems as necessary.

5.30.6. **Shrub, Bush, and Tree Irrigation.** All shrub, bushes and trees shall be irrigated to maintain moisture and healthy growth. Existing wells shall be maintained as part of the basic contract. Newly constructed tree wells shall have a 5-gallon capacity and is a requirements line item.

5.30.7. **Watering Times.** Areas under automatic systems shall be operated between 7:30 p.m. and 5:30 a.m. during the summer months as required, or as directed by the QAE. Alternate watering methods shall be used when systems are under repair or more water is necessary to preserve healthy lawns. All irrigation shall be performed so as not to cause interference with public or recreational activities. In extreme heat conditions additional watering may be required to maintain a green lawn.

5.30.8. **Vacant Units.** Vacant units shall be watered as often as needed to maintain healthy and green lawns. The length of each watering shall be as necessary to keep lawns healthy and green. Irrigation shall be accomplished by using the existing in-place system or by using contractor-furnished hoses and sprinklers. The application of water shall be controlled to avoid erosion and waste. During the dormant season, vacant units shall be watered at least once a week, depending on weather conditions. The contractor shall repair and maintain the irrigation system at each unit in good working condition at all times.

5.31. **MASONRY WORK.** The contractor shall inspect, maintain, repair or replace all masonry block walls, brickwork, and pavers to provide a safe and usable condition. The inspections will be accomplished during COM and Annual Exterior Maintenance. On repairs and/or replacements, all debris will be deposited at the Sanitary Landfill area. Replacement is a requirements line item, and shall be accomplished IAW TE 4.

5.32. **CONCRETE AND ASPHALT.** The contractor shall repair or replace defective areas of pavement, parking areas, driveways, sidewalks and curbs as identified during exterior inspections, COM, or as service calls. The contractor shall be responsible for maintenance, repair, and replacement of patios and sub-floors as basic service. For driveways, sidewalks, patios, pads, and sub-floors, replacement of square footage over 75 square feet is a requirements line item, and shall be accomplished IAW TE-4. The contractor shall be responsible for installation of new concrete such as sidewalks, handicap access to existing sidewalks and Mobile Home Park pads in new areas.

5.33. **SIGNAGE.**

5.33.1. **General.** The contractor shall inspect, maintain, repair, replace, and install as required all traffic control, directional, informational, and name signs including sign posts (brown background) and mounting hardware, in accompanied housing areas in compliance with the current AFFTC Sign Standard and 95 CEG Operating Instruction (OI) 88-1. Replacement or installation of new signs is a requirements line item.

5.33.2. **House Numbers.** Missing, deteriorated, or damaged house numbers shall be replaced with numbers matching existing numbers. Identification numbers shall be of the same size, color, and style as the existing numbers. Damaged or deteriorated Address-O-Lite fixtures shall be repaired or replaced with a unit of the same type, size and quality.

5.33.3. **Nameplates and Holders.** Missing or damaged nameplates and nameplate holders shall be replaced with holders of the same type, size, and quality.

5.34. **FENCES.**

5.34.1 **Existing Government Installed Fences.** The contractor shall inspect maintain and repair or replace damaged, missing, or deteriorated fencing, (wood, chain link, or other material) existing fences and gates with like items to maintain the standards in TE 4. Replacement is a requirements line item.

5.34.2. **New Fences.** The contractor is to install new fencing as a requirements line item.

5.35. **INTERIOR BUILDING ACCESSORIES**

5.35.1. **Floors.** Floor maintenance may include resilient floor covering, ceramic tile, wood or carpet. Damaged or deteriorated flooring shall be repaired or replaced to provide a uniform, aesthetic surface to match existing when applicable IAW with this contract and standard practices of the trade. The contractor shall re-inspect exposed portions of the substructure during repair or replacement activity. Any structural damage or deterioration shall be repaired. When floors have been flooded, the contractor shall remove the water from the floor to prevent damaging the floors or sub flooring (including carpets). Floors shall be maintained to the standards listed in TE-4.

5.35.2. **Interior Window Treatments.**

5.35.2.1 Venetian Blinds/Mini Blinds, and Verticals. Venetian/mini blinds and verticals shall be restored to an operating condition. Cracked or damaged slats shall be replaced. Worn cords shall be replaced. Soiled or worn tapes shall be replaced.

5.35.2.2 Traverse Curtain Rods. Sagging and non-functioning rods shall be restored to an operating condition. If beyond repair, rods shall <u>not</u> be replaced.

5.35.2.3. Window Shade. Non-functioning shades shall be restored to operating condition; any shades beyond repair or soiled, worn, torn, shall be replaced. Provide new shade(s) at the location where the shade(s) are identified as missing.

5.35.3. **Door/Window Glass**. All thermal paned glass shall be maintained to retain its thermal integrity. The contractor shall use safety glass to repair or replace cracked or broken glass.

5.35.4. **Bathroom Fixtures and Accessories**. Bathroom fixtures and accessories including, but not limited to water closets, bathtubs, shower stalls, lavatories, and medicine cabinets shall be maintained in a safe and esthetically pleasing condition. Damaged, cracked or deteriorated caulking shall be removed and replaced with a white or clear silicone base sealant. The contractor shall replace fixtures when missing, damaged, rusted, pitted, deteriorated, or when directed by the QAE.

5.35.5. **Smoke Detectors.** Contractor shall inspect annually during heater turn-on, replace battery, clean, test, and ensure each unit is in operational order and responds to both the canned smoke and the test button. The contractor shall replace non-operational units.

5.35.6. **Carbon Monoxide Detectors.**

5.35.6.1. The contractor shall inspect annually and ensure each unit is in operational condition.

5.35.6.2. The contractor shall replace the sensor pack in odd number years during heater turn-on, COM or service call.

5.35.7. **Fire Extinguishers.** The contractor shall check each unit to assure proper charge. The contractor shall be responsible for the pickup and delivery to the base fire department, of empty cylinders, in lots of ten or

more, to be refilled at no cost to the contractor. The contractor shall replace/install missing/defective fire extinguishers as part of the basic services.

5.35.8. **Fireplace and Chimneys.** Contractor shall inspect and maintain fireplace structures in accompanied housing. The contractor shall clean fireplace chimneys, biannually, in even-numbered years, IAW National Fire Protection Association Code, Standard #211, as part of the basic services. Chimney flue, firebox, damper, and ash dump shall be free of ashes. Grates, gas valve handles, and 4-piece fireplace sets shall be repaired or replaced as needed

5.35.9. **Other Equipment.** The contractor shall maintain equipment to operate at the original design capacity and performance of the intended function. Examples of type of equipment items that are included under this section are listed below:

5.35.9.1. Exhaust Fans,
5.35.9.2. Ceiling fans,
5.35.9.3 Door Bells,
5.35.9.4. Roof ventilators,
5.35.9.5. Garbage Disposals,
5.35.9.6. Built-in Dishwashers,
5.35.9.7. Remote Control Switches.

5.36. EXTERIOR ACCESSORIES, AND STORAGE STRUCTURES

5.36.1. **Balconies, Porches, Carports, Pavilions and Exterior Storage Structures.** Damaged, missing, defective, or badly deteriorated portions of exterior steps, landings, railings, posts, carports, awnings, patio covers, and exterior storage 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.

5.36.2. **Clotheslines.** Damaged or missing clotheslines and supporting structures and accessories shall be repaired or replaced. Replacement items shall be of the same size, type and quality.

5.36.3. **Mailboxes.** Missing or damaged mailboxes shall be replaced with mailboxes of the same type and quality.

5.36.4. **Structural Wood.** Damaged and deteriorated structural wood shall be repaired or replaced (with grade #2 wood, minimum) 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.

5.36.5. **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.

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

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

5.36.5.3. Screen Doors. Damaged, deteriorated or missing screen doors shall be repaired or replaced with new material.

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

5.36.7. **Hose Bibs.** Leaking faucets, broken handles, and other defects shall be repaired. Slabs near 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).

5.36.8. **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.

5.36.9. **Pavement Blocks/Bumper Blocks.** Maintain accurate and legible numbering of blocks where required. Replace deteriorated blocks.

5.37. **ACCOMPANIED HOUSING U-FIX-IT STORE**

5.37.1. **Location.** The contractor shall operate the U-Fix-It-Store in its existing location, Building 6692.

5.37.2. **Hours of Operation.** The store shall be open for use at a minimum between the hours of 8:00 a.m. and 5:00 p.m., Wednesday through Sunday, except for federally observed holidays. The store may be closed on Mondays and Tuesdays.

5.37.2.1. Change of Hours. Changes to these hours must be approved by the Base Civil Engineer upon written request from the contractor to the CO. Such requests must include the rationale for the requested changes and be submitted at least two weeks prior to the desired implementation date to permit adequate staffing and publicity.

5.37.3. **Store Stock.** Contractor must maintain minimum stock for issue to housing occupants. The lists of items that must be stocked are shown in TEs 3c and 7a. It also shows minimum quantities that shall be available for issue at the start of each business day. Existing store stock will be transferred to the contractor, at start of contract.

5.37.4. **Stock Replenishment**. The contractor shall be responsible for replenishing store stock as required to maintain minimum quantities shown in TE-7a. The Government will reimburse replenishment costs for TEs 3c and 7a under a reimbursable item, based on monthly contractor billings that include supplier invoice. No reimbursement will be made for other items since their issue merely allows voluntary occupant accomplishment of maintenance work that is already a responsibility of the contractor under the basic service. The contractor shall include store stock supplies in the Annual Inventory report required by TE 2, CDRL 010.

5.37.5. **Tools for Loan.** Contractor shall furnish and maintain grounds maintenance equipment listed in TE 7b. Loan equipment shall be issued utilizing AF Form 1297, Temporary Hand Receipt, which will be provided by the Government. Equipment will be loaned for no longer than two days and the contractor will contact customers who are late in returning equipment. Situations involving longer loan periods or difficulty in securing return of equipment shall be referred to the QAE for disposition.

5.37.6. **Control of Issues.**

5.37.6.1. Issues can only be made to current occupants of housing units on Edwards AFB. The on-base Mobile Home Park (MHP) may be issued lawn irrigation and lawn care supplies (TE 3c, Items 73 through 114 and TE 7a), and may obtain tools for loan. Each month the QAE will provide the contractor with a list of authorized customers residing in the Housing and MHP areas. The contractor will check customer identification cards and match the identification with the current authorized list prior to issue of material or loan of equipment. Questionable situations will be referred to the QAE for resolution.

5.37.6.2. Records for stock issues shall be maintained for accompanied housing and the mobile home park showing the item, quantity, date issued, and also bears the signature of the customer receiving the stock. These receipts shall be given to the QAE in the morning of the first workday following the actual transaction.

Individual issue records shall be maintained and made available for QAE review. In addition, a simple log of store issues shall be prepared and permanently retained. This log will show as a minimum the date, item, quantity issued, and to whom issued. Should abnormal/excessive issues for any particular customer be suspected, the matter shall be referred to the QAE for disposition. Self-Help sprinkler installation parts issued on approved AF Form 332 shall require an additional receipt bearing the same information as the stock issue record.

5.37.6.3. The contractor shall maintain a separate individual record for each housing unit by address documenting items issued. Current occupant shall sign for issues. The Housing Office shall provide a current list of occupants to the contractor weekly. The contractor shall notify the QAE if an occupant appears to be requesting excessive amounts of supplies.

5.38. STREET SWEEPING

5.38.1. **Requirement.** The contractor shall provide all personnel, street sweeping equipment, tools, materials, supervision, and other items and services necessary to perform street sweeping on a bi-weekly basis throughout accompanied housing areas. Sweeper shall remove all dirt, leaves, and other debris from the entire pavement surface including the curbs and gutters. Water shall be used to control dust. **The contractor will be allowed to fill sweeper trucks with water at a designated location within one mile of the housing area. The contractor is responsible for removal of debris collected by street sweeping from the base.**

5.38.2. **Locations.** Areas to be swept are located in Accompanied Housing Areas. The Accompanied areas include areas A, B, C, E, F, G, H and I. Also included are Bailey Avenue, Payne Avenue, Fitzgerald Boulevard, and Forbes Avenue. The Unaccompanied housing areas to be swept are Area D, Hospital Road, including hospital access roads and surrounding parking areas, and the hospital dormitory parking area at Bldg. 5510.

5.39. **ASBESTOS**

5.39.1. **General.** The contractor shall comply with the Air Force Flight Test Center Environmental Management Base Asbestos Coordinator (AFFTC/EM BAC) procedures. All applicable federal, state, county, and local regulations shall be adhered to.

5.39.2. **Removal and Disposal.** The contractor shall safely and legally sample, analyze, and abate asbestos containing material (ACM) from Edwards AFB accompanied housing when required. Removal and disposal of more than 20 square feet of asbestos containing materials is a requirements line item. Testing of materials in quantities of **21** or more samples per day is a requirements line item. The contractor shall comply with Title 8 CCR, Section 1787 of the Business and Profession Code, as amended February 8, 1996.

5.39.3. **Submittals.** The written approval of AFFTC/EM BAC is required for submittals with an "AFFTC/EM BAC" or "95 AMDS/SGPB" designation prior to commencement of work.

5.39.3.1. Asbestos Abatement Plan. The asbestos abatement plan shall be submitted at least 15 working days prior to the start of contract.

5.39.3.2. Safety Plan. Submit a written Safety Plan at least 15 working days prior to starting work.

5.39.3.3. All other documentation required by Federal, State, and local regulations, i.e. licensing, employee health records, fit tests, etc. shall be submitted prior to starting work.

5.40. **LEAD-BASED PAINT**

5.40.1. **General.** The work covered by this section includes the handling and disposal of lead-based-paint (LBP) containing materials which are encountered during demolition, repair, and construction projects and describes procedures and equipment required to protect workers and occupants of the work area from contact with airborne LBP dust and debris. The contractor shall safely and legally sample, analyze, and abate LBP containing material from Edwards AFB accompanied housing when required. Removal and disposal of more than 20 square feet of LBP containing materials is a requirements line item. Testing of materials in quantities of 100 or more samples per day is a requirements line item. Currently there are no federal health based standards for lead in paint, soil, and dust. Although the LBP Hazard Reduction Act of 1992, Title X, requires the Environmental Protection Agency (EPA) to define lead contaminated dust, paint, and soil by 1994, the guidelines have not been made available for this contract. The Air Force Flight Test Center Policy is to follow all HUD, State, and local guidelines that apply to housing.

5.40.2. **Submittals.**

5.40.2.1. The Air Force Flight Test Center Lead-Based Paint Coordinator's (95 AMDS/SGPB) written approval is required for submittals with a "95 AMDS/SGPB" designation prior to commencement of work. The Air Force Flight Test Center Environmental coordinator's written approval (AFFTC/EM) is required for submittals with an "AFFTC/EM BAC" designation prior to commencement of work. The following shall be submitted to the CO for acceptance.

5.40.2.2. Lead-Based Paint Abatement Plan. The lead-based paint abatement plan shall be submitted at least 15 working days prior to the start of work.

5.40.2.3. Safety Plan. Submit a written Safety Plan at least 15 working days prior to starting work.

5.40.2.4. All other documentation required by Federal, State, and local, i.e. licensing, employee health records, fit tests, etc. shall be submitted prior to starting work.

5.41. **MAJOR/MINOR REPAIR PROJECTS.** The government may require special improvements, i.e. minor repair, and major repair by replacement projects to ensure health, safety, restore structural integrity, or provide quality of life enhancements, for example; occupant installed fence removal, replacement of an entire kitchen, bathroom, etc. Upon the request of the QAE, the contractor shall prepare and submit a labor hour estimate and material cost estimate for the work requested. **(Reference priced exhibits).**

SECTION C-6

APPLICABLE PUBLICATIONS AND FORMS

6. GENERAL INFORMATION

Documents applicable to this contract are listed below. The contractor is obligated to follow these documents to the extent they are applicable to the work required by the contract. The listed publications and initial supply of listed forms shall be available at the start of the first operational performance period. It is the responsibility of the contractor to establish requirements with the Publication Distribution Office. Supplements or amendments to these mandatory publications may be issued during the life of the contract and it is the contractor's responsibility to ensure that all publications are posted and up to date.

6.1. RESPONSIBILITIES

All tasks set forth in the contract are the responsibility of the contractor except where wording of the contract explicitly makes the performance a Government responsibility. It is recognized that in conjunction with many tasks set forth therein reference is made to Department of Defense, Air Force, Air Force Material Command, and other directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance. It is also recognized that because such referenced documents have been written with a view toward performance by Government personnel, they may contain language, which indicates performance is to be by Government personnel. Whenever such directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance are referenced, the contractor is to use such references as direction (coded mandatory) or guidance (coded advisory) as appropriate in the performance of the required duties set forth herein and in other sections of the contract as if such references had been written toward performance by contractor personnel.

6.2. REQUIREMENTS

The contractor shall be bound to perform the contract by accomplishing the tasks set forth therein and in the cited references required by this section of the contract provided that:

6.2.1. Should there be a conflict between the contract and references, the contract shall control.

6.2.2. Should there be a conflict between or among two or more such references, those coded as mandatory by the contract shall control over those coded advisory; between or among those similarly coded, those issued by a higher authority shall control over those issued by a lower authority; and between or among those issued at the same level of authority, those with a later date of issue shall control over those with earlier dates of issue.

6.2.3. Any duty set forth in such reference shall call for the exercise of non-delegable discretionary Governmental authority and shall be subject to the final approval of the Government official having such authority, notwithstanding that the contractor may be required to perform duties and render advice at a level below such final approval.

Publication No. Section/Para/Line	Title	Date	Mandatory	Advisory
95 CEG Operating Instruction 88-1	Exterior/Interior Signage	Mar 95	M	
AFFTCP 85-6.	Desert Landscaping	8 Jul 77		A
AFH 32-6009	Housing Handbook	Jun 96	M	
AFI 31-209	The AF Resource Protection Program	Nov 94	M	
AFI 32-1031	Operations Management	Mar 94	M	
AFI 32-2001	The Fire Protection Operations and Fire Prevention Program	Mar 94	M	
AFI 32-6001	Family Housing Management	Apr 94	M	
AFI 64-106	Air Force Industrial Labor Relations Activities	Mar 94		A
AFI 91-202	U.S. Air Force Mishap Program	Jul 94	M	
AFI 91-301	Air Force Occupational and Environmental Safety, Fire Prevention, and Health Program	May 94		A
AFMAN 23-110, v.2	Base Supply Customer's Procedures	Oct 98	M	
AFMAN 37-139	Records Disposition Schedule	Mar 96	M	

AFR 125-14	Motor Vehicle Traffic Supervision	Jul 88	M	
DODI 3020.37	Continuation of Essential DOD Contractor Services During Crisis	Nov 90		A
TO-00-25-211	Repair Allowances and Replacement Criteria for Quarters Furniture, Equipment, and Appliances	30 Jan 85	M	

Air Force Family Housing Carpet and Drapery Policies

6.3. **REFERENCE STANDARDS**

A. American National Standards Institute (ANSI)

B. American Society for Testing and Materials (ASTM)

C. Code of Federal Regulations (CFR 1995)

D. California Code of Regulations (CCR)

E. National Fire Protection Association (NFPA)

F. California Occupational Safety and Health Administration (CAL-OSHA)

G. National Electric Code (NEC)

H. National Institute of Occupational Safety and Health (NIOSH)

I. Underwriters Laboratories (UL):

J. Air Force Occupational Safety and Health (AFOSH):

K. Uniform Plumbing Code (UPC)

L. California Labor Code Section 6401.7 (1995)

M. Kern County Air Pollution Control District Rules (1995)
Including 306 (1993) and 423 (1995)

40 CFR 61, Subpart M National Emission Standard for Hazardous Air Pollutants Rule 1403 Kern County Air Pollution Control District

N. Environmental Protection Agency (EPA)

EPA 560/5 - 85-024 (1985) Guidance for Controlling Asbestos Containing Materials in Buildings

EPA 340/1 -90-018 (1990) Asbestos NESHAP Regulated Asbestos Containing Materials

Guidance

EPA Section 608 (1993) Clean Air Act

O. **Other References:**

Federal Register, 18 April 1990, Vol. 55, No. 75, Department of Housing and Urban Development (HUD).

Federal Register (FR) Publication (1992):
52 FR 171 Asbestos Containing Materials in Schools

Federal Register (FR) Publication (1995)
60 FR 47248 EPA Guidance on Residential Lead Hazard Standards (TSCA Section 403)

Lead-Based Paint: Interim Guidelines for Hazard Identification and Abatement in Public and Indian Housing, as amended, September 1991.

Title 42, U.S.C. Section 4822, as amended, Lead-Based Paint Poisoning Prevention Act (LBPPPA) of 1988

15 U.S.C. 2601 et seq., The Toxic Substances Control Act (TSCA)

6.4. **FORMS**

Form No	Title	Date
AF Form 103	Base Civil Engineering Work Clearance Request	Aug 94
AF Form 332	BCE Work Request	Jan 91
AF Form 370	Contractor Performance Report	Oct 83
AF Form 714	Customer Complaint Record	Jan 85
AF Form 1109	Visitor Register	Jan 90
AF Form 1219	BCE Multi-Craft Job Order	Feb 84
AF Form 1297	Hand Receipt	Jul 87
AF Form 1879	BCE Job Order	Feb 83
AF Form 3000	Material Approval Submittal	Sep 91
CEH Form 5110	Contract Line Item Number Authorization	Feb 95
CEHCC	Customer Concerns	Jul 96
DD Form 1423	Contract Data Requirements List	Jun 90

NO.	TECHNICAL EXHIBIT (TE) INDEX	PAGE

1	SERVICE DELIVERY SUMMARY	57
2	CONTRACT DATA REQUIREMENTS (ACCOMPANIED)	61
3	GOVERNMENT-FURNISHED ITEMS (INDEX)	78
3a	GOVERNMENT-FURNISHED FACILITIES	79
3b	GOVERNMENT-FURNISHED EQUIPMENT	80
3c	U-FIX-IT STORE STOCK LIST	81
4	QUALITY STANDARDS	85
5	SERVICE CALL CATEGORIES	99
6	GOVERNMENT FURNISHED RECORDS, FILES, AND WORK PAPERS	103
7	CONTRACTOR PROVIDED MATERIALS	104