

NAVFAC Preventative Maintenance Services
Descriptions and Specifications (excerpt)

Section C – Descriptions and Specifications (excerpt)

0200000 – Management and Administration

Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Government Regular Working Hours	The Government's regular working hours are from 0700-1600, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior KO approval.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.1.2	Restriction to Contractor Working Hours	The Contractor shall perform services during normal Government working hours unless stated in a particular section of the specification.
2.2.2	Wage Determinations	Wage determinations are included in J-0200000-02.
2.2.3	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1, and so on.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings. The Contractor shall attend meetings as requested by the KO or FSCM.

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2.3.2	Partnering	<p>To increase the likelihood of successful performance of this contract, the Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the clients who will receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and subcontractors teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps.</p> <p>A project's characteristics determine the process level to be used. As such the following partnering level applies to this contract: Contract Partnering Level C</p>
2.3.2.1	Contract Partnering Level C	<p>This level of partnering discusses partnering concepts and benefits and should become a part of the pre-performance conference. The senior Government and Contractor stakeholders present will jointly host the partnering sessions. The partners will determine the frequency of the follow-on sessions. The partnering sessions should be held at locations agreed to by the partners.</p>
2.3.2.2	Contract Partnering Administration	<p>Upon award, the ACO will contact the Contractor, client(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. The initial session must be scheduled as soon as possible after award of the contract. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process. Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member.</p> <p>The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.</p> <p>For more information concerning Partnering read NAVFACINST 11013.40A, which can be viewed in the Government's Contracts Office.</p>
2.3.2.3	Contract Partnering Session Attendees	<p>The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel.</p> <ul style="list-style-type: none"> President/Vice President *Contract/Project Manager *Supervisor/Superintendent *Quality Control Manager Safety Manager
2.3.3	Permits and Licenses	<p>The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, state and local laws and regulations. Provide evidence of such Permits and Licenses to the KO before work commences and at other times as requested by the KO.</p>

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2.3.4	Insurance	Within 15 calendar days after award of this contract, the Contractor shall furnish the KO a Certificate of Insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-05, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.4.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.4.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: <div style="padding-left: 40px;">Comprehensive General Liability: \$500,000 per occurrence</div> <div style="padding-left: 40px;">Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage</div> <div style="padding-left: 40px;">Workmen's Compensation: As required by Federal and State worker's compensation and occupational disease statutes</div> <div style="padding-left: 40px;">Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers</div> <div style="padding-left: 40px;">Other as required by State Law.</div>
2.3.5	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.
2.3.6	Instructions, Directives, and References	Applicable Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, and references are listed in J-0200000-03.
2.3.7	Invoicing Procedures	The Contractor shall submit a monthly invoice, properly completed to include the Firm Fixed Price services performed and Indefinite Delivery Indefinite Quantity services performed for that month. Refer to J-0200000-04 for a sample form.
2.3.8	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting are included in J-0200000-05.
2.4	Government-Furnished Property, Materials and Services	In accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials, and equipment for use in connection with this contract.
2.4.1	Government-Furnished Facilities (GFF)	The Government will not furnish any facilities for use under this contract.
2.4.2	Government-Furnished Utilities	

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2.4.2.1	Availability of Utilities	The Government will furnish water and electricity at existing outlets required for the work to be performed under the contract at no cost to the Contractor. Information concerning the location of existing outlets may be secured from the KO. The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. Meet all Federal, State, local, and activity codes and regulations for backflow prevention devices and electrical transformer provisions. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor at no cost to the Government.
2.4.3	Government-Furnished Materials (GFM)	The Government will not furnish any materials for use under this contract.
2.4.4	Government-Furnished Equipment (GFE)	The Government will not furnish any equipment for use under this contract.
2.5	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and PCB's shall not be brought on site. The KO may at any time require Samples, Material Safety Data Sheets (MSDS) or Manufacturer's Data Cut Sheets of Materials used in this contract.
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide a staff with the necessary management expertise to assure performance objectives and standards are met.
2.6.1	Work Reception	The Contractor shall establish a work reception function with the capability to receive, classify, issue, correspond, and respond to trouble calls and task orders. The Contractor shall be available 24 hours a day, seven days a week, to respond to emergency service calls ordered under the IDIQ portion of the contract.
2.6.2	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and Work Status Reports shall be provided when requested by the KO. A written status report of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.
2.6.3	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls.

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2.6.4	Service Interruptions	If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, affected tenants, and customers at least 7 calendar days prior to the interruption. If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO, affected tenants and customers as soon as practicable.
2.6.5	Quality Management System (QMS)	<p>The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address:</p> <ul style="list-style-type: none"> • Accurate documentation of work processes, procedures, and output measures. • A systematic procedure for assessing compliance with performance objectives and standards. • Accurate documentation of quality inspections conducted throughout the execution of work. • Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.
2.6.5.1	Quality Control Plan (QCP)	Within 15 calendar days after award of the contract, the Contractor shall submit to the KO a QCP. The QCP shall describe the QMS methodology and approaches used under this contract. Within seven calendar days of any change during period of performance, submit to the KO a revised QCP for acceptance.
2.6.5.2	QC Inspection	The Contractor shall establish and maintain an inspection system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. The Contractor shall maintain a file of all scheduled and performed QC inspections, inspection results, and dates and details of corrective and preventive actions. The file shall be the property of the Government and made available during the Government's regular working hours. The QC Inspection File shall be turned over to the KO within five calendar days of completion/termination of the contract.
2.6.5.3	Contractor Quality Control/Assessment Reports	The Contractor shall submit a copy of the Contractor Quality Control/Assessment Report to the KO quarterly for the quality control events performed and assessment-driven corrective actions and process adjustments during the previous quarter. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.

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2.6.6	Environmental Management System (EMS)	<p>The Contractor shall perform work under this contract consistent with the following EMS goals and policy.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Reduce purchase and use of toxic and hazardous materials; • Expand purchase of green products and services; increase recycling; • Reduce energy and water use; • Increase use of alternative fuels and renewable energy; • Integrate green building concepts in major renovations and new construction; • Prevent pollution at the source; and • Continual improvement. <p>Policy:</p> <ul style="list-style-type: none"> • Protect public health and the environment by being an environmentally responsible member of Hawaii's community; • Preserve our natural, historic and cultural resources; • Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials; • Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities; • Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; • Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; • Enhance our program as we develop and implement an Environmental Management System; and • Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. <p>The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO when requested. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions. In the case of a noncompliance, the Contractor shall assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. In the case of a nonconformance, the Contractor shall respond and take corrective action based on the time schedule established by the KO. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.</p>

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2.6.7	Use of Recovered Materials	<p>The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index (website www.epa.gov/cpg/products). Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an ongoing process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, to the KO, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products shall be accepted by the KO before it is used.</p>
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Key Personnel	<p>Within 15 calendar days after award of the contract, for other than qualification requirements required to be submitted with the offer, the Contractor shall submit to the KO a List of Key Personnel and their qualifications and any additional information requested by the KO to certify their qualifications.</p> <p>Within 15 calendar days after award of the contract, the Contractor shall submit to the KO an Organizational Chart showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, QCM, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.</p>
2.7.1.1	Project Manager (PM)	The Contractor shall provide a PM who has relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity. The PM or alternate shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site within two hours when requested by the Government.
2.7.1.2	Quality Control Manager (QCM)	The Contractor shall provide a QCM who shall have full authority and responsibility for assuring performance objectives and standards identified in this contract are met. The QCM may be the same person as the project manager. The QCM or alternate shall be available on-site within two hours after the Government's request.

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2.7.1.3	Site Safety and Health Officer (SSHO)	<p>The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:</p> <p>The SSHO shall have satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past, and have completed the OSHA 10-hour construction safety class or equivalent within the last three years. The SSHO may be the same person as the project manager but shall have fulfilled the pre-requisite qualification and experience.</p>
2.7.2	Employee Requirements	<p>The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety and environmental requirements associated with the work they perform. Competent personnel shall be provided as required. Personnel shall speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures.</p>
2.7.2.1	Employee Appearance	<p>The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.</p>
2.7.2.2	Employee Conduct	<p>Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.</p>
2.7.2.3	Removal of Employees	<p>The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.</p>
2.7.2.4	Proof of Legal Residency	<p>No employee or representative of the Contractor will be admitted to the site of work unless satisfactory Proof of Legal Residency is furnished.</p>
2.8	Security Requirements	<p>The Contractor shall comply with all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained.</p>
2.8.1	Employee Listing	<p>The Contractor shall maintain and provide upon request a current listing of employees. The list shall include employee's name, citizenship, date of birth, social security number, and level of security clearance.</p>
2.8.2	Vehicles	<p>The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Code. Vehicles shall meet all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration, if applicable.</p>

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2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Government will issue badges without charge. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned within 5 calendar days.
2.8.4	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.5	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6	Security Clearances	Not required.
2.9	Contractor Safety Program	The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1 and Public Law 91-596, Occupational Safety and Health Act.
2.9.1	Accident Prevention Plan (APP)	<p>To ensure that the Contractor has a well organized and thorough Safety Program, the Contractor shall prepare an Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. The APP shall follow the format and cover all topics as delineated in Appendix A of EM-385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and Situation Specific Safety Plans that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract.</p> <p>The Contractor shall submit an APP to the KO within 15 days following award for acceptance. The Contractor shall review, update, and submit the revised APP to the KO annually and within 15 calendar days whenever a change in work conditions, hazards, or activities occur.</p>

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2.9.2	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all common recurring work activities performed under this contract. AHAs shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. Specifically:</p> <p style="padding-left: 40px;">For FFP contract modifications where changes are germane to the original contract, the Contractor shall revise applicable AHAs and submit to the KO within 15 calendar days after modification is signed.</p> <ul style="list-style-type: none"> • For combination FFP/IDIQ contracts, the Contractor shall submit an AHA on task orders, with the associated proposal, whenever the service environment or required task is different from the firm-fixed-priced services. <p>AHAs shall follow format of Figure 1-1 of EM-385-1-1 and shall explain the following as detailed in the EM-385-1-1:</p> <ul style="list-style-type: none"> • The steps of the service process; • Identify potential hazards that exist as a result of the Contractor's service process within the environment; • Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment; • Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment; • Inspection requirements to assure service activity is safe; and • Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment. • During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.
2.9.3	Hazard Specific Safety Plans	<p>The Contractor shall develop and implement hazard specific safety plans, as listed below, as necessary for the situation or types of work to be performed under this contract. These Hazard Specific Safety Plans shall be submitted with the APP and shall be updated as situations change. Additional hazard specific safety plans developed as applicable when new types of work are required under this contract.</p>
2.9.3.1	Drug Abuse Prevention Plan	<p>The Contractor shall develop a plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004.</p>
2.9.3.2	Emergency Response Plan	<p>The Contractor shall develop an emergency response plan to ensure safe evacuation of people during emergencies, before the hazard or natural disaster is imminent, and to minimize the consequences of accidents during evacuations. See Section 01E of EM 385-1-1.</p>

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2.9.3.3	Fall Protection Plan	The Contractor shall develop a plan to explain how it will eliminate falls at the service site. The plan will explain how the Contractor will protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. A competent person for fall protection shall prepare and sign the plan. See EM 385-1-1, ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34.
2.9.3.4	Fire Prevention Plan	The Contractor shall develop a plan to explain how it will eliminate or contain fires when using hot kettles or welding equipment at facilities and service sites. This plan shall be used by Contractor employees to: (1) obtain hot work permits and identify emergency first responders to fire hazards; (2) identify and make available materials and equipment to suppress or contain fires; and (3) emergency evacuation procedures. See Sections 6 and 9 of EM 385-1-1, NFPA10, NFPA 241, NFPA 51B, NFPA 70, NFPA 70E, and NARA 29 CFR 1926.500.
2.9.3.5	Hazard Communication Plan	The Contractor shall develop a plan to explain how it will identify hazardous substances at the service site. This plan shall address: (1) training (to include potential safety and health effects from exposure); (2) labeling of hazardous substances; (3) maintaining an inventory listing of hazardous chemicals at the service site; and (4) location of a library of Material Safety Data Sheets (MSDSs) in the office to satisfy 29 Code of Federal Regulations (CFR) 1910.1200 or 1926.59 requirements.
2.9.3.6	Hazardous Energy Control Plan	The Contractor shall develop a plan to explain how it will control hazardous energy within an existing service environment. This plan shall address: (1) intended operations and procedures; (2) means to coordinate and communicate the control of hazardous energy; (3) procedural steps and responsibilities for shutting down, isolating, blocking, and securing systems to control hazardous energy; (4) steps and responsibilities for the placement, removal, and transfer of lockout and tagged out devices; (5) steps and responsibilities for placing and tagging, and moving or removing and un-tagging, protective grounds; (6) requirements for testing the system to verify the effectiveness of lockout and tag-out isolation devices; (7) courses of actions to implement during emergencies; (8) requirements when removing hazardous energy control devices must be transferred from one authorized person to another, and the name of the individuals qualified for receiving such a transfer; and (9) the means to enforce compliance with the procedures.
2.9.3.7	Health Hazard Control Plan	The Contractor shall develop a plan to explain how it will determine the presence of hazardous or toxic agents at the service environment and explain what safety measures are to be taken. This plan shall satisfy relevant topics of Section 6 of EM385-1-1.
2.9.3.8	Lead Abatement Compliance Plan	The Contractor shall develop a plan to explain how it will protect its service work force from lead exposure. This plan shall also address relevant procedures, requirements, and protocols of 29 CFR 1910.1025 and 29 CFR 1926.62.
2.9.3.9	Respiratory Protection Plan	The Contractor shall develop a plan Contractor to explain how it will protect the health of its employees whenever respirators are needed. This plan shall include service-site-specific procedures in accordance with EM 385-1-1 Section 05.E and OSHA's respiratory protection standard at 29 CFR 1910.134.

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2.9.4	Accident and Damage Reporting	<p>The Contractor shall notify the KO of all damages, accidents, mishaps, and near misses that occur on or related to Government property as soon as practical, but not later than four hours.</p> <p>For recordable injuries and illnesses, property damage accidents resulting in at least \$2,000 in damages, and Weight Handling Equipment (WHE) accidents, the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident. (a) For recordable injuries and illnesses and property damage accidents resulting in at least \$2,000 in damages complete the Navy Contractor Significant Incident Report (CSIR) form and provide the report to the KO within 1 calendar day of the accident. The KO will provide a blank copy of any required or special forms.</p> <p>(1) Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ul style="list-style-type: none"> (i) Death, regardless of the time between the injury and death, or the length of the illness; (ii) Days away from work (any time lost after day of injury/illness onset); (iii) Restricted work; (iv) Transfer to another job; (v) Medical treatment beyond first aid; (vi) Loss of consciousness; or (vii) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. <p>(b) For WHE accidents (including rigging gear accidents) complete the WHE Accident Report (Crane and Rigging Gear) form and provide the report to the KO within 30 calendar days of the accident. The KO will provide a blank copy of the accident report form.</p> <p>(1) WHE Accident. A WHE accident occurs when any one or more of the six elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; and/or collision, including unplanned contact between the load, crane, and/or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occur. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.).</p> <p>Comply with current 29CFR1904 for OSHA/HIOSH record keeping and reporting requirements.</p>

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2.9.4.1	Accident Reporting Notification	<p>The Contractor shall report all accidents, mishaps, and near misses to the KO in a timely manner as described below:</p> <ul style="list-style-type: none"> • An Initial Accident Reporting Notification Report shall be developed by the Contractor and provided to the KO immediately after that an accident, or near miss, has occurred. The Contractor may not have all the facts and information regarding the actual incident or near miss at the time of the initial report. However, it is the Government's desire to receive notification of all mishap situations as early as possible. <p>The Contractor shall develop a Follow-on Accident Reporting Notification Report and shall provide a copy to the KO by close of business the day of the accident, or if the accident occurs after hours, at start of business the following morning. Follow-on reports shall be required daily until the Contractor can send a final, conclusive report of the nature, cause, and outcome of the accident.</p> <ul style="list-style-type: none"> • The Contractor shall provide a Final Accident Reporting Notification Report of the accident to the KO within 24 hours after completing the investigation of the accident.
2.9.5	Fire Protection	<p>The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.</p>
2.9.6	Monthly On-Site Labor Report	<p>The Contractor shall provide a monthly On-Site Labor Report to the KO. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor.</p>
2.9.7	OSHA Citations and Violations	<p>The Contractor shall correct violations and citations promptly and provide a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report to the KO within 48 hours after receiving a citation.</p>

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Descriptions and Specifications (excerpt)

Spec Item	Title	Description
2.9.8	Safety Inspections and Monitoring	<p>The Contractor shall be responsible for regularly inspecting its work areas, job sites, and work crews to ensure that all Contractor operations are being conducted safely. These inspections shall ensure:</p> <ul style="list-style-type: none"> • The site is safe and free of job-site hazards • Proper PPE is being utilized and worn. • Safe work practices and processes are being followed. • Workers are familiar with the hazards covered in the respective AHA for that work activity. • All equipment and tools are in good condition and being used safely. <p>The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity that it deems to be unsafe. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request.</p> <p>Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p>
2.9.9	Safety Certification	<p>The Contractor shall submit copies of all the required Federal, state, county, city or industry safety related Safety Certifications for work performed under this contract. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications to the KO as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.</p>

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Descriptions and Specifications (excerpt)

Spec Item	Title	Description
2.10	Environmental Protection	The Contractor shall comply with all applicable Federal, state, and local laws, and with the regulations and standards listed in OSHA 29 CFR 1910.1200. All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Activity Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Contractor negligence, the Contractor shall reimburse the Government for the amount of that fine, costs of defending against administrative or other legal action, remedial action, and other costs. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience.
2.10.1	Disposal	
2.10.1.1	Non-Hazardous Waste	The Contractor shall dispose of debris and rubbish resulting from the work under this contract off-installation.
2.10.1.2	Hazardous Waste	The Contractor shall dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and all other applicable Federal, state and local laws and regulations. No on-installation disposal of hazardous waste is allowed.
2.10.2	Spill Prevention, Containment, and Clean-up	The Contractor shall prevent, contain, clean up, and report all spills on Government property, caused by the Contractor, in a manner that complies with applicable Federal, state, and local laws and regulations or otherwise stated herein, at no cost to the Government.
2.10.3	Hazardous Material Management	The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA.
2.10.4	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.5	Noise Control	The Contractor shall comply with all applicable Federal, state and local laws, ordinances, and regulations relative to noise control.
2.10.6	Salvage	All material and equipment removed or disconnected that is sound and of value shall remain the property of the Government. The Contractor shall deliver this material and equipment at the Contractor's expense as directed by the Government Representative

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Spec Item	Title	Description
2.10.7	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and follow-up with written ACM Notification within 24 hours.
2.11	Disaster Preparedness	The Contractor shall support the installation contingency response plan as directed by the KO.
2.12	Energy Management	The Contractor shall comply with the activity's energy conservation program. Use of high energy consuming tools or equipment is subject to approval by the KO prior to use.
2.13	Technical Library	Existing technical library contents will be furnished by the Government. The Contractor shall continually update to ensure all data is current, complete, accurate and suitable for intended use. Libraries include facility drawings, operation & maintenance manuals, warranties, Government publications, record drawings and other appropriate material. The Contractor shall monitor the use of the libraries to ensure materials are returned and data integrity is not compromised. The Contractor shall maintain the libraries until completion or termination of the contract and make the libraries available for inspection by prospective offerors for successive contracts. The Technical Library Contents are the property of the Government and shall be turned over to the KO upon completion or termination of the contract.
2.14	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO all defects in workmanship, material, parts, or improper installation and found by the Contractor to be covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents.
2.15	Notifications to the Government for Work Above the FFP Limitations	The Contractor is fully responsible for work up to the firm-fixed price limits. When work is expected to exceed the FFP limits, the Contractor shall notify the KO within two hours and provide a written estimate of the cost of completion to the KO within (3) three working days for further direction. The Contractor shall not include in the estimate any work that was already performed under the FFP portion of the contract. The Government may issue a task order in accordance with the IDIQ portion of the contract detailed below.
2.16	FFP Exhibit Line Item Numbers (ELINs)	FFP ELINS are provided in J-0200000-06.
2.17	IDIQ Work	IDIQ work is identified in each applicable annex or sub-annex. IDIQ work may consist of Unit Priced Tasks (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all IDIQ task work as ordered by the KO per Section G and DoD EMALL requirements in Section H. IDIQ work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government as separate items or in combinations of items from the Schedule of Indefinite Delivery Indefinite Quantity Work (Bid Schedule) in Section B on an as needed basis.

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Descriptions and Specifications (excerpt)

Spec Item	Title	Description
2.17.1	Unit Priced Task Work (Non-Negotiated)	A Unit Priced Task (UPT) is defined as an IDIQ work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented or owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The FFP for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.17.1.1	Acceptance and Performance	The Contractor shall possess the capability to accept and perform IDIQ work via an electronic medium with supported commands utilizing their Government Purchase Card (GPC). DoD EMALL is the electronic medium for authorized Government personnel to place orders for service to the Contractor. DoD EMALL is located at www.emall.dla.mil under NAVFAC contract. The Contractor is required to report all IDIQ quantities ordered via EMALL monthly to the KO.
2.17.1.2	Invoicing and Receiving Payment	Payment for completed EMALL orders will be made using the GPC. Reference "payment by third party" clause [FAR 52.232-36]. The Contractor shall submit one Consolidated IDIQ Invoice for IDIQ work completed during the preceding month. The Contractor shall possess the capability to invoice and receive payment for IDIQ work via an electronic medium with supported commands utilizing their GPC. No partial or advance payments are provided.
2.17.2	Unit Priced Labor Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. Unit Priced Labor (UPL) work is defined as IDIQ work that utilizes negotiated labor hours and materials to accomplish a task not required by the fixed-price portion of the contract. UPL includes separately priced labor, materials, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes a FFP task order.
2.17.2.1	IDIQ Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit an IDIQ Proposal to the KO within two working days for each potential task order which includes: 1) A complete list of all tasks necessary to perform the required scope of work, 2) The number of hours set forth to perform each task and 3) The projected quantity and costs of materials to perform the required scope of work.
2.17.2.1.1	Labor Requirements	Current R. S. Means or similar estimating sources shall be used for determining the number of labor hours required to complete the scope of work. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the labor hour unit price from the Schedule of Indefinite Quantity Work.
2.17.2.1.2	Material Requirements	Projected material requirements will include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials will not be included in the list of materials since the cost for these items were included in the labor hour unit price bid. Material prices provided by the Contractor shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall be adjusted by all discounts, burden rates, and rebates for core value or salvage value that accrue to the Contractor.

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Spec Item	Title	Description
2.17.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.17.3	IDIQ ELINS	IDIQ ELINs are provided in J-0200000-06.

1700000 – Base Support Vehicles and Equipment

Spec Item	Title	Description
1	General Information	The Contractor shall provide all labor, management, supervision, tools, material and equipment required to develop and implement a Preventive Maintenance and Inspection (PMI) program, perform repairs and provide testing and certification services of Automotive Fire Apparatus by means of a combination Firm-Fixed Price (FFP) and an Indefinite Delivery Indefinite Quantity (IDIQ) contract. The vehicles are located at the Philadelphia Naval Business Center, Building 56, 1301 Kitty Hawk Ave., Philadelphia, PA 19112.
2	Management and Administration	
2.1	Definitions and Acronyms	
2.1.1	Fire Apparatus	A vehicle designed to be used under emergency conditions to transport personnel and equipment, and to support the suppression of fires and mitigation of other hazardous situations.
2.1.2	NFPA	National Fire Protection Association
2.1.3	Preventive Maintenance (PM)	PM consists primarily of inspection, testing, cleaning, lubrication, adjustment, calibration, and minor part and component replacement (such as filters, batteries, belts, hoses, fluids, oil and grease) as required to verify proper system operation; minimize malfunction, breakdown, and deterioration of systems and equipment; and maximize useful life.
2.1.4	Qualified Person	A person who, by possession of a recognized degree, certificate, professional standing, or skill, and who, by knowledge, training, and experience, has demonstrated the ability to deal with problems relating to the subject matter, the work, or the project.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for for efficient operation, maintenance and repairs within the scope of this specification.
2.2.1	Certification, Training, and Licensing	Specific certification and training requirements are addressed in Spec Item 3.
2.3	Records and Reports	Reports are listed in Section F of the solicitation. The Contractor shall submit accurate and complete documents within the required timeframes.

Spec Item	Title	Performance Objective	Related Information	Performance Standard
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Descriptions and Specifications (excerpt)

Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	The Contractor shall develop and implement a Preventive Maintenance and Inspection (PMI) program for Automotive Fire Apparatus and associated equipment to ensure they are in fully operational condition.	Provide the base support vehicle and equipment management, operations, and maintenance functions identified below under the requirements of this contract. Fleet Inventory is shown in J-1700000-01.	Maintenance data and warranty records are current and complete. Inspections, maintenance, and testing is performed by qualified personnel as required by NFPA-1911 and applicable State regulations.
3.1	Preventative Maintenance	The Contractor shall develop and implement a Preventive Maintenance (PM) program for Automotive Fire Apparatus and associated equipment to ensure they are in fully operational condition.	The Contractor shall submit a Preventive Maintenance Plan within 15 calendar days of contract award. PM Plan shall be developed in accordance with manufacturer's recommendations and NFPA - 1911 and shall include Inspection and Maintenance, Performance Testing, Road Tests and Annual Weight Verification of the Automotive Fire Apparatus listed in J-1700000-01.	PM Plan submitted within date specified.

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Descriptions and Specifications (excerpt)

Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.1.1	Inspection and Maintenance	<p>The Contractor shall perform Inspection and Maintenance for Automotive Fire Apparatus and associated equipment to ensure they are in fully operational condition.</p>	<p>Inspection and Maintenance shall be performed in accordance with manufacturer's recommendations and NFPA-1911.</p> <p>The Contractor shall submit an Inspection and Maintenance schedule within 15 calendar days of contract award and each contract option.</p> <p>The Contractor shall submit an Inspection and Maintenance Report within 3 calendar days of completion. The report shall include equipment items checked and a brief narrative of any items in need of repair.</p> <p>Repairs are not included in Inspection and Maintenance. The Contractor shall, per Annex 2, notify the KO of any repairs needed.</p>	<p>Inspection and Maintenance is performed in accordance with manufacturer's recommendations and NFPA-1911.</p> <p>Inspection and Maintenance schedule submitted within the date specified.</p> <p>Inspection and Maintenance is accomplished per Contractor's work schedule.</p> <p>Inspection and Maintenance report submitted within the date specified.</p> <p>Notification of repair work needed is submitted to the KO within the specified time limit.</p>
3.1.2	Performance Testing	<p>The Contractor shall perform Performance Testing of Automotive Fire Apparatus and associated equipment to ensure they are in fully operational condition.</p>	<p>Performance Testing shall be performed in accordance with manufacturer's recommendations and NFPA-1911.</p> <p>The Contractor shall submit a Performance Testing schedule within 15 calendar days of contract award and each contract option.</p> <p>The Contractor shall submit a Performance Testing Report within 3 calendar days of completion. The report shall include equipment items checked and a brief narrative of any items in need of repair.</p> <p>Repairs are not included in Performance Testing. The Contractor shall, per Annex 2, notify the KO of any repairs needed.</p>	<p>Performance Testing is performed in accordance with manufacturer's recommendations and NFPA-1911.</p> <p>Performance Testing schedule submitted within the date specified.</p> <p>Performance Testing is accomplished per Contractor's work schedule.</p> <p>Performance Testing report submitted within the date specified.</p> <p>Notification of repair work needed is submitted to the KO within the specified time limit.</p>

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Descriptions and Specifications (excerpt)

Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.2	Vehicle State Inspection	The Contractor shall perform annual Vehicle State Inspection of Automotive Fire Apparatus to ensure they are in full compliance with State laws.	<p>Perform annual vehicle inspection in accordance with State of Pennsylvania Regulations applicable to the Gross Vehicle Weight of the vehicle (Ref: Chapter 175.110 Rejection Criteria).</p> <p>Perform inspection prior to the expiration of the last annual inspection. The Contractor shall submit a Vehicle State Inspection schedule within 15 calendar days of contract award and each contract option.</p> <p>Inspector shall be certified to perform the inspection for the class of vehicle.</p> <p>Notify the State of Pennsylvania and install safety inspection stickers on the windshield after the vehicle passes safety inspection.</p> <p>Repairs are not included in State Inspection. The Contractor shall, per Annex 2, notify the KO of any repairs needed.</p>	<p>Vehicle State Inspection is accomplished per Contractor's work schedule and State of Pennsylvania regulations.</p> <p>Vehicle State Inspection schedule submitted within the date specified.</p> <p>Notification of repair work needed is submitted to the KO within the specified time limit.</p>

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Descriptions and Specifications (excerpt)

Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.1.3	Road Tests and Annual Weight Verification	The Contractor shall perform Road Tests and Annual Weight Verification of Automotive Fire Apparatus to ensure they are in fully operational condition.	<p>Road Tests and Annual Weight Verification shall be performed in accordance with manufacturer's recommendations and NFPA-1911.</p> <p>The Contractor shall submit Road Tests and Annual Weight Verification schedule within 15 calendar days of contract award and each contract option.</p> <p>The Contractor shall submit a Road Tests and Annual Weight Verification Report within 3 calendar days of completion. The report shall include equipment items checked and a brief narrative of any items in need of repair.</p> <p>Repairs are not included in Road Tests and Annual Weight Verification. The Contractor shall, per Annex 2, notify the KO of any repairs needed.</p>	<p>Road Tests and Annual Weight Verification is performed in accordance with manufacturer's recommendations and NFPA-1911.</p> <p>Road Tests and Annual Weight Verification schedule submitted within the date specified.</p> <p>Road Tests and Annual Weight Verification is accomplished per Contractor's work schedule.</p> <p>Road Tests and Annual Weight Verification report submitted within the date specified.</p> <p>Notification of repair work needed is submitted to the KO within the specified time limit.</p>

NAVFAC Preventative Maintenance Services
Descriptions and Specifications (excerpt)

Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.2	Vehicle State Inspection	The Contractor shall perform annual Vehicle State Inspection of Automotive Fire Apparatus to ensure they are in full compliance with State laws.	<p>Perform annual vehicle inspection in accordance with State of Pennsylvania Regulations applicable to the Gross Vehicle Weight of the vehicle (Ref: Chapter 175.110 Rejection Criteria).</p> <p>Perform inspection prior to the expiration of the last annual inspection.</p> <p>The Contractor shall submit a Vehicle State Inspection schedule within 15 calendar days of contract award and each contract option.</p> <p>Inspector shall be certified to perform the inspection for the class of vehicle.</p> <p>Notify the State of Pennsylvania and install safety inspection stickers on the windshield after the vehicle passes safety inspection.</p> <p>Repairs are not included in State Inspection. The Contractor shall, per Annex 2, notify the KO of any repairs needed.</p>	<p>Vehicle State Inspection is accomplished per Contractor's work schedule and State of Pennsylvania regulations.</p> <p>Vehicle State Inspection schedule submitted within the date specified.</p> <p>Notification of repair work needed is submitted to the KO within the specified time limit.</p>