

**Performance Work Statement
Site Security Services
National Energy Technology Laboratory**

1.0 SCOPE

The Contractor shall furnish all the necessary personnel, materials, services, and otherwise do all things necessary to perform the work as set forth below.

The Contractor shall furnish all contract oversight management, supervision and technically trained personnel to provide routine and emergency site security protection and support services for the United States Department of Energy (DOE), National Energy Technology Laboratory's (NETL's) employees, Contractors, visitors, and customers. These services include, but are not limited to: patrol, entry control, parking and traffic control, and security and fire safety surveillance duties. The Contractor shall provide competent, trained, uniformed security officers who meet the standards for providing private guard services in the applicable locality and state; in addition to the standards described herein. Security officers are unarmed Contractor employees who conduct security duties at DOE facilities. They are not authorized to carry firearms and are not empowered with any arrest authority. These services are required at the following NETL locations: Albany, Oregon; Morgantown, West Virginia; and Pittsburgh, Pennsylvania facilities.

The Contractor shall maintain all management, supervision, manpower, training, screening, equipment, supplies, licenses, permits, certificates, insurance, pre-employment screenings, reports, files and any other resources necessary to accomplish services as described here in. The Contractor shall perform to the standards required in this contract and will be expected to work closely with NETL representatives throughout the duration of the contract.

Site security services shall be provided twenty-four (24) hours per day, seven (7) days per week (24/7), and 365 days per year. The level of effort will be determined by the specific Security Condition (SECON) level the DOE is under at any particular time.

2.0 DESCRIPTION OF SERVICES

The Contractor shall provide the security service staffing levels as dictated per the current SECON level unless otherwise directed by the Government for its customers, visitors, employees, and vendors. Business hours at NETL are 0800 to 1630, Monday through Friday; however, NETL staff may be on site 24 hours a day. The required security officer staffing level and post coverage are as specified in this PWS in Section 4.0. Security services and technical requirements to be provided during the execution of this contract include the following.

2.1 GENERAL DUTIES AND RESPONSIBILITIES

- 2.1.1 Guard and protect all Government property, information, documentation, material, buildings, and equipment from unauthorized access, theft, or sabotage.
- 2.1.2 Develop, maintain, and document a training plan in accordance with the DOE National Training Center (NTC)-approved training program. Formal job task analysis shall be conducted by the Contractor and used in the development of the plan and approved by the DOE NTC. The Contractor shall also document training and certification of security officers in the skills, concepts and other requirements as outlined in the contract.
- 2.1.3 Maintain knowledge of appropriate federal, state, and local statutes and ordinances, regulatory requirements, and periodic updates provided by the Government as they pertain to security work at NETL. Security personnel shall be trained as stated in DOE O 473.3 based on site specific job analysis and training programs.
- 2.1.4 Respond to and provide assistance to NETL federal and Contractor employees, visitors, and emergency response personnel involving security- and safety-related situations, demonstrating common sense and good judgment, and in compliance with NETL's policies and procedures.

- 2.1.5 Comply with additional responsibilities set forth in special orders, manuals, and procedures issued by the Government but not specifically mentioned in this PWS.
- 2.1.6 Raise and lower Government-furnished U.S. and departmental flags at the request of DOE, and when necessary, replace worn flags. Assure the flags are flown at half-staff as required or as directed by the Facility Security Officer (FSO) and Contracting Officer Representative (COR) in response to special orders issued by the President of the United States or the governors of the locale. The U.S. Flag Code shall be followed (U.S.C. Title 36, Chapter 10).
- 2.1.7 Provide supervisory function to the security officers to a level which successfully manages the safety of officers, ensures compliance with the PWS, identifies and corrects performance issues, and addresses issues with the conduct of personnel under its employ.
- 2.1.8 Cooperate with and assist law enforcement agencies in connection with crimes committed against NETL, including maintaining the scene to protect possible evidence in accordance with established procedures.
- 2.1.9 At the direction of the COR, assist in the conduct of inquiries related to losses and thefts of Government and personal property, employee misconduct, and other security-related incidents. Security officer participation in inquiries shall be documented and reported to the COR and FSO by means of an incident report.

2.2 SECURITY SYSTEMS MONITORING AND RESPONSE

- 2.2.1 Respond to all alarm conditions. Monitor and respond in a timely manner to security alarms, intrusion detection systems, and other protection devices or equipment as detailed in NETL policies and post orders (In accordance with 2.7.3 below).
- 2.2.2 Monitor the NETL fire protection system and ensure that, in the event of a fire, access by the fire department is not restricted.
- 2.2.3 Monitor building conditions and alarms systems such as gas, fire, heating, ventilation, and air conditioning. The Contractor shall report unusual occurrences as required by post orders.
- 2.2.4 Monitor site security systems and infrastructure and submit work orders or notify the FSO and COR as appropriate to initiate repairs.

2.3 ACCESS AND EGRESS

- 2.3.1 Enforce all access control procedures through the identification of personnel (and visitors) and control of entrances and exits. Enforce control over removal of Government property, documents, or equipment as identified by the Government.
- 2.3.2 Immediately report to authorized DOE security staff, local law enforcement, and offsite agencies when required, incidents involving persons observed attempting to gain, gaining, or who have gained unauthorized access to any NETL facility.
- 2.3.3 Conduct routine and random patrols throughout the NETL sites. Routes shall be varied in order not to establish a pattern.
- 2.3.4 Conduct perimeter patrol by inspecting the entire perimeter fence at least monthly and submit work orders through NETL's work control system to have the fence repaired (when necessary).
- 2.3.5 Detect all trespassers or persons who gain or attempt unauthorized access to NETL by monitoring the closed circuit television system in the security control center and conducting random patrols

throughout the site.

- 2.3.6 Provide traffic, parking, and pedestrian control services. The Contractor shall direct traffic and issue written violations and warnings as required by NETL to ensure employee conformance to traffic standards. Tactful and courteous warnings or citations shall be made using the NETL-provided forms to individuals who violate site parking and traffic regulations. Abandoned vehicles shall be reported promptly in accordance with site requirements and current SECON level.
- 2.3.7 Conduct searches of vehicles and hand-carried items to ensure that prohibited articles are not introduced onto the site or Government property improperly removed from the site. Vehicle searches shall be standardized and conducted in accordance with written directions contained in approved post orders. Inspection frequencies are established in the facility security plans, and are incorporated by reference in the PWS as an applicable directive.
- 2.3.8 Work cooperatively with the unclassified foreign national visit and assignment program. The Contractor shall conduct planning and actions as necessary to enforce security policies with respect to foreign national visitors and assignees access.

2.4 BADGING SERVICES

- 2.4.1 Enforce personnel identification procedures as prescribed by NETL directives and policies. Officers shall issue written violations and warnings as required to ensure employee conformance to proper display of badges.
- 2.4.2 Provide employee badging services to include operation of the US Access Credentialing system and local badging system at each facility. Badging shall be done in accordance with Government directives by duly appointed and trained officers. Officers conducting badging operations must be properly screened and approved for issuance of a US Access Credential and receive an annual briefing on protection of personally identifiable information. Provide system administration duties germane to the functioning of the US Access Credentialing system to conduct the following roles within the US Access Credentialing system: Security officer, enrollment officer, and activator. Training for these positions is provided by NETL through GSA.
- 2.4.3 Maintain, issue, and retrieve identification badges, keys, access cards, and vehicle parking tags, and other security related items. Conduct annual badge inventory. Operate and manage access control systems for each facility to include managing access privileges.

2.5 KEY CONTROL

- 2.5.1 Maintain the master keying system and associated database for each facility. Implement or coordinate the repair and/or replacement of lock cores and pinning of locksets and re-key locks as necessary when personnel changes or security conditions warrant such actions. Install new locks and locksets. Perform and/or coordinate maintenance activities and change combination-type safe locks, and maintain a supply of locksets, hardware, and spare parts and keys for immediate replacement needs. Provide locksmith services by a licensed, bonded locksmith. Provide locksmith supplies such as keys, cores, and associated equipment. Maintain keying and combination records to the extent necessary to meet DOE requirements. When necessary refer hardware and maintenance needs to the facilities work control system.

Emergency locksmith requests will need to be completed within two (2) hours or less of notification. Emergency calls are defined as calls made for services (i.e. re-coring and/or re-keying) to an area on site that has been designated a security area. (i.e. the data center, human resources, emergency operation center, etc.) These emergency locksmith services shall be provided twenty-four (24) hours-a-day, seven (7) days-a-week, including federally-observed holidays. All other routine locksmith requests are to be initiated within one (1) business day of notification. If weather conditions or other delays dictate additional time, the COR must be contacted immediately.

- 2.5.2 Lock and unlock designated buildings, gates, and spaces on a predetermined schedule, and open buildings or spaces for authorized personnel as defined by the Government in the operating procedures. Program and operate facility access control and intrusion detection systems at each facility. Report any needed supplies, maintenance, or malfunctions of the systems to the FSO and COR.

2.6 EMERGENCY RESPONSE

- 2.6.1 When emergency situations arise that require immediate attention, the Contractor shall divert security officers from their normal assigned duties to meet these conditions, as directed by designated site emergency response officials or the FSO. Security officers will provide notifications to onsite personnel and offsite emergency organizations, monitor emergency communications, control access to the emergency scene, and perform other emergency response duties as required by NETL procedure. Position-specific emergency response training is provided by the Government.
- 2.6.2 In cases involving work place violence, provide defensive protection for those involved, as needed, and in accordance with the NTC training program and NETL policy. This may include weaponless self-defense and use of intermediate force weapons.
- 2.6.3 When the emergency has terminated and the security officers are no longer needed, they shall be directed to return to their normal assignment. No additional costs will be charged to the Government for the diversion of security officers to emergency response, unless officers are needed and approved by the COR to work additional hours.

2.7 DELIVERABLES AND REQUIRED OPERATING PROCEDURES

- 2.7.1 The Contractor shall provide reports in accordance with the Reporting Requirements Checklist. In addition, the following technical deliverables and procedures are required.
- 2.7.2 Transition Plan. After award, the Contractor shall provide weekly status and progress reports detailing the transition to the COR until transition is complete. The progress updates shall describe, to include projected milestones, the approach to staffing, and where applicable, transfer of duties from the incumbent Contractor; how the work in progress is assumed and transitioned in a timely and accurate manner; how staffing vacancy positions are being filled; and any update to the risk plan. In addition, this shall include the progress, including milestones, associated with the management plan to assume responsibility for NETL security services (i.e. relocating, recruiting, orienting, training of key personnel; and recruiting, orienting and training staff other than key personnel).
- 2.7.3 Security Directives Manual. The Contractor shall implement and maintain security directives manuals for each post or function staffed by security personnel. The Officers are responsible for familiarizing themselves with the content of the manuals and to demonstrate their knowledge and understanding. The manuals shall include the following documents:
- All DOE/NETL security-related internal and external policies, plans, and procedures.
 - Established general orders that contain security functions that apply to all sites and all posts.
 - Established post orders that are specific to the work requirements of the post or function at the individual site. These contain any necessary direction and/or detail for the operation of the individual post(s).

The Contractor is responsible for monitoring, identifying, and updating the content of the existing security directives manuals as Government (DOE/NETL) security-related directives are modified or updated, and as COR technical direction is received. General and post orders shall be updated as changes to the Government documents are issued, with COR approval. In addition, all security directives manuals shall be reviewed annually and updated as appropriate at the direction of the COR.

The Contractor is responsible for presenting revisions, deletions, additions, etc., to the COR for review and acceptance. The Contractor shall track all changes from the original version. Official changes to and implementation of these documents shall not occur until COR approval/concurrence is received.

Security directives manuals shall be available to the FSO, COR, or alternate COR as supporting documentation of Contractor adherence to the contract and facility security plans.

- 2.7.4 Incident Reports. The Contractor shall respond to suspicious incidents and take reports. When necessary and deemed appropriate, the Contractor shall follow incidents to their conclusion in accordance with appropriate Government directives and Contractor-provided general and post orders.

Additionally, the Contractor shall report security deficiencies and incidents. These reports shall be provided to the FSO, COR, or alternate as soon as possible, but in no case will the report be deferred to a later time or shift without the prior authorization of the COR/alternate COR following the incident and updated thereafter as needed.

The format for handling incident reports will be contained within the general orders and shall include, but not be limited to, date and time of incident; date and time of report; narrative report of incident; notifications made; and any follow-up actions performed. Changes to the existing report must be pre-approved by the COR prior to use and shall be consistent at all three sites.

- 2.7.5 Duty Logs. The Contractor shall maintain a written, twenty-four (24) hour duty log of activities, observations or incidents that require action at all stations or posts. If conditions warrant additional documentation and notification, as specified in the operating procedures and approved by the FSO/COR, an incident report shall be written (in accordance with Section 2.7.4 above) and submitted to the FSO, COR, and other organizations as appropriate. Changes to the existing duty log must be pre-approved by the COR prior to use and shall be consistent at all three sites.

Duty logs shall be available to the FSO, COR, or alternate COR as supporting documentation of Contractor adherence to the contract and facility security plans.

- 2.7.6 Weather Reports. The Contractor shall monitor the weather conditions and notify designated personnel for snow removal and other adverse weather conditions affecting their respective facility. The format for handling weather reports will be contained within the general orders and shall include, but not be limited to, date and time of report; temperature; precipitation type; current site conditions (i.e., are sidewalks and roads clear, are utilities impaired by the weather conditions); and what work is currently being done (i.e., has the snow crew arrived, are the sidewalks/roads in the process of being cleared). Changes to the existing report must be pre-approved by the COR prior to use and shall be consistent at all three sites.

- 2.7.7 Loss & Theft Reports. The Contractor shall submit monthly and annual reports of loss and theft to the FSO, COR, and Alternate COR on NETL Form 470.1-1/1. The individual that experienced the loss or theft provides the Contractor with information on the item(s). The format for handling loss and theft reports will be contained within the general orders and shall include, but not be limited to, the date and time received in security; estimated value of item; narrative on the results of the officer inquiry; and the officer's recommendation. The Contractor shall also submit loss and theft reports for Government property to the DOE Inspector General's representative for the specific site.

- 2.7.8 Progress Meetings Minutes. The Contractor Program Manager and other appropriate staff will meet as necessary with the COR and other appropriate Government staff to discuss concerns and matters that may impact contract performance. The meeting schedule, frequency and location shall be mutually agreed upon. During the progress meetings, the Contractor shall provide insight into potential difficulties and on any upcoming Contractor initiatives to enhance or maintain the qualifications of security personnel working on this contract. The meeting shall be the venue for Government personnel to discuss new policy, new or updated training requirements, or other pertinent topics to in-

clude upcoming events that may have an impact on the performance of this contract.

The Program Manager is responsible for developing a draft meeting agenda and forwarding it to the COR for comments 24 hours prior to the scheduled meeting. The Contractor is also responsible for taking minutes of the meeting to document topics discussed and action items identified during the meeting and provide the minutes to the COR within 48 hours after the meeting. The COR shall review the minutes, and provide comments for incorporation within 48 hours of receipt of the minutes. After incorporation of the comments the Program Manager shall distribute the minutes to all attendees of the progress meeting within five business days.

3.0 REQUIRED HOURS AND POSTS

3.1 The Contractor shall provide, at a minimum, security officers to fill posts as described below. The number of and labor hours of security officers needed per shift and post is determined by the current SECON level that DOE has declared. When SECON levels are changed, the COR shall notify the Contractor verbally as soon as the information is known. The COR shall provide written direction to the Contractor within 24 hours following such verbal direction or prior to close of business on the next business day (business hours are Monday through Friday, 0800 to 1630) if the event occurs during a holiday or weekend. Additional staffing may be needed during special events and during emergencies, when requested by the Contractor and approved in advance by the COR. Staffing levels shall be such to successfully meet the requirements of protection established for the SECON level and to successfully manage security roles and responsibilities during emergencies and special events.

3.2 SECON Levels 3, 4, and 5: The minimum post requirement is all fixed post vehicle gates, when opened, shall be covered by a security officer. Pedestrian gates to enter site are closed at all times and entry is controlled by an access control system. Specific inspection frequencies are identified in the site facility security plan. Fixed post locations are established by NETL per DOE Order 473.3 guidance. (www.directives.doe.gov/) Locations are provided on site maps. The schedule addresses requirements by DOE to establish post locations and ensure that proper protective force work hour requirements are enforced. Total weekly level of effort (LOE) in labor hours is also provided. Each site has different requirements based on the area and layout of the facility, the number of employees on site, and the average number of visitors and off-site Contractors coming on site.

Albany, OR			Morgantown, WV			Pittsburgh, PA		
Post	Coverage	LOE/week (hh:mm)	Post	Coverage	LOE/week (hh:mm)	Post	Coverage	LOE/week (hh:mm)
Control center	24/7	168:00	Control center	24/7	168:00	Control center	24/7	168:00
Patrol	24/7	168:00	Patrol	24/7	168:00	Patrol	24/7	168:00
Post 1: entry control /inspections	0600-1730 Mon-Fri	57:30	Post 1: entry control /inspections	0600-1730 Mon-Fri	57:30	Post 95: entry control /inspections	0600-1730 Mon-Fri	57:30
			Post 1: entry control /inspections	0700-1500 Mon-Fri	25:00	Post 924: entry control /inspections	0600-1730 Mon-Fri	57:30
		393:30			418:00			451:00

3.3 SECON Level 2: Implementation of measures in this SECON level for more than a short period of time probably will create hardship and affect routine activities of the site and its personnel. Increased frequency of inspections above Level 3 is required, including detailed vehicle inspections and inspections of packages. Also required is an increase in the level of patrols conducted in addition to those performed at lower levels. The estimated LOE for SECON level 2 is as follows. Specific needs of SECON Level 2 will be directed by the COR and FSO.

Albany, OR:	477 labor hours per week
Morgantown, WV:	502 labor hours per week
Pittsburgh, PA:	535 labor hours per week

3.4 SECON Level 1: This condition applies in the immediate area where a malevolent or terrorist act has occurred or is expected to occur. Security forces must be able to ensure absolute control over access to the site. This is expected to be a very short term measure should it be declared. It is expected this condition will require an additional two officers per shift (additional 336 hours per week, per site) to maintain above those required for SECON level 2.

4.0 TRAINING

4.1 If the Contracting Officer determines Contractor employees do not possess required training/certification as outlined below, the CO will direct the Contractor to immediately remove such employees from duty and provide qualified replacements at no additional cost to the Government.

4.2 The Contractor shall ensure personnel performing services under this contract acquire and maintain the applicable locality and state certifications.

4.3 Training of each employee shall be accomplished in accordance with the Training Approval Program (TAP) developed by the Contractor. The TAP shall be developed, approved, and executed in accordance with DOE Order 473.3, Protection Program Operations (www.directives.doe.gov/). A specific job task analysis and training program shall be developed, approved, and maintained for each position. This will include continuing revision, updates, and approvals throughout the contract period. The TAP will encompass all personnel assigned duties under this contract. All instructors shall have completed, or complete within the first year of assignment, Basic Instructor Training offered through the DOE NTC. Renewal of this training every 3 years is also required for instructors. The Contractor shall allocate 40 hours of additional time per year per officer for compliance with the annual training requirements stated here and elsewhere in the PWS.

4.4 Certification of each employee's completion of all required training courses shall be maintained on file by the Contractor. Training shall be provided by persons who are qualified to instruct the specific subject.

4.5 Probationary personnel shall be required to successfully complete at least 40 hours of on-the-job training that includes all shifts prior to beginning assignment at NETL.

4.6 In addition to the training required by the NTC TAP, all Contractor employees shall receive the following, on-the-job, Government-provided training within 6 months of beginning assignment at NETL and as a refresher on an annual basis. This list will vary depending on requirements. Some of the training is offered through computer-based training modules and some is hands-on. The training will include, but not be limited to:

- Hazardous Communications Introduction
- Confined Space Entry
- Electrical Safety and Lockout/Tagout
- Hearing Conservation
- Blood borne Pathogens
- Waste Management/Hazwaste Overview
- ES&H Awareness Training
- Chemical Hygiene Training
- Fire Extinguisher Training
- HAZWOPER Awareness Level
- First-Aid
- CPR Heart Saver
- Heart Saver Automatic External Defibrillator Training and Certification

- General Employee Emergency Response Training
- Emergency Response Organization Position Specific Training
- Continuity of Operation

4.7 New employee computer-based training shall be completed within 30 days of entry on duty, or as otherwise directed by the owner of the training, e.g., safety office.

5.0 STANDARDS OF CONDUCT

- 5.1 Report actual or suspect violations of law, regulations, or policy, including fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement, relating to DOE programs, operations, facilities, contracts, or information technology systems to an appropriate authority (e.g. OIG , other law enforcement, supervisor, security officials). Examples of violations to be reported include, but are not limited to, allegations of false statements: false claims: bribery; kickbacks; fraud, DOE environmental, safety, and health violations; theft; computer crimes; Contractor mischarging; conflicts of interest; and conspiracy to commit any of these acts. An employee may always report incidents and information directly to the OIG.
- 5.2 Neglect of duties and all forms of insubordination shall not be allowed. This includes sleeping on duty, unreasonable delays, and failure to carry out assigned tasks, conducting personal affairs during duty hours, submitting false reports, abandoning posts, misuse of Government property, and refusing to render assistance or cooperate in upholding the integrity of the security at the site. Disciplinary action in response to violations of these requirements will be provided by the Contractor to his/her employees.
- 5.3 Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be permitted. Officers shall remain professional in all dealings and exercise restraint when confronted with verbal and/or physical assaults, exercising the force continuum as needed to address the situation. Violations to these requirements and associated disciplinary actions will be provided by the Contractor to his/her employees.
- 5.4 The Contractor shall not allow any employee (while on duty) to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances which produce similar effects. Violations to this requirement and associated disciplinary actions will be provided by the Contractor to his/her employees.
- 5.5 The Contractor shall not employ any officer whose conduct, on or off the job, would cause doubt about the officer's honesty, integrity, or trustworthiness. Officers who fail to faithfully execute their duties, engage in workplace misconduct, become involved in criminal proceedings, or otherwise fail to conduct themselves in a professional manner can be restricted from providing services under this contract by the CO.

All Contractor employees are subject to the same level of investigation as NETL employees. The level of background investigation commensurate with the level of access needed to perform the work included in this contract is a National Agency Check with Written Inquiries (NACI). This requirement is applicable to all sub-contractor personnel requiring the same access.

Any officer with pending criminal charges shall be suspended from the site pending the outcome of the criminal case. Those individuals, who receive a favorable adjudication of pending charges, may have their site access re-established at the discretion of the COR. Those individuals, who receive an unfavorable adjudication of pending charges, will have their site access removed indefinitely.

6.0 GOVERNMENT-FURNISHED EQUIPMENT

- 6.1 The Contractor shall use and/or operate Government-provided equipment in a responsible manner. The Contractor is solely responsible for care and accountability of Government –provided equipment in accordance with terms and conditions of this contract. Certain items of Government furnished property/equipment are likely to be provided to individual employees of the Contractor. As such, it is the Contractor's responsibility to ensure items are returned upon the termination of employment with the Contractor.

- 6.2 The Contractor shall return all Government-provided property to the COR when property is no longer necessary for contract performance, expired, employee terminations/resignation, or at the direction of the COR.
- 6.3 The Contractor shall use Government property for official Government business only, in performance of this contract. Contractor and contract employees shall not use Government property in any manner for any personal advantage, business gain or other personal endeavor.
- 6.4 The Contractor shall be provided with numbered uniform shields that have been officially approved by NETL for issuance and use as official identification for security officers. Each officer shall be issued two identically numbered uniform shields. The uniform shield shall be worn on the outer garment of the uniform at all times. Uniform shields shall be controlled to prevent unauthorized use. Issuance and control of the uniform shields shall be done in accordance with detailed technical direction provided by the COR.
- 6.5 Uniform patches indicating the Government agency shall be provided by NETL. Uniform patches shall be controlled to prevent unauthorized use. Identifying uniform patches shall be issued and controlled by the Contractor, per a plan as outlined in the General/Post Orders, approved by the FSO and COR. Only uniformed patches described in Section 7.3 shall be authorized for wear on the uniform. Issuance and control of the uniform patches shall be done in accordance with detailed technical direction provided by the COR.
- 6.6 Training aids and training versions of duty gear for formal training programs to include red man suits, mats, training batons, cuffs, pads, and other expendables will be provided as needed in support of the approved training program.
- 6.7 Government-furnished body armor is available at each NETL site. Additional technical direction will be provided as necessary regarding use of body armor—optional at SECON level 3, mandatory at level 1 and 2.
- 6.8 Reference contract section H. Government Property and current Government Furnished Property (GFP) list for that specifically furnished in performance of this contract.

7.0 CONTRACTOR-FURNISHED EQUIPMENT

- 7.1 The Contractor shall furnish, install, operate, and maintain in an acceptable manner all other equipment, materials, and supplies that are not specified as furnished by the Government but are required by the Contractor for performance under this contract. Equipment must be maintained in a serviceable condition in keeping with generally accepted practices and/or the manufacturer's recommendations for the particular type of equipment. Requests for use of additional equipment not identified in the PWS must be submitted for approval by the COR.
- 7.2 All security personnel assigned to a NETL site shall wear the accessories, equipment, and uniform specified herein.
- 7.3 **Uniforms.** Security personnel must be distinctively uniformed while on duty and be identified with their function by appropriate emblems or badges. All security officers shall wear the same color and style of NETL field uniform. To clarify discretionary areas and ensure consistency at all sites, the NETL field uniform specifications and quantities per officer are contained in Table 9.1. Uniforms shall be worn at all times while on duty, unless otherwise authorized by the COR. Official uniforms, patches, and shields shall be controlled to prevent unauthorized use. The embroidered DOE/NETL uniform patches and shields shall be surrendered to the COR at the end of the contract as these are DOE-accountable items. To ensure proper uniform appearance, all items shall be reviewed and replaced (as-needed) by the Contractor at least every 18 months. The table below provides the minimum expectation for uniforms provided:

Item	Minimum Specification	Quantity/ Employee
Pants	tactical battle dress uniform (BDU)-style poly/cotton; ripstop; Propper brand or approved equal; model F5205 zipper style or F5201 button style; navy blue	5
Shirts	tactical BDU-style poly/cotton; ripstop; Propper brand or approved equal; model F5456 short sleeve and F5452 long sleeve; navy blue	3 short, 3 long sleeve
T-shirt	cotton; crew neck; navy blue	5
Belt	BDU nylon web; 2-inch; flat finish; black	1
Name strip	cloth strip; material similar to shirt and embroidered with last name; navy blue with gray thread; <i>display above right pocket on shirts and cold weather coat</i>	7
Uniform Shield	DOE (Government purchased); <i>display on left pocket of shirts and upper left side of coats</i>	2
Uniform Patch	embroidered DOE/NETL patch (Government purchased); <i>display above left pocket and on left shoulder of shirts and cold weather coat</i>	14
Patch	American flag; <i>display on right shoulder of shirts and cold weather coat</i>	7
Rank insignia	metal; rank appropriate/military spec; gold (reference: rothco.com); <i>display on collar of shirt and cold weather coat</i>	4 sets
Coat, rain	high visibility; trench-style	1
Coat, cold weather	double duty jacket; 5.11 brand or approved equal; model 48096 with removable cold weather liner; navy blue	1
Hat, cold weather	knit watch cap; military spec; no designs or logos; black	1
Hat, warm weather	baseball-style cap; SECURITY on front; navy blue	1
Gloves, cold weather	waterproof; insulated; black	1

Note: Uniforms and equipment must not necessarily be new, but must be in good serviceable condition, match (i.e. color of top/pant, officer to officer) and meet the standards identified above.

7.4 Safety footwear shall be provided by the Contractor. Footwear shall be 6 or 8 inch boots, black in color, have a consistent style across all sites, and must be fabricated in compliance with ANSI Z41.1. Footwear shall be replaced when it becomes worn or damaged.

7.5 Duty gear. Individual equipment provided for each officer shall include hand cuffs, baton, pepper spray, flashlight, and duty belt and holsters for carrying such items. Items shall be provided only after successful completion of the training requirements set forth in section 6.0. All equipment shall be kept in serviceable condition at all times. The Contractor shall keep a serviceable pool of such items available for use by officers. The table below provides the minimum requirements and specifications for each required piece of duty gear:

Item	Minimum Specification
Hand cuffs	hinged; nickel plated
Hand cuff holster	closed case; black
Baton	21 inch; collapsible; black
Baton holster	hard plastic with side break; black
Pepper spray	10% Oleoresin Capsicum pepper spray; 3 ounce; flip top
Pepper spray holster	closed case; black
Flashlight	sized to comfortably fit on duty belt; minimum 320 lumens; black/silver
Flashlight holster	black
Duty belt	nylon with replaceable buckles; 2-inch; black

7.6 Rubber overshoes and cleats may be purchased and worn as necessary during inclement weather. The Contractor shall also supply other personal equipment which may include whistles, inclement weather clothing, and safety equipment (reflective vests, signal wands, etc.) necessary for full performance in all types of

weather.

- 7.7 **Keying supplies.** Consumable keying supplies such as cores, key blanks, and cutting supplies shall be purchased by the Contractor maintaining strict adherence to the current NETL key program requirements. It is the Contractor's responsibility to ensure such supplies are on hand as needed to meet demand and maintain spares.
- 7.8 **Bonding.** The Contractor shall provide a minimum \$50,000, per occurrence, fidelity bond for all contractor employees working under this contract. Certificates shall be made available to the COR upon request.

8.0 DELIVERABLES

PWS Task	Deliverable	Frequency and Remarks
2.7.2	Transition Plan	Weekly and until transition is completed.
2.7.3	Security Directives Manual	As Government security-related and/or emergency operation directives are modified or updated. Reviewed annually and updated as appropriate.
2.7.4	Incident Report	As soon as possible, but in no case will the report be deferred to a later time or shift without prior authorization of the COR/Alternate.
2.7.5	Duty Logs	As requested.
2.7.6	Weather Reports	As required.
2.7.7	Loss & Theft Reports	Monthly and Annually.
2.7.8	Progress Meeting Minutes	Per meeting occurrence.