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CLIN 1 – Research & Development (R&D) Support Services (Fixed-Price CLIN)

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 – January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The R&D Support Services Activity is a firm fixed-price Activity.
   3. **Description:** R&D Experimental Process Design, R&D Safety Analysis and Review System (SARS) Support, Quality Control, R&D Infrastructure, Installation, and Operations Support, and Project Management Support.
   4. **Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
   5. **Travel:** Travel is anticipated

*NOTE: The contractor shall discuss the rationale for their proposed travel regardless of the Government’s anticipation of travel.*

* 1. **Training:** Training is anticipated related to maintaining certifications required to perform requirements.

*NOTE: The contractor shall discuss the rationale for their proposed training regardless of the Government’s anticipation of training.*

1. **GENERAL REQUIREMENTS**
   1. CLIN involves:
      1. R&D Experimental Process Design
      2. R&D SARS Support
      3. Quality Control
      4. R&D Infrastructure, Installation, and Operations Support
      5. Project Management Support
   2. The PWS does require on-call support.
   3. This PWS is covered by the Service Contract Act.
   4. The contractor shall maintain/renew all drafting/design equipment and maintenance agreements.
   5. All work is expected to be completed based upon the schedule accepted by DOE.
2. **SPECIAL INSTRUCTIONS**
   1. The Offeror shall be required to employ personnel that possess the necessary technical, administrative, and management skills and certifications to perform works covered herein.
   2. Descriptions of current NETL laboratory facilities and test units can be found on the NETL web site at: <http://www.netl.doe.gov/onsite_research/capabilities.html>.
   3. Descriptions of current NETL computing capabilities can be found on the NETL web site at: <http://www.netl.doe.gov/onsite_research/Facilities/cluster.html>.
   4. It is expected that the Contractor will accommodate troubleshooting small repairs required for a project to remain operational on an as needed basis.
   5. Research & Innovation Center (R&IC) initiatives are provided in Attachment 1, Current Permitting Activities.
   6. Historical data is provided in Attachment 2, Historical and Estimating Information
   7. Existing process and procedures are provided in Attachment 3, Process and Procedures.
   8. Machine Shop Equipment is provided in Attachment 4, Machine Shop Capabilities.
   9. Secondary Standards maintained for the Calibration Laboratories is provided in Attachment 5, Calibration Lab Capabilities.
   10. Preventative maintenance work requests are provided in Attachment 6, Preventative Maintenance.
   11. Details on direct project operations support is provided in Attachment 7, Project Operations.
   12. Unless otherwise specifically indicated within this PWS, all newly initiated work under this CLIN shall be issued via the CHAMPS work order system and approved by the Contracting Officer’s Representative (COR) or designee.
3. **SCOPE**
   1. The Contractor shall provide research engineering, R&D SARS, quality control, and R&D infrastructure, installation, and operations support at the ALB, MGN, and PGH sites. The contractor shall provide to NETL all supervision, personnel, and services to satisfactorily perform work in the areas identified in this PWS.
   2. The Contractor is responsible for coordinating the installations and modifications of research infrastructure work from inception to commissioning/turnover through decommissioning and dismantling. It is expected that employees working under this CLIN will seamlessly and proactively seek out those working on other CLINS to gain information pertinent to the work being performed as necessary.
   3. All supplies, materials, and equipment required to perform the work identified in this PWS will be covered in CLIN 2 unless specifically identified to be provided by the Government within this PWS. All printer related supplies and other items commonly stocked in the warehouse shall be provided by the Government. All work shall be done in accordance with the requirements in Attachment 3, Process and Procedures.
   4. **Process Improvement Support**

The contractor shall provide support to help improve and streamline the Conduct of Research Operations (CROps), R&D SARS, and Research Engineering Design (RED) processes. The contractor should make recommendations for improvements on other dependent processes to the COR.

* 1. **Project Management Support**

The contractor shall provide project management support for all CROps work requests. This support will facilitate the CROps process:

* + 1. Develop the Project Management Plan (PMP) to identify the graded approach to the CROps process for an individual process.
    2. Use the CROps SharePoint collaboration site to facilitate the CROps process.
    3. Ensure work is performed on-schedule and within budget through working with responsible parties identified in the PMP.
    4. Coordinate procurements and ensure items are obtained in a timely manner to meet the schedule.
    5. Arrange and facilitate meetings as required to keep the project on track, obtain status information, facilitate key decisions, and obtain approvals.
    6. Publish meeting minutes for all status meetings.
    7. Develop Lessons Learned document for each project upon issuance of the Operations Permit for the intent of continuous process improvement. This document shall be completed within two weeks of the Operations Permit being issued and contain:
       1. Schedule Performance Index
       2. Percentage of Milestone Missed
       3. Engineering cost as a percentage of total project cost
       4. The time from an approved Conception Package to an approved Operations Permit
  1. Maintain the Key Process Indicators and data required for the improvement of the CROps process. The indicators shall be reported quarterly and compared to the previous quarter and year. These indicators are:
     1. Average Schedule Performance Index
     2. Average Percentage of Milestone Missed
     3. Average engineering cost as a percentage of total project cost
     4. The time from an approved Conception Package to an approved Operation Permit for each permit type:
        1. Commissioning operations
        2. Modifications to operations
        3. Idling
        4. Decommissioning
  2. **Work Control**

The Contractor is responsible for administering a work control system that meets the requirements of NETL Manual, Work Control System.

* + 1. The Contractor shall estimate and notify the requestor of the planned cost, start and completion date with in ten business days of the approval of the work order.
    2. Work shall be scheduled on a first-in first-out basis unless otherwise specified by the COR.
    3. All work shall be scheduled using a resource loaded schedule with the ability to perform what-if scenario analysis to provide DOE management information on the impacts of shifting priorities.
    4. The Contractor shall ensure Facility Work Orders required for the completion of an R&D project are generated and completed in a timely manner to avoid delays that could impact start of research.
  1. **Administrative Support**
     1. Develop weekly and monthly reports as defined (see Deliverables).
     2. Quality Inspections process indicators including number of opportunities for improvement identified in the Quality Assessment and percentage corrected before the Annual Assessment findings are entered in the corrective action tracking system.

1. **Laboratory Operations**
   1. **Engineering Design**

The Contractor shall provide engineering design services for new custom designs and modifications to R&IC experimental processes and equipment; see Attachment 2, Historical and Estimating Information for detail on number of design packages and a breakdown of required design disciplines utilized. All design products produced shall be of similar presentation, appearance and format. All designs shall be stamped by a licensed Professional Engineer.

Although each specific design project will vary from one to the next, design efforts are completed in the following disciplines:

* + 1. Mechanical
       1. Pressure Relief, Piping design in accordance with ASME B31.3,
       2. Pressure Vessel Design in accordance with BPVC Section VIII, Div. 1 and Div. 2
    2. Electrical
       1. Single Line Diagram, Power Distribution and Electrical Schematics in accordance with National Electric Code
    3. Instrumentation & Controls
       1. P&IDs
       2. I/O Drawings,
       3. Instrumentation Specifications
       4. Allen Bradley PLC Controls Programming
       5. HMI Configuration
       6. LabVIEW Programming
    4. Process
       1. Process Flow Diagrams
       2. Heat and Mass Balance Calculations
       3. Stream Summary Report
    5. Other Engineering Deliverables
       1. Project Plot Plans
       2. Leak Test Procedures
       3. Design Calculations
       4. Project Cost (Labor and Material) Estimates
       5. Weld Procedure Specifications
       6. Preventative Maintenance Requirements
       7. 3D Models for CNC fabrication
       8. Assistance to the RP in the Development of Standard Operating Procedures (SOP) consistent with the approved SOP Template.
    6. The Contractor shall maintain an engineering program that shall:
       1. Develop, implement, and maintain engineering procedures consistent with DOE and NETL directives that meet relevant professional design codes and standards as agreed to by the COR or designee.
       2. Ensure that engineering work stations and software tools required to meet design and document control requirements under this CLIN are maintained.
       3. Ensure drawings are numbered in accordance with the current established numbering scheme or as otherwise directed by the COR and shall bear an NETL title block. Each drawing shall also bear a revision designation, the date the drawing was revised, and respective signature approvals as required. Symbols, comments, font, general layout, etc., shall be standardized for all drawings produced or updated. Any changes to numbering or drawing procedures must be approved by the COR.
       4. Development, implement, and maintain Quality Control processes to ensure design and fabrication work meets NETL standards. At a minimum, this includes development of acceptance criteria and inspection requirements of work products.
       5. Compile all Quality and Design documents into a Project Design File controlled and maintained by Parent Activity Number.
       6. Development of procurement specifications associated with design efforts for both Federal and Contractor purchases.
       7. Maintain secure storage of all design files in their native format.
       8. Provide commissioning and troubleshooting support for operational issues. This is considered an on-demand service. COR notification should be made if the required support exceeds four hours.
       9. All designs shall be reviewed and stamped by a licensed Professional Engineer.
  1. **R&D Infrastructure, Installation and Operations**

The Contractor shall maintain all R&D support service facilities. This includes all preventative and corrective maintenance as well as proposing recommendations for expanding/improving upon the existing capabilities.

* + 1. The Contractor shall provide experienced R&D site managers, with a degree in engineering or physical science, at the ALB, MGN, and PGH sites to ensure R&D operations are executed according to plan and serve as a point of contact for the R&D staff.
    2. The Contractor is responsible for coordinating planned utility outages with the COR and stakeholders in order to minimize adverse impacts on research, and for communicating the information to all researchers (Federal, SSC, ORISE, etc.), along with the appropriate researchers’ responses to each type of outage.
    3. R&D Site Managers must have the ability to diagnose and provide direction for correcting laboratory equipment failures. See <http://www.netl.doe.gov/onsite_research/capabilities.html> for more details on the laboratory operations.
    4. R&D Site Managers are participants throughout the CROps process. They must have the ability to provide recommendations on laboratory layout to ensure proper maintenance can take place, provide input during the design phase on the ability to manufacture, and operability of R&D designs, and communicate the need for design changes and drawing updates due to as-built/as-found conditions. Excellent verbal and written communication skills are imperative when communicating with DOE personnel.
    5. The Contractor shall provide experienced Engineering Technicians to support the development, modification, and maintenances of NETL’s onsite research capabilities.
    6. The Contractor shall provide Engineering Technician support to operate R&IC R&D projects as specified in Attachment 7. R&D operations take priority over work requested via work control unless otherwise directed by the COR.
    7. The Contractor shall maintain and operate the machine-welding-sheet metal shops, at the ALB, MGN, and PGH sites. The equipment associated with these functions is provided in Attachment 4, Machine Shop Capabilities. Performance metrics for operations of service shops are based upon meeting service requestor’s completion date.
    8. The Contractor shall maintain and operate the Calibration Laboratories at the ALB, MGN, and PGH sites. The equipment associated with these functions is provided in Attachment 5, Calibration Lab Capabilities.
    9. The Contractor shall be responsible for the implementation of the calibration program to verify and document that key research and safety system components operate accurately, reliably and meet applicable codes and standards.
    10. The Contractor shall provide support to fabricate, install, modify, and maintain the NETL research laboratories. Work shall be approved per the Work Control Process or as a Preventative Maintenance activity.
    11. The Contractor shall provide Machine Shop, Weld, & Mechanical Services at the ALB, MGN, and PGH sites including:
        1. Machining; High complexity machining including test sample fabrication
        2. Certified weld application
        3. Custom sheet metal fabrication
        4. Project steel erection (Beam & Tank)
        5. High pressure process piping & tubing – All installations shall be performed by personnel that hold Swagelok installation and tube bending certifications.
        6. Swagelok and Autoclave cone & thread
        7. Pressure test services
        8. Refractory installation and replacement
        9. Configuration management
        10. Tagging & labeling
    12. The Contractor shall provide Electrical, Instrumentation & Control (EI&C) Services at the ALB, MGN, and PGH sites including:
        1. Electrical equipment installation for AC/DC applications (high and low voltage)
        2. Installation of programmable logic controller (PLC), Digital Control System (DCS) and Computer Control Systems
        3. Installation of project sensors associated with project interlocks up to the monitor base
        4. Process control panel fabrication and installation
        5. Process control loop verification
        6. UPS Systems < 30KV
        7. Troubleshooting & Maintenance
        8. Start-up & Commissioning
    13. The Contractor shall provide calibration services to the ALB, MGN, and PGH sites for Measurement and Test Equipment (M&TE). The tracking and calibration of all instrumentation shall be completed regardless of the labs’ ability to calibrate the instrument on site. Calibrations shall be scheduled in accordance with the procedures for Preventative Maintenance. A full list of instrumentation is available in Attachment 2, Historical and Estimation Information.
        1. Pressure Safety Valves (PSVs)
        2. Flow Meters, Transmitters & Safety Switches
        3. Temperature Safety Switches, verification of temperature sensing elements
        4. Pressure Transmitters (atmospheric, gauge, a differential pressure) & Pressure Switches
        5. Mass flow controllers (Critical data verification)
        6. Hand held and desktop Analog & Digital Multimeters
        7. Laboratory scales and balances
        8. The Contractor shall provide support for gas cylinder shipping, receiving, and delivery from central cylinder storage facilities to satellite distribution locations and project sites, and tracking location
        9. Shipping & Delivery of gas cylinders and dewars from suppliers
        10. Gas cylinder delivery and installation to project and gas sheds including connecting to distribution systems
        11. Gas systems installations, purge, in-service leak test, corrective actions
        12. Preventative Maintenance of cylinder regulators & flex hoses
        13. Cylinder pad maintenance and housekeeping, including responsibility for ensuring all cylinders are appropriately labeled and disposed of prior to expiration date (using the earlier expiration date if two are given for content quality and cylinder integrity)
        14. Ensuring cylinder locations are reported to the chemical inventory each time a cylinder is moved within 2 work days
    14. The Contractor shall conduct preventative maintenance for support R&D equipment. Preventative maintenance work orders are provided in Attachment 6, Preventative Maintenance.
    15. The Contactor shall operate and maintain the cooling towers and process cooling water delivery systems on the ALB site.
    16. The Contractor shall maintain Reverse Osmosis (RO) and Deionized (DI) water systems at the ALB, MGN, and PGH sites.
    17. The Contractor shall maintain the bag houses/dust collection systems.

1. **Laboratory Safety**
   1. Provide knowledgeable expertise to Facility Operations (FO) by developing and assembling the documentation required in the implementation of the R&D SARS process.
      1. The Contractor will assist FO in the revision and improvement of the R&D SARS process to reduce cycle time and improve the quality and efficiency of the R&D SARS process.
      2. The Contractor will assist in the development of written guidance, standards and templates to be approved by the COR.
      3. The Contractor will provide experienced resources to develop R&D SARS related requirements for CROps commissioning, operations, modifications to operations, idling, and decommissioning R&D projects at the ALB, MGN, and PGH sites.
      4. Provide support for up to 100 hours of ad hoc requests per the request of the COR. See Attachment 2, Historical and Estimating Information for examples.
   2. Provide ES&H/IH Personnel with Expertise in Laboratory Safety, Laboratory Industrial Hygiene, as well as General Safety Codes and Standards to perform the following activities to support ongoing and new R&D Activities:
      1. Responsible for completing the Hazard Analysis and documenting in the Hazard Analyses Report including the identification of hazards and mitigation measures using the What-If checklist for in-house research activities.
      2. Responsible for uploading the Hazard Analysis Reports to e-SARS.
      3. Responsible for completing and documenting the Field Work AHA for field work research activities. Responsible for shepherding the Field Work AHA for signatures and uploading the signed document to e-SARS in advance of the field work.
      4. Responsible for leading and documenting Initial and Annual Assessments for R&IC permitted research projects.
      5. Responsible for addressing all identified opportunities for improvement with the objective of avoiding any findings from Initial and Annual Assessments ever being entered into corrective action tracking system.
      6. Responsible for uploading the Initial and Annual Assessment documentation to e-SARS within five work days.
      7. Maintain the electronic R&D SARS file.
      8. Pro-actively assist the RP in developing components of the R&IC permitted research package that are listed as RP responsibilities in the R&D SARS Manual.
      9. ES&H/IH staff will identify the hazards associated with the chemicals for the purposes of including the applicable “standardized” hazard charts and/or in the development of any project specific hazard charts.
      10. Identify required Personal Protective Equipment (PPE) (i.e., type of glove or eye protection) as part of the safety analysis Responsible for documenting PPE in the projects’ SOPs.
      11. Routinely monitor the performance of laboratory fume hoods and ventilation systems and inspect cylinder storage areas and research laboratory chemical storage areas to ensure that storage is consistent with safe laboratory practices. Document this as directed by the COR.
      12. Responsible for completing and documenting all root-cause analyses/lessons learned pertaining to incidents, near misses, or preemptive actions related to R&D undertaken to improve safety.
      13. Participate in the implementation of recommendations made in the root-cause analysis/lessons learned reports.
      14. Responsible for determining the need for hazardous gas monitors using the Standard Hazard Charts with the objective of eliminating the need for monitors by specifying the maximum gas cylinder volume allowable even whose full release does not pose a hazard requiring monitoring. If the specified maximum cylinder volume is not acceptable to the researcher, responsible for placement of hazardous gas monitors as approved by the Industrial Hygiene Program Manager or designee.
      15. ES&H/IH personnel will create and maintain the chemical envelope for each R&D project, assessing the hazard category and identifying proper hazard mitigations. Any proposed additions that are not properly mitigated under the current permit shall be reported to the R&IC RP, the R&IC RP’s supervisor, and the COR or designee to communicate the need to initiate a permit modification in order to add that chemical.
      16. Draft and sign Memoranda to File, route for approval, and upload approved memos in each project’s e-SARS file.
   3. The Contractor shall have knowledgeable personnel to provide safety support to active projects
      1. Provide General Laboratory Safety (GLS) Training Workshops for new hires as well as GLS refresher training. All classroom trainings shall be led by a Safety Professional capable of answering participants’ questions.
      2. Provide project-specific and hazard-specific training as needed to researchers for laboratory or field work.
      3. Provide support and training to enable researchers to safely ship research samples between NETL sites and field locations.
      4. Provide certified Industrial Hygiene support for the development of Safety Data Sheets for samples or NETL-created laboratory items.
      5. Purchase and distribute PPE (except for safety shoes and prescription safety glasses for non SOS-4 employees). This includes the Laboratory Coat Program.
      6. Assist researchers in the identification and mitigations of hazards for all research samples, including those processed through the Laboratory Information Management (LIMS).
      7. Assist with data entry in using LIMS.
      8. Review R&D SARS files in advance of the ES&H Annual Assessment.
      9. Participate in the ES&H Annual Assessment.
      10. Conduct Annual Quality (Electrical, Mechanical, M&IE) Assurance Inspections with the intent of identifying and correcting opportunities for improvement prior to the official Annual Assessment’s findings being entered into e-SARS, thus avoiding AIIS Findings.
      11. Conduct periodic walk-throughs of active projects as requested by the COR to identify potential areas of concern (e.g., general housekeeping, configuration changes, availability of equipment manuals and project [in-lab] R&D SARS file, chemical storage, container labeling, availability of spill materials, PPE availability and use, etc.). Documented as directed by the COR.
      12. Review training completion records for active projects and provide administrative support to schedule personnel for delinquent training requirements and upcoming training needs at least quarterly.
      13. Assisting RPs in adding new personnel, ensuring training requirements are identified and assigned. Responsible for documentation of completed training in e-SARS and STeMS
      14. Reviewing, and if necessary, updating notification signs for active projects (monthly)
      15. When requested, accompanying Team Supervisors on walk-throughs of their projects.
      16. Responsible for addressing corrective actions assigned during ES&H Annual Assessments and other, ad hoc inspections with the goal of addressing the finding and closing the issue within 30 days.
      17. Responsible for ensuring the SOPs conform to the requirements of the SOP Template. Revise and maintain the SOP Template as needed or requested by COR.
      18. Conduct personal and area industrial hygiene monitoring as required and documenting results to the R&D SARS file.
      19. Assist researchers in complying with Federal requirements for selecting and using equipment listed by a Nationally Recognized Testing Laboratory (NRTL) whenever possible. When NRTL equipment is not a viable option because functionally-equivalent listed equipment is either not available or is cost-prohibitive, assist in providing all required documentation to obtain AHJ acceptance prior to purchase.
      20. Update SARS package documents (SOP, Chemical Envelope, Training forms, etc.) to reflect changes documented in memos to file at least monthly.
      21. Maintain overall quality level of SARS package as minor changes occur.
      22. Process administrative changes (e.g., Team Supervisor Risk Acceptance memos, Responsible Person Appointment Memos, RP Risk Acceptance Memos, and administrative change permits) within one month of the request, or whenever triggered by updates to the NETL organizational chart with COR concurrence.
      23. Provide project-specific, chemical-specific, and field work-specific training, as warranted.
      24. Provide competent personnel to maintain, make requested updates to and recommend improvements to the electronic R&D SARS system (e-SARS), the electronic Training System (STeMS), and CROps SharePoint Site.
      25. Provide on-going daily maintenance and support for e-SARS and STEMS.
      26. Maintain all R&D SARS documents as controlled documents in accordance with NETL requirements.
      27. Provide technical/user support to R&IC research personnel.
      28. Business management support related to maintenance and modifications for the R&D Document Control System, eSARs and STeMS. The eSARs and STeMS systems reside on SharePoint servers. Both systems have custom code and databases separate from SharePoint to capture training and project data. Maintenance activities include reviewing activity, ensuring data is captured as project sites are created, or training is added to project lists, and acting when errors arise.  Modifications include accommodating notification changes, such as when or how users receive automated communications.
      29. The R&D Document Control System is an Access database that resides on a common drive. Maintenance activities include reviewing database activity, ensuring data is captured as project sites are created or training is added to project lists, and acting when errors arise.  Modifications include accommodating notification changes, such as when or how users receive automated communications. Support will be provided to add or subtract training requirements or projects as necessary due to project modifications.
      30. The Contractor will develop and implement a training program for contractor and Federal employees working in R&IC laboratories to ensure formal communication of safe laboratory practices to include: general laboratory safety, PPE, Spill Kit Usage, First Aid, CPR, gas monitoring, tubing installations with Swagelok fittings, conduct of operations, chemical handling (especially dealing with Particularly Hazardous Substances – HF, peroxide formers, cryogenics, etc.), hazard communications, sample shipping requirements of NETL and the Department Of Transportation, and any other safety training needed which is not already covered by ES&H training courses, as identified as required for R&D projects.
      31. The Contractor shall preemptively review when training will be needed and ensure the required training courses are scheduled prior to the need to prevent expiration of credentials.
      32. Provide monthly status report to all R&IC Team Supervisors informing them of any upcoming expired training 30 and 60 days in advance for the researchers in the laboratories under their supervision. Notification is to include instructions for satisfying training requirements.
2. **Quality Control**
   1. **Document Control**

The Contractor will maintain a document control system and provide experienced resources to preserve and retrieve critical design and safety documentation (NETL controlled documents, Laboratory Operations Center (LOC) and R&IC guidance documents, R&D SARS documents, drawings, design files, etc.).

* + 1. Assign and maintain a log of all Parent Activity Numbers.
    2. Assign Document Control Numbers (DCN) and prompt requestors to submit approved documents to Document Control.
    3. Send bi-monthly DCN reports to requestors to receive documents that are open.
    4. Provide hard copy prints or soft copies of existing drawings to NETL employees when requested. This effort is on-demand services and does not require an approved work order.
  1. **Quality Inspections**

Provide Competent Quality Inspectors (QIs) with Expertise in Electrical, Mechanical, and Measuring Instruments and Test Equipment (M&TE**)** at the ALB, MGN, and PGH sites.

* + 1. The QIs will lead and be responsible for conducting and documenting Initial Engineering Inspections and Annual Configuration Management Assessments for permitted projects. Initial/Annual Assessments will include the following inspections:
       1. Electrical Inspection
       2. Mechanical Inspection
       3. Measuring Instruments and Test Equipment (M&TE) Inspection (includes Pressure Relief Devices)
    2. The Initial Engineering Inspections and Annual Configuration Management Assessments will include a review of all project gas distribution systems and equipment installations for compliance with approved engineering design documents and QA/QC concerns. Initial Assessments for Modification to Operations permits place more emphasis on the new/modified component but are complete and full assessments of the entire project.
    3. During Initial and Annual Assessments, the QIs are responsible for ensuring that manuals (hard copies or electronic) for all equipment identified on the equipment list in the project SOP, are available and are the correct version (e.g., correct model number).
    4. Initial Engineering Inspections and Annual Configuration Management Assessments will include the communication of any non-conformances identified to the RP and Team Supervisor, as well as the path to correction, and the offer to help resolve the finding (e.g., write the Work Order(s)) for any non-conformance identified with the objective of resolving all prior to the end of the Annual Assessment month to avoid AIIS Findings being entered against R&IC personnel.
    5. Ensure all inspections are completed in accordance with the quality requirements provided in the Detailed Design Package and compile the requirements and inspection results into a Quality Package.
    6. Review procurements related to work performed under this CLIN to ensure all quality assurance requirements are met (e.g., certified material test reports and certificate of compliance).
    7. Conduct inspections to support Engineering and R&D Operations
       1. Procurement Product Acceptance Actions (QC-2 & 3 Procurements)
       2. Receipt Inspection (QC-1 Procurements)
       3. Supplier Evaluation Reports
       4. Non-NRTL Inspections
       5. Quality Surveillance Reports
       6. Mechanical Inspection Reports (MIR)
       7. Pressure Test Reports (PTR)
       8. Work Order Closeout Inspections (WCI)
       9. Engineering Change Instructions Inspections
       10. Weld Inspection Reports (CWI)
    8. The Contractor Quality personnel will strive to resolve any findings or non-conformances identified by the end of the R&D SARS permitted project’s Annual Inspection month. This includes making corrections on-the-spot when possible. Any on-the-spot corrections shall still be noted in the report.
    9. The Contractor Quality personnel will provide any electrical, mechanical, or M&TE-related unresolved findings to the ES&H and Engineering Representatives prior to the Annual Assessment along with recommended corrective actions to resolve prior to the end of the Annual Assessment month.
    10. The Contractor Quality personnel will post the inspection reports to e-SARS by the end of the Annual Assessment month.
    11. The Contractor Quality personnel are responsible for facilitating the acceptance of non-NRTL laboratory equipment by the Federal NETL Electrical Authority Having Jurisdiction (AHJ).
  1. **Quality Assurance Program Support**
     1. Assist Engineering and Operations in the implementation of Quality Control processes to ensure design and fabrication work meets NETL and approved codes and consensus standards.
     2. Assist NETL in the development of Quality Assurance manuals and related processes for to ensure NETL is meeting the requirements of DOE O 414.1, Quality Assurance.

1. **DELIVERABLES**

The following table contains the deliverables associated with this CLIN. All deliverables shall be submitted to the COR.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| Monthly R&D Operations Summary Report | Summary of all ongoing R&D Support Operations activities that are not reported on the Monthly CROps Status Report – by site. This is to include days to complete (where noted) using a consistent basis.  Listing of all completed and in process Memos to file during the month and days to complete from triggering action (new organizational chart or date of personnel change).  Listing of updated Chemical envelope (days to complete from request to add chemical(s)).  Listing of all training sessions provided.  Configuration Management (mechanical, electrical, M&TE) Findings Tracking spreadsheet/log to include:  Assessment month, Description of Issue, Risk Level, Requirement, Resolution Path Forward / Corrective Action log entries, Identification of who is responsible for the corrective action, Status (open, entered in to AIIS, or closed)  Audit Report (to include at a minimum a list of the projects, work activities, programs, systems, etc., assessed/audited), a summary of the findings and observations for each project, work activity, etc., corrective action plan for each finding, status of all corrective actions past and present, as well as and suggestions for improvements. Closed actions shall continue to be reported for one month after they are identified as being closed.  STeMS Status Report which is to include at a minimum, a listing at the team level of team overall compliance for satisfaction of training requirements, with any deficiencies communicated clearly (names and unsatisfied requirements), and with upcoming expiring requirements noted along with any info about the means to satisfy.  Number of work requests submitted, number of active requests, closed work requests (request, submission date, date work began, closure date, duration, and hours to complete), current lead time by resource classification.  Justification for schedule slippage greater than one month of the approved schedule for any CROps project.  Calibrations Schedule, status, statistics | Monthly  Submit to: COR, CLIN COR, CS  Attendance by R&IC researchers at SSC-provided training sessions documented in STeMS at least monthly |
| Maintain the Key Process Indicators and data required for the improvement of the CROps process. | The indicators shall be reported quarterly and compared to the previous quarter and year. These indicators are:   * Average Schedule Performance Index * Average Percentage of Milestone Missed * Average engineering cost as a percentage of total project cost * The time from an approved Conception Package to an approved Operation Permit for each permit type: commissioning operations, modifications to operations, idling, and decommissioning | Quarterly  Submit to: COR, CLIN COR, CS |
| Maintain R&IC management metrics in support of RIC research, and report as described | * Comparison of approved completion date to actual completion date of Work Orders, reported by category as requested by COR, but with at least Machine Shop requests broken out. * The number of AIIS Findings entered against R&IC RPs, broken down by category (Quality, Lab Documentation, ES&H compliance, and Engineering) * Time for a procurement action to be awarded compared to date of request. * Time to receive a chemical that does not require a permit modification from request date. * Time to get provisional AHA approval for non-NRTL equipment from date of request. * Time to send and to receive chemicals and/or samples from the field, between sites, and between NETL and other institutions compared to date of request. * Number of Field Work Activity Analyses undertaken as compared to the number completed and uploaded to eSARS prior to the requested field work start date. * Number of notification signs updated as triggered by organizational or personnel changes reported with date of triggering action. * Number of Team Supervisor acceptance, and RP conference and acceptance memos completed and uploaded into eSARS as triggered by organizational or personnel changes reported with date of triggering action. Number of administrative permit updates made. * Create Safety Data Sheets (SDSs) for any field samples or NETL-created as needed. If performed, report time to complete from date of request with these other key process indicators. * Days to complete all SARS-related actions to be compared to the immediately previous quarter, and to the previous year/s corresponding quarter, once available | Reported quarterly, using a consistent basis, and going forward, comparisons to previous quarters’ performance to be included (immediate past quarter, then also previous FY quarter once available).  When the number of AIIS Findings is greater than zero, an informal written explanation is to be given to the COR. This is to be done monthly. Any recurring Findings need to be reported monthly until resolved. |
| Gas shed process performance | Written report providing comparison of cylinders found to ESH site chemical inventory. Report of cylinder activity (consumed, expired, damaged, disposed, replaced, etc.) by site. Report is to include verification that no expired cylinders are on site. | Annually |
| Lessons Learned Report/Root Cause Analysis | Written report identifying any root causes of an accident or near miss incident, along with immediate and longer-term actions that are recommended to avert another incident in the immediate and more distant future | Upon request from COR |
| Training | Provide General Lab Safety Training for new hires. One session is to be synced with the arrival of the R&IC summer students as directed by COR. Content to be specified by the COR.  Provide General Lab Safety Refresher Training. Content to be specified by the COR.  Actively work to ensure that any satisfied training requirements about to expire in the next three months will be able to be satisfied prior to expiration date.  Provide project-specific/hazard-specific/ operation- specific training for field work and working with highly toxic chemicals, or other unusual activities as needed, and document completion of training in STeMS and eSARS. | At least annually  Annually  Quarterly Report to COR documenting upcoming deficiencies.  As requested by COR |
| Training STeMs | Maintain and administer system, troubleshoot, provide reports to R&IC as requested detailing any unsatisfied training requirements | Quarterly report detailing all upcoming training whose satisfaction will expire in the next three months.  Other reports as requested by COR |
| Work Order Status Report | An e-mail and intranet posting to include the Primavera schedule for all open Work Orders and Excel based open work request report. | Twice per month – 15th and 30th of the month  Submit to: R&D Support Schedule Group and Intranet |
| CROps Associate Director Report | A summary report status report for all projects pursuing an Operations or Modification to Operations Permit | Monthly– Thursday before the last Tuesday of the month  Submit to COR |
| CROps Status Report | This is a written report listing the completed actions, total days to complete, days to complete each phase, explanations for anomalous data points, key process indicators. Include executive summary table, with each type of action and total days to complete from date entered into CROps compared to the immediately preceding quarter and to corresponding quarter in the previous year.  This shall be a comprehensive report for all complete CROps actions. | Quarterly – May 15th, August 15th, November 15th and February 15th.  Submit to COR |
| Task Management & Coordination Meeting | A meeting to discuss schedule, set priorities and resolve issues. The Contractor will be responsible for scheduling and recording meeting minutes. | Twice per month (meeting minutes shall be submitted to the COR within 5 business days after the meeting) |
| Industrial Hygiene Exposure Assessment Report | Listing of all IH samples take related to research projects in comparison to regulatory or codified exposure limits. | Quarterly by the 15th of the month after the close of the FY quarter. January 15th, April 15th, July 15th, and November 15th. |
| Quality Inspection Snapshot | Number of issues identified in the current quarter  Number of issues resolved prior to entry into AIIS  Number of findings that are entered in to AIIS  Percentage of issues resolved prior to entry into AIIS at the end of annual inspection month  Percentage of issues submitted for entry in to AIIS at the end of annual inspection month  Number of issues by gravity (i.e. urgent, serious, non-serious, deminimus)  number of issues by classification (e.g. Non-NRTL equipment, Labeling/Tagging, Calibration, P&ID configuration, electrical code)  The report may also include any information desired explaining any unresolved issues. | Quarterly  Submit to COR |
| Document Control Status Report | A written report to include the total number of documents controlled, number of new documents and revisions from the previous quarter, a summary of missing documents (including their numbers, titles, and owners), coordination details with e-SARS, and suggestions for improvements. | Quarterly  Submit to COR |
| Standard Operating Procedures, Support Operations SARS Package Updates & Engineering Procedures | As required per Attachment 3, Process and Procedures | As necessary  Submit to RP and COR |

CLIN 2 – R&D Equipment/Materials (Cost-Reimbursement CLIN)

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 – January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The R&D Equipment/Materials is a cost-plus-fixed-fee CLIN
   3. **Description:** R&D Equipment/Materials
   4. **Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
   5. **Travel:** Travel (local and long distance) is not anticipated.
   6. **Training:** Training is not anticipated.
2. **GENERAL REQUIREMENTS**
   1. The CLIN involves purchasing materials, equipment, and supplies in support of the R&D Support Services CLIN
   2. The CLIN does not require on-call support.
3. **SCOPE**
   1. The Contractor shall provide procurement support to include all supplies, materials, and equipment to perform the work identified in the CLIN 1 PWS unless specifically identified to be provided by the Government within this PWS. Title to all equipment purchased under this CLIN shall be vested with the Government. All printer-related supplies and other items commonly stocked in the warehouse shall be provided by the Government. It is anticipated that the total cost of the procurement support will not exceed $4,000,000 in supplies, materials, and equipment purchases for the 12-month period of performance.
4. **DELIVERABLES**
   1. The following table contains the deliverables associated with this CLIN. All deliverables shall be submitted to the COR and Contract Specialist.

|  |  |  |
| --- | --- | --- |
| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| Supply and Materials Tracking Report – This report shall include a detailed breakdown of all supplies and materials purchased in support of this CLIN. The supplies and materials shall be tracked by field work proposal or designated as “general use” | Excel Spreadsheet | Quarterly – Within 15 days after the end of each contract quarter. |

CLIN 3 – Engineering & Facilities Support Services (Fixed-Price CLIN)

CLIN 3 Activity 1 – General Engineering Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**

**1.1 Period of Performance:** February 1, 2020 – January 31, 2025 (2-year base with three 12-month options)

**1.2 Type of Activity:** The General Engineering Support Services Activity is a firm fixed-price Activity.

**1.3 Description:** Engineering, Design, Drafting, and Drawing Control

**1.4 Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.

**1.5 Travel:** Travel (local and long distance) is anticipated among all three NETL sites.

**1.6 Training:** Training is anticipated related to maintaining certifications required to perform requirements of this Activity.

1. **GENERAL REQUIREMENTS**
   1. This Activity is to be performed at the ALB, MGN, and PGH NETL sites. The Activity involves:
      1. Engineering works
      2. Construction inspections
      3. Drafting
      4. Drawing control
      5. General space management services
      6. Infrastructure alteration services
      7. Infrastructure management services
      8. Specialty services
   2. The Activity does require on-call support based on approval by the Activity Contracting Officer’s Representative (ACOR).

* 1. This Activity is covered by the Service Contract Act.
  2. The contractor shall maintain/renew all drafting/design equipment (plotters etc.) maintenance agreements.
  3. All design work shall comply with the documents listed on the NETL Focused Standards List. The documents that will be utilized most of the time are:
     1. DOE Order 420.1 Facility Safety,
     2. DOE Order 436.1 Departmental Sustainability,
     3. DOE Standard 1066 Fire Protection,
     4. ASHRAE 90.1 Energy Standard for Buildings Except Low Rise Residential Buildings,
     5. ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality, and
     6. NFPA 101 Life Safety Code.
  4. Service estimates that do not specify site values are estimates for the three sites combined; general work ratios (unless otherwise specified) are assumed to be 20% ALB/40% MGN/40% PGH.

1. **SPECIAL INSTRUCTIONS**
   1. The Offeror shall be required to employ personnel that possess the necessary technical skills and certifications to perform work covered herein.
   2. It is expected that employees working under this Activity will seamlessly and proactively seek out those working on other Activities in order to gain information pertinent to the work being performed as necessary. Examples of such circumstances could be code or standard requirements from safety personnel for development of design basis documents, technical information from site support maintenance technicians, etc.
   3. Unless otherwise specifically indicated within this PWS, all work under this Activity shall be issued via the CHAMPS work order system and approved by the ACOR or designee.
   4. Licenses/Certifications: The Contractor is required to provide design engineering services that will require professional licensed engineers in the States of Oregon, Pennsylvania, and West Virginia.
2. **SCOPE**
   1. The Contractor shall provide general engineering, design, drafting and drawing control support at the ALB, MGN, and PGH NETL sites. The contractor shall provide to NETL all supervision, personnel, and services to satisfactorily perform work in the areas identified in this PWS. The Contractor shall provide all supplies and materials for the performance of the work identified in this PWS unless specifically identified to be provided by the Government within this PWS. All equipment needed to perform this work shall be provided by the Government. All printer-related supplies and other items commonly stocked in the warehouse shall be provided by the Government.
3. **Engineering Design Support**
   1. **General Engineering Design** 
      1. Provide engineering design services for alterations or modifications to NETL site infrastructure. The Site Operations Support contractor shall provide up to15 design packages per year (note: design packages will vary in complexity). Delivery schedules for design work shall be proposed to, and approved by, the ACOR or designee. All design work produced shall be of similar presentation, appearance and format. Although each specific design project will vary from one to the next, engineering design services shall include the following items:
         1. Design calculations for civil, mechanical, electrical, plumbing, fire protection, etc.
         2. Code and standard expertise such that design basis documents can be assembled
         3. Specification assembly
         4. Preparation of cost estimates for implementation of designs or rough order of magnitude estimating for future projects that have not yet been designed
         5. Production of drawings
         6. Participate in design reviews (15%-30%-60%-90%) with NETL for designs prepared under this section, including tracking comments and providing disposition thereof.
      2. Participate in design reviews and provide comments as requested by NETL for designs performed by outside architectural and engineering firms. On average, NETL has requested participation in 5 design reviews annually.
      3. Provide proposal drawings or sketches that are not part of items above for use by NETL employees. An example of this may be a request for three site layout drawings to be produced showing various options for rearranging parking spaces. On average 150 requests of this nature occur during any given year.
      4. Provide design services in support of other functions under this contract for the Laboratory Operations Center. This could include minor designs in support of the Engineering & Facilities Team and the Environment, Safety & Health Team. These designs are typically smaller in nature than those described in 5.1.1 above. An example would be a project to design code compliant stairs for NETL’s main electrical substation switch house as a result of an annual safety inspection. The design product would include appropriate drawing(s) and a brief specification assembly. In these circumstances, the installation could be performed by either the Site Operations Support contractor or an outside vendor. The estimated amount of these types of designs is 5 per site per month.
      5. All design products prepared must be submitted to NETL Federal personnel for signature approval before they can be considered 100% complete. The initial approval process shall be developed and documented by contractor staff in conjunction with the ACOR. The process must then be reviewed annually by contractor staff for effectiveness and improvements and presented to the ACOR for approval.
   2. **Construction Inspection Services** 
      1. Provide limited construction inspection services (CIS) for construction projects performed by on-site or off-site contractors. The Site Operations Support contractor shall provide limited services up to one FTE (1860 hours) per contract year.
      2. Inspection services include the following as per the direction of the ACOR:
         1. Review of and response to submittals for compliance with specifications and Requests for Information (RFI’s)
         2. Development and retention of submittal and RFI logs for a given project
         3. Retention and cataloging of project submittal information in a documented filing system for future use by NETL and/or site support personnel (note that some information will be transmitted by NETL to performing organization personnel for retention and cataloging even when inspection services are provided by others).
         4. Project walk-throughs to confirm installed items are in compliance with specifications. Generation of walk-though reports and photographic construction progress documentation shall be submitted to the NETL project manager at various intervals (i.e. daily, weekly, monthly, etc.)
         5. Witness acceptance testing as required by construction project specifications (i.e. piping pressure testing, concrete testing, air balancing, controls testing, commissioning, etc.)
         6. ‘As-built’ drawing production based on observations during walk-throughs and/or construction contractor provided red-lined drawings
         7. Attendance of construction meetings, recording of attendees and meeting minutes, and distribution of minutes to attendees by close of business the following business day.

*Note: At a minimum all construction inspections shall include at least items 5.2.2.4 and 5.2.2.5. The need for the other services listed will be project dependent.*

* 1. **General Drafting Support**
     1. Provide general drafting support for on-site construction and maintenance projects. Drafting support shall include the following disciplines:
        1. Architectural
        2. Civil
        3. Structural
        4. Mechanical
        5. Electrical
        6. Plumbing
        7. Fire Protection
        8. Communications
        9. Piping and Instrumentation Diagrams (P&IDs)
        10. Process Flow Diagrams (PFDs)
        11. High Pressure Plant Piping
     2. Provide hard copy prints or soft copies of existing drawings to NETL Federal employees when requested. On average, 380 prints are provided per month; hard copy prints will vary in sheet size depending on the requestor and the drawing being printed. Requests for soft copies could be in support of any NETL function. An example would be a request for soft copies of underground utility drawings by Engineering & Facilities personnel to support their assembly of an excavation permit. Soft copy requests are estimated to be 150 per month.

*CHAMPS WORK ORDER NOT REQUIRED (ON-DEMAND SERVICES)*

* + 1. Drawings shall be in Computer Automated Design (CAD) format and may include two or three dimensions depending on the nature of the system being drawn. In addition to CAD, site utility and site layout/plot plan drawings will need to be maintained in ArcGIS software. The status of ArcGIS drawing availability/data bases varies by each site, with the Morgantown site more advanced than the other two sites (see ArcGIS Services below). Utilities to be included in this activity will encompass all utilities, service and waste lines maintained under other performance work statements that are part of this contract. Site layout/plot plan drawings will include those that detail building locations, sidewalks, parking lots, roads, walking paths, and grass areas from a bird’s eye view. Note that only the ‘official’ layout/plot plan drawing for each of the items noted above will be required to be maintained with ArcGIS software.
    2. Drawings shall be numbered in accordance with the current established numbering scheme or as otherwise directed by the ACOR and shall bare an NETL title block. Each drawing shall also bare a revision designation, the date the drawing was revised, and respective signature approvals as required. Symbols, comments, font, general layout, etc., shall be standardized for all drawings produced or updated. Any changes to numbering or drawing procedures must be approved by the ACOR.
  1. **Drawing Control and Management**
     1. Drawings must be controlled and managed for accuracy based on the requirements listed below:
        1. Facility-related alterations/modifications performed by personnel working on other Activities under this contract shall be updated on the respective drawings within 20 business days of work completion. Historical data on these types of changes are available in maintenance records.
        2. Hidden utility location information shall be updated on their respective drawings within 15 business days upon receipt of official locating information regardless of who performs the locating function (see historical data below).
        3. Alterations/modifications performed by an outside vendor under a contract directly with NETL or other site support contractor not under this contract shall be updated on the respective drawings within 30 business days of receiving as-built information from NETL or other site support contractor respectively. Depending on the scope of the project, information from as-builts provided by others may warrant updates on other site drawings. Historically, outside vendors perform approximately 25 alterations/modifications to NETL facilities per year, of which nominally five (5) would be considered large and complex. Redline drawings from contractors performing modifications will be made available for use to support drawing alterations.
        4. Electrical panel schedules shall be updated for all NETL facilities at least once in any annual period or upon changes made to panel circuitry. Changes made to panel circuitry must be updated within 10 business days of the change. The number of electrical panels can be obtained by reviewing existing maintenance records. (This effort shall be performed in accordance with the approved schedule and does not require an approved work order).

*CHAMPS WORK ORDER NOT REQUIRED (ON-DEMAND SERVICES)*

* + - 1. Arc-flash labeling shall be provided for facility electric panels and switchboards that are replaced or modified in the five-year period between site wide arc-flash assessments.  Labels should follow the National Electric Code and NFPA 70E.
      2. Space utilization drawings shall be kept up to date based on input from the NETL space planning coordinator. There is an average of 15 employee moves monthly. At the beginning and end of the summer months, NETL gains and loses respectively approximately 150 temporary employees. On average, 10 full-time employees separate from NETL employment each year. During each of these scenarios, space utilization drawings shall be updated along with statistics that are kept for occupied/vacant spaces. Statistics shall also be provided and updated based on the following space information: manager offices available/occupied, employee offices available/occupied, window offices available/occupied, and a count of Federal occupancy vs. non-Federal occupancy per building,
      3. All other official drawings under 5.4.1.1 through 5.4.1.5 above shall be updated prior to use that could impact new work such as design, and procurement, etc.  Official drawings shall be defined as any drawing showing utilities, services, waste systems, mechanical systems, plumbing systems, electrical systems along with electrical and mechanical equipment; all items mentioned include those within and external to site buildings and structures. Quantity of drawings being updated under this section are estimated to be approximately 100 per year.  Updated drawings carry the expectation that once updated, pertinent information shown on the drawing shall reflect actual field conditions.
      4. Preparation of drawings and building information for Facility SARS packages in accordance with NETL’s posted procedure/manual governing this Activity. This Activity includes compiling building floor plans, building elevation drawings, developing a drawing that shows all utilities entering the building, and writing building system narratives for HVAC systems, life safety systems, communication systems, elevator/hoist/crane systems, and any other major mechanical equipment. Approximately twelve (12) of these packages will be assembled per site per year.

*CHAMPS WORK ORDER NOT REQUIRED (SCHEDULED SERVICES)*

* + 1. Document and maintain a drawing control system for all site drawings. As-built drawings provided by others and delivered by NETL shall be part of the document control system (i.e., when received from NETL, drawings may need re-numbered and entered into the system).
    2. Limited ArcGIS Support – ArcGIS is to be utilized to keep site infrastructure data up to date.  Site infrastructure informational reports are to be executed using ArcGIS.  The Site Operations Support contractor shall provide up to one FTE (1860 hours) per contract year to build and expand the ArcGIS data base at each of the three sites. Site capabilities/databases via ArcGIS differ, with the MGN site being the most advanced. This effort will be managed as directed by the ACOR to suit the needs of the Engineering & Facilities Operations Teams. This shall include adding all utility location data developed/documented during the installation of the new utility lines and boxes.  All underground utilities and abandoned utilities including underground contaminated piping located during the new installations shall be added to the ArcGIS data base.  All marker balls that have been installed shall be added to the ArcGIS data base.  The new underground fire water vaults and the new heated enclosures shall be added to the ArcGIS data base.  All isolation valves and shutoffs shall be added to the ArcGIS data base.  All newly installed backflow prevention devices shall be added to the ArcGIS database.  Detailed information such as pipe size, type of pipe, valve size and type, backflow prevention details, etc., shall be included in the ArcGIS database.

1. **Specialty Engineering Services**
   1. **General Space Management Services**
      1. Interface with the NETL space planning coordinator periodically and prepare space utilization drawings and occupied/vacant statistics upon request. Develop space layout options for NETL consideration in accordance with the guidance provided by the NETL space planning coordinator.
   2. **Infrastructure Alteration Support**
      1. Assist NETL by researching and providing existing infrastructure information for projects to be performed by external vendors. This information could be intended for developing future construction project needs, reviewing facility integrity, and assisting NETL’s A&E firm review of existing conditions. The product developed under this activity could be supplying existing drawings, existing equipment specifications, existing conditions, and information regarding current equipment operating status. Supplying existing drawings and equipment specifications would occur for approximately 20 projects per year. Supplying information on existing conditions and operating status would typically only be required for major renovation projects and would occur for approximately 5 projects per year.
   3. **Infrastructure Management Support**
      1. Building management/control system operation which includes the following:
         1. HVAC control system programming, diagnostics, operations, and quantitative report generation
         2. Metering system diagnostics, operation and report generation
         3. Recommend additions/upgrades to or deletions from building management systems identified in this Activity.
         4. Provide technical assistance to personnel physically adding or deleting equipment from the systems identified in this Activity
         5. Development and management of detailed drawings for each of the systems identified above. Details may include and not be limited to the following: System connectivity, device location information, IP addresses, network information, device totals, wiring used (i.e. copper, fiber, etc.), communication protocols, etc.

*Approximately 75% of NETL’s facilities have some sort of HVAC control system, of which approximately half of the buildings are outfitted sophisticated control systems (e.g., Siemens or Johnson Controls systems that can be controlled remotely from dedicated client workstations) and the remaining half have basic control systems (such as local thermostats that are not controlled remotely by computer workstation).*

1. **Utility Locating Services**
   1. Assist NETL’s mission by providing the following utility locating services on an as needed basis:
      1. Underground utility locating services shall be provided. Services could include various technological methods of scanning an area for existing underground pipe, conduit, or direct burial wires. Services will also include vacuum excavation techniques to precisely locate a utility. On average there has been a need for locating services covering a total of 17,500 ft2 per year. Vacuum excavations have been estimated at 15 per year.

*Note: Contractors proposal shall include separate fixed unit rates for Utility Locating Services in excess of 17,500 sq. ft. per year, and vacuum excavations in excess of 15 per year.*

* + 1. Marking the ground with spray paint or other ACOR-approved method to locate the utilities shall be provided. For vacuum excavations it is expected that steps will be taken to ensure that the found utility can be visually seen at the location after backfilling the area (i.e., pipe installed in the excavated area over utility with a removable cap).
    2. Operation and management of NETL provided utility locating equipment. This specifically includes programming marker devices to be buried next to underground utilities when unearthed by others and locating any previously buried marker devices. The contractor shall maintain a sufficient stock of programming marker devices and may be required to install up to 120 marker devices per year.

1. **Supporting Functions**
   1. **Directives Support**
      1. The Contractor shall assist with reviewing and revising NETL directives to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.
   2. **Corrective Action**
      1. The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.
   3. **Consulting and Assistance**
      1. Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.
   4. **International Organization for Standardization (ISO) 14001/OHSAS 18001 Certification Initiatives and Audits**
      1. The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities including basic participating in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.
2. **Quality Control and Quality Assurance**
   1. The contractor shall include a Quality Assurance/Quality Control (QA/QC) Plan as part of the proposed technical approach. The QA/QC Plan shall be specific to the work performed under this Activity. It shall detail the methods and techniques that will be utilized to ensure products and services provided are free from inaccurate information, discrepancies between drawings and specifications, are traceable back to relevant codes or documented requirements, and are submitted/performed within prescribed time limits. The plan shall also detail methods and techniques that will be utilized to ensure each product and service provided is performed in a consistent and dependable manner. The expectation is that 95% of the time the methods and techniques developed are effective at ensuring quality products and services are being provided.
      1. Surveillance of the QA/QC Plan shall include the following:
         1. This QA/QC Plan shall include roles and responsibilities of the contractor’s management staff as it relates to inspection methods and frequency of inspections for ensuring successful performance of the work. The plan shall also detail the approach to identify deficiencies and implement corrective actions.
         2. The contractor shall be responsible for maintaining a QA/QC log to record all methods/techniques used to monitor the performance of this Activity. The QA/QC log shall be kept current and accurate at all times and shall be made available to the ACOR upon request. At a minimum, this log shall include:
            1. Date, Time, inspector’s name, and Location of the inspection
            2. Product and/or Service being inspected
            3. Method of inspection
            4. Result of inspection
            5. Corrective Action (if necessary)
3. **Deliverables**

The following table contains the deliverables associated with this Activity. All deliverables shall be submitted to the ACOR.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| Monthly Engineering Summary Report | A written summary report to include the following:   * Design Projects * Construction Inspection Activity * As-Built Drawing production * Space utilization drawings * License /maintenance renewals * FSARS Schedule   Design project status - Provide the following information for each active design project: 1) name of primary designer; 2) Short description of the work (i.e., 2~3 sentences); 3) planned start and end date; 4) actual start and end date; 5) running total of hours spent per design project; and 6) any comments or notes to explain issues, general progress (on schedule or behind schedule), or hold points.  Construction Inspection Activity – Provide a summary of the activities performed, the total number of inspections performed, dates of inspections, and a running total of hours expended per project, per contract year.  New and As-built Drawings – Provide numbers of new and as-built drawings created per site.  Space utilization drawings – Provide number of space utilization drawings updated each month.  FSARS Schedule – Provide a one-year schedule with start and end dates. Any schedule slippages need to be noted on the schedule with reason for slippage. | Monthly – Due no later than 5 working days after the end of each month.  Submit to: COR, ACOR, CS |
| Building HVAC Status Report | This report shall be an e-mail to include a list of all buildings experiencing HVAC issues with a comment next to each that describes the location or area, the temperature or other HVAC system issue, and what is being done to correct the issue, both temporarily and permanently. | Weekly – Every Wednesday  Submit to: ACOR’s for Engineering and Facility Maintenance activities regardless of site, and Technical Project Managers (TPM’s) for Engineering and Maintenance Activities at the site from which the report is generated. |
| Space Utilization Drawings | Annual review and update to ensure accuracy of site space utilization drawings | Provide updated drawing on ACOR-approved schedule. |
| Percentage of Utilities Located Status Report | A written report that shows statistics for each underground utility, underground service, or waste piping regarding percentage located vs. percentage not located. A drawing shall be submitted to display which sections of the underground utility, service, or waste piping have been located and which sections have not. | Within 3 months of the contract start date; then subsequently within 5 business days of completion of work.  Submit to: ACOR |
| Quality Assurance/Quality Control Plan | Written report to be submitted electronically. | With initial proposal, and then any time updates are made.  Submit to: CO, CS, COR, ACOR |
| Quality Assurance Surveillance Report | Written report to be submitted electronically that includes the QA/QC Log and any other pertinent QA/QC information regarding effective performance and delivery of products. | In month eight of the Base contract year. Then every sixth and twelfth month in each option year.  Submit to: CO, CS, COR, ACOR |
| Activity Management & Coordination Meeting | A meeting to be attended by the ACOR and Engineering Activity Manager/Supervisor to set priorities on the workload when the workload exceeds available resource hours. The contractor will be responsible for recording meeting minutes. | Monthly (meeting minutes shall be submitted to the ACOR within five (5) business days after the meeting). |

CLIN 3 Activity 2 – Site Operations Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**

**1.1 Period of Performance:**  February 1, 2020 – January 31, 2025 (2-year base with three 12-month options)

**1.2 Type of Activity:** The Site Operations Support Services Activity is a firm fixed-price Activity.

**1.3 Description:** Site Operations Support

**1.4 Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.

**1.5 Travel:** Travel (local and long distance) is anticipated among all three NETL sites.

**1.6 Training:** Training is anticipated related to maintaining certifications required to perform requirements of this Activity.

1. **GENERAL REQUIREMENTS**
   1. This Activity is to be performed at the ALB, MGN, and PGH NETL sites.
   2. This Activity involves Facility Maintenance, including:
      1. Real Property Asset Management
      2. Central Work Control
      3. Maintenance Management
      4. Services Management
      5. Modification Management
      6. Specialty services including Moving and Furniture Support.
   3. This Activity is covered by the Service Contract Act.
   4. The Activity does require on-call support based on approval by the Activity Contracting Officer’s Representative (ACOR).
   5. The Activity will require off-hours support (including weekends and holidays) for: maintenance activities impacting critical systems; maintenance activities that cause impedances to site operations and personnel functions; maintenance activities involving loud noise, odors, and other disruptions to site personnel functions; site utility shutdowns/power outages; critical facility equipment failure; snow removal; and support for Research and/or Construction Projects.
   6. All tasks shall be performed in this Activity in accordance with established industry standards and applicable NETL procedures, requirements, and/or specifications. Exceptions must be approved by the AHJ and the ACOR.
   7. For final determination of relevancy of work requested in this Activity to comparison of the Activity scope shall be formally communicated to the Contracting Officer (CO), Contract Specialist (CS), Contracting Officer’s Representative (COR), or ACOR.
   8. The Contractor is responsible for coordinating maintenance outages with the ACOR and impacted researchers to minimize adverse impacts on research and safety.
   9. The Contractor is responsible for communicating all planned and unplanned outages with the ACOR and all researchers (Federal, SSC, ORISE, etc.).  Communication should include information limitation of operations and/or alternate hazard mitigation methods.
   10. Work Request/Order Priority Codes are as follows:

2.9.1 P-1: Required to be started within 30 days.

2.9.2 P-2: Required to be started within 60 days.

2.9.3 P-3: Required to be started within 90 days.

2.9.4 P-4: No required start time.

2.9.5 P-5: Required for work order to be coordinated with a GPP project, resource/utility outage, or specific date.

2.9.6 P-6: Deferred Maintenance

1. **SPECIAL INSTRUCTIONS**
   1. Historical and Predicted Data

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Morgantown** | **Pittsburgh** | **Albany** |
| Facility Maintenance Work Requests [average] | 2,200 | | |
| Preventative Maintenance Work Orders (PMs) [average] | 11,000 | | |
| Maintenance on Demand (MOD) Calls [average] | 1,200 | 900 | 70 |
| Utility Requests  [average] | 0 | 60 | 0 |
| Ratio of Work Orders – P1 • P2 • P3 |  | | |
| FY2015 | 17% • 24% • 56% | 13% • 15% • 71% | 7% • 8% • 81% |
| FY2016 | 21% • 12% • 66% | 24% • 1% • 75% | 8% • 1% • 91% |
| FY2017 | 24% • 23% • 53% | 28% • 4% • 68% | 8% • <1% • 92% |
| FY2018 | 21% •22% •57% | 29% • 2% • 69% | 15% • 2% • 83% |

* 1. Service estimates that do not specify site values are estimates for the three sites combined; general work ratios (unless otherwise specified) are assumed to be 20% ALB/40% MGN/40% PGH.
  2. Known Bird Feces/Problem Areas are as follows: ALB: B-17, B-18, B-24, B-25, B-27, B-34, B-36, B-37, and B-38. MGN: B-8 (East Side), B-12, B-18, B-19 (South Porch/Vestibule Area), B-33, and Parking Garage. PGH: B-94 HVAC Equipment, B-59, B-83, B-84, B-922, B-34, B-39, B-84, B-86, B-93, B-901, and areas around B-64.
  3. The current project boiler list is as follows: MGN Building 25 (Area 210), MGN Building 4 (Area 114 - Chemical Looping Reactor), and the MGN Building 22 Projects.
  4. The annual average (or expected) number of callouts for Building Systems Control Maintenance is 20 callouts per year at 6 hours per callout.
  5. The MGN ENS System is expected to have a full system replacement with the most current system software installed in 2019.
  6. A historical list of existing gas sensors currently evaluated in performance of this Activity are provided in Attachment 5.
  7. Referenced Procedures/Orders: Most current version of DOE Order 430.1.
  8. Activity Definitions
     1. **Maintaining**: keeping equipment and systems in good working condition and equipment assistance.to keep in an appropriate condition, operation, or force; keep unimpaired: to provide for the upkeep or support of; carry the expenses of. **This definition does not include personal items.**
     2. **Repairing:** fix or mend a piece of equipment or property suffering from damage or a faulty operation; to restore to sound condition after damage. **This definition does not include personal items.**
     3. **Servicing:** perform routine and preventative maintenance or repair work on equipment and or property described; supplying maintenance and repair. **This definition does not include personal items.**
     4. **Operating:** control the functioning of the equipment described.
     5. **Preventive Maintenance:** Systematic inspection, lubrication, parts replacement, etc., for the purpose of maintaining equipment and facilities in satisfactory operating condition. Preventive Maintenance frequency is typically time based to replace components/materials either before they fail or develop major defects. Preventive maintenance activities include partial or complete overhauls at specified periods, oil changes, lubrication, minor adjustments, and other repair activities used to prevent system failure.
     6. **Predictive Maintenance**: Systematic inspection and engineering analysis of systems to detect impending component failure or degradation. Predictive maintenance replaces materials or components upon indications of failure rather than on a time-based frequency.
     7. **Routine Maintenance:** Maintenance activities associated with regular (daily, weekly, monthly, etc.) and general upkeep of a building, equipment, machine, plant, or system against normal wear and tear. Routine maintenance consists of inspecting, cleaning, servicing, preserving, adjusting, as required, minor carpentry and plumbing adjustments, and regularly scheduled upkeep of heating, and air-conditioning.
     8. **Corrective Maintenance**: Maintenance activities performed to identify, isolate, and rectify a fault so that the failed equipment, machine, or system can be restored to an operational condition within the tolerances or limits established for in-service operations.
     9. **Non-Routine Maintenance:** For the purpose of this PWS, non-routine maintenance refers to infrequent (typically less often than once a year), maintenance related activities. Non-routine maintenance activities are unable to be identified through preventive, routine, predictive, or corrective maintenance activities. Non-Routine maintenance activities are typically of a more significant nature and it is sometimes synonymous with [major maintenance](http://assetinsights.net/Glossary/G_Major_Maintenance.html).
  9. The following Special Activity Clauses apply to work under this Activity:

3.10.1 Criteria for Deductions of Firm Fixed-Price Activity:

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

3.10.1.2 Per the Fixed Price Inspection of Service clause (FAR 52.246-4), the Government may reduce the contract price to reflect the reduced value of the services performed. The specific deductions identified below reflect the potential impact to Contractor payments, but additional deductions may be taken from Contractor payments if warranted by significant defects in services provides.

3.10.1.3 The CO, COR, and/or ACOR may exclude work orders from the required priority level start times for circumstances outside of the contractor’s control or other extenuating circumstances.

| Requirement | Standard | Acceptable Quality Limit (AQL) | Surveillance Method | Deduction | Surveillance  Frequency |
| --- | --- | --- | --- | --- | --- |
| Work Orders must be started within the timeframe assigned for each priority level | P1 Work orders started within 30 Days. | 90% of all P1 work orders started within 30 Days. | Random Sampling | $5,000 for each percentage point below 90% (85% =$25,000 deduction) | Bi-Annual |
| Work Orders must be started within the timeframe assigned for each priority level | P2 Work orders started within 60 Days. | 90% of all P2 work orders started within 60 Days. | Random Sampling | $5,000 for each percentage point below 90% (85% =$25,000 deduction) | Bi-Annual |
| Work Orders must be started within the timeframe assigned for each priority level | P3 Work orders started within 90 Days. | 90% of all P3 work orders started within 90 Days. | Random Sampling | $5,000 for each percentage point below 90% (85% =$25,000 deduction) | Bi-Annual |

1. **SCOPE**
   1. **General**
      1. The Contractor shall provide support services for the general site management of NETL as defined in this PWS at the ALB, MGN, and PGH NETL sites. The contractor shall provide to NETL all supervision, personnel, and services to satisfactorily perform work in the areas identified in this PWS. All equipment needed to perform this work shall be provided by the Government. All common supplies and other items commonly stocked in the warehouse shall be provided by the Government. Specific current locations requiring the services identified in this PWS are designated in Attachment 1.
      2. Contractor-Provided Materials and Supplies – The contractor shall provide all materials and supplies necessary to complete the activities required in this PWS. This shall include all Preventive, Routine, and/or Corrective Maintenance activities as defined above.
      3. Non-Routine Maintenance Materials, Supplies, Equipment, and Subcontracting Efforts – The contractor shall provide Materials, supplies, and subcontracting efforts for non-routine maintenance to include; catastrophic failure of equipment, machine, or system; failure of a part of a piece of equipment, machine, upgrade of software or firmware, or system in excess of $10,000; and other maintenance related projects, alterations or modifications which cannot be predicted.

*Note: All equipment required to be provided in performance of this Activity shall be considered to be non-routine. Consent from the CO must be provided for all non-routine maintenance activities. The cost for non-routine maintenance should not be included in the Contractor’s Cost Estimate (CCE), as these shall be funded on a separate funding line outside of the normal Activity fixed price (IDIQ Activity). The cost of a Government-furnished equipment shall be DOE-provided or otherwise funded.*

* 1. **Facility Maintenance**
     1. Real Property Asset Management
        1. The Contractor shall provide Real Property Asset Management Services in accordance with DOE Order 430.1B. Condition assessments must be performed on all NETL real property assets at least once during any 2.5-year period using inspection methods in accordance with industry standards. The current condition assessment schedule has been provided as Attachment 2 to this PWS.
        2. The Contractor shall implement and maintain a Facility Maintenance Inspection Program to perform file information searches and assisting in the identification of maintenance-worthy items for new/existing buildings and systems. The Contractor shall ensure staff have knowledge of or have received training to use Facility Maintenance inspection/analysis instruments (infrared camera, ultra-sonic flow meter, power quality analyzers, or other non-destructive equipment) and assist in taking readings and measurements, thereby identifying conditions that require maintenance (site caulking, weatherproofing, door replacements, window replacements, and roof replacements).
        3. The Contractor shall provide input for the development and processing of the NETL Site Development Plan, the Annual Maintenance Budget, the Deferred Maintenance Reporting Requirements, the Oregon State Historic Preservation Office (OSHPO), Annual Projects Report, and the Maintenance Crosscut Budget. The information contained in the database of the computerized maintenance management system shall be current, reports shall be generated, and the data shall be analyzed in support of this effort.
        4. The Contractor shall perform inspection assessments, as required by DOE Order 430.1B and uploading all CAS data and applicable Facility Maintenance Inspection data into the Facility Information Management System (FIMS) and the Condition Assessment Information System (CAIS) databases, as appropriate. Condition assessments must be performed on all real property assets at least once during any 5-year period using inspection methods in accordance with industry standards.
        5. The Contractor shall keep up-to-date information contained in the database of the computerized Condition Assessment Information System (CAIS) through the downloading of inspection information from the individual surveys and the data analyzed as required to assist in this effort.
        6. The Contractor shall review and collect documentation of closed construction awards in STRIPES. The documentation shall consist of cost, type, and location of completed work to real property.
  2. **Central Work Control (CWC)**
     1. The Contractor shall utilize a Central Work Control (CWC) system to track work request and preventative maintenance items as detailed below:
        1. Operating a CWC system according to the Work Control System Procedure (NETL P 430.4-00.02). The CWC system shall be operated through an existing computerized maintenance management system (CHAMPS). The system will allow a process of submitting, scheduling, tracking, and closing work request/orders.
        2. Coordination/Communication of work that will cause impedances to site operations and personnel functions (like egress, travel paths, building passageways, loud noises, odors, and other disruptions to site personnel functions) with the Facility Custodian. The initial coordination will require NETL form 420.1-2 which must be sent to the COR or ACOR (as designated). Maintenance work impacting critical systems or causes impedances may need to be coordinated to be performed on off hour’s timeframes.
        3. Planning, estimating, and scheduling activities to determine resource allocation and material requirements. These functions must be performed initially to ensure their availability prior to scheduling the requested work. The estimation period for work requests shall be completed within 10 working days.
        4. Tracking each work request from authorization, planning, estimation, and scheduling through completion and/or cancellation.
        5. Maintain current computerized maintenance management system (CMMS). All CMMS upgrades, licensing, renewal, and software adjustments will be provided by DOE.
        6. Routing of work request for approvals and establishment of initial work request priority.
        7. Providing logistics support telephone-based call–in maintenance service during regular business hours.
        8. Developing and maintaining database for maintenance worthy items for preventative maintenance. Maintenance Worthy Asset development require an asset identifier code to be developed. The method of which an asset identifier code is developed is created is detailed in NETL Procedure 430.4-00.02 (Work Control System). A preventative maintenance plan will be created too. The Preventative Maintenance Plan has the work steps and frequencies of all PM’s. It may also include pictures to help identify the equipment.
        9. Sort and distribute work requests to the proper work centers.
        10. Documenting and entering applicable maintenance data into the CMMS. All maintenance-worthy items shall be identified, data plate information gathered, and preventive maintenance procedures developed.
        11. Manage, document, and report the maintenance backlog by site and trade.
  3. **Maintenance Management** 
     1. Utilizing the NETL CWC System, the Contractor shall assist in maintaining buildings (active or inactive) and general-purpose equipment by:
        1. Maintaining, repairing, and servicing general facilities, structures, equipment, utility systems, and desktop and office areas. General facility equipment includes, building components/equipment (doors, windows, building exterior materials [only if maintenance of this material requires it], etc.), Daycare play surfaces (MGN and PGH only), lighting, water system backflow preventers, emergency lighting, HVAC, refrigeration (cafeteria systems, water filters), cafeteria equipment, gym equipment (limited to repair and paint, does not include replacement of equipment or major parts), laboratory exhaust ventilation systems including fume hoods and low pressure air, city water, fire protection system, cranes (crane inspection is covered in CLIN 4 Activity 3), electrical vehicle charging stations, backup generators and UPS systems, pumps, compressors and delivery systems for site utilities such as high pressure natural gas, high pressure air, nitrogen, argon, and process cooling water systems and natural gas distribution systems from the city or utility point of entry throughout the NETL facilities. All underground water system repairs are considered out of scope if line repairs include a significant concrete barrier. Maintenance of energy consuming devices may require the installation of more energy efficient replacements in failed devices.
        2. Maintaining, repairing, and servicing the local power company's electrical distribution system, including electrical power transformers and stations, as well as disconnect switches, through secondary electrical sub-panels and motor control centers. In ALB, service is required from the site side of the pole switch. In MGN, operation is from the power company source and maintenance is from the site side of the power company source air switch at the main station. In PGH, maintain the distribution systems past the power company air switches. After the air switches, the equipment is owned by DOE.
        3. Maintaining, repairing, and servicing utility systems, which include heating and process steam generation and distribution, condensate return, process cooling water, and compressed gases.
        4. Maintaining infrastructure and repairing sanitary sewers, storm sewers, and underground, contaminated wastewater removal distribution systems (includes NETL-PGH Wastewater Treatment Facility - plant operations, process automation, and chemistry). This includes maintaining proper flow and function of all storm sewer catch basins (only catch basins deeper than 48 inches are considered a confined space).
        5. Maintaining painted surfaces associated with facility structures requiring surface preparation and specialized paint/painting techniques at all sites. The Contractor shall perform repair, patching (wall patch maximum: 6 feet width x 9 feet tall), painting and sealing of exterior/interior building surfaces. The exterior surfaces (walls and windows) of all ALB Buildings (excluding Building 2, the tower at Building 30, Gas Cylinder Storage Facility and all storage buildings/sheds) will be required to be cleaned by power washing (ALB Buildings are only as required – anticipated once every 2 years) and MGN Buildings B-2, 3, and 39 (once annually).
        6. Providing operation/maintenance support on a 24-hour per day basis per the call out procedure if facility equipment failure impacts the NETL mission. Providing a Maintenance on Demand (MOD) for Maintenance for hazards that are required to prevent personnel injury or site equipment/property damage. MOD’s will be for Main Line Utility Leak/Failure, HVAC adjustments for critical facilities or personnel comfort, re-lamping/ballast replacement to meet minimum lamping requirements, and repair or maintain essential facilities equipment that is not working properly and is a quick repair.
        7. Maintaining and repairing security fence lines and gates for all NETL sites (ALB, MGN, and PGH). This includes cutting down trees, shrubs, and brush from along the fence line, as well as clearing out vegetation in specific areas near security cameras to maintain clear observation views.
        8. Providing certified welding capabilities to complete welding requirements as assigned, including requirements for certified welders (nominal qualifications).
        9. Building structural maintenance shall include the inspection and repair of building roofs on a semi-annual basis. This will include Building Gutter System Repairs. Roof repair will be limited to small surface repairs (membrane roof’s – less than 6 feet by 6 feet), small sheet metal repairs (less than one full metal sheet), Pitch Pocket repairs, and roof penetration leaks.
        10. Calibrating non-research related system equipment pressure relief devices, pressure gauges, pressure switches, relief valves, and gas regulators.
        11. Obtaining data from the Gas, Electric, and Water utility meters.
        12. Proposing and implementing updated resource management plans to meet the maintenance demands of the three sites. This includes providing information required for adjusting building and equipment quantities for future site infrastructure configurations.
        13. Providing trained technicians’ processes for planning and scheduling of work activities, preventive maintenance procedures, equipment history and maintenance activity documentation, data analysis, root cause determinations, and response procedures to maintenance requests.
        14. Documenting and entering applicable maintenance data into the computerized maintenance management system. All maintenance-worthy items shall be identified, data plate information gathered, and preventive maintenance procedures developed.
        15. Performing installation of conduit and associated cabling in support of HazGas Alarms, communications, network, emergency notification, access control, video surveillance, building management systems, and phone systems. Maintenance and replacement of existing fiber optic cables, which will not include new installations. Fiber optic maintenance will include performing preparation of replacement cable and installing cable. This does not include termination at cable end destinations. This work will be limited to non-construction activities.
        16. Providing support in the following areas of excavation and leveling: correction of landslides, roadway and walkway upheavals, sinking and cracking roadways and walkways (limited to areas that present an immediate safety issue and limited to small areas), cleaning soil erosion from roadways and walkways, cold patching of potholes, and correcting/improving surface water drainage. Support includes repair of excavation from underground utility repairs and component/equipment repairs. Excavation backfill includes returning the surface to original conditions. Major repairs will generally be done via IDIQ CLIN or a separate construction contract.
        17. Utilizing diagnostic equipment provided by NETL such as the vibration analyzer, electric power quality analyzer, infrared camera, ultrasonic devices and other non-destructive equipment to evaluate existing equipment to predict corrective maintenance initiatives prior to equipment failure.
        18. Developing and implementing a maintenance program for interior laboratory areas including routine maintenance of walls, ceilings, floors, fume hoods, gas cylinder cabinets, HVAC systems, laboratory benches, gas, water, and ventilation systems.
        19. Developing and implementing plans for restoration and in-kind replacement of laboratory case work, fume hoods and other laboratory infrastructure to facilitate safe, efficient, and effective operations of NETL laboratory facilities consistent with National Laboratory standards.
        20. Pest and Animal Clean-up: The Contractor shall provide pest and animal clean-up services, including feces, nesting materials, and animal, bird, and rodent carcasses within the NETL property boundaries. This will include incorporating preventive maintenance in areas known to have issues with animal/bird feces to help reduce accumulations. Preventive maintenance is to include scheduled cleaning activities on a frequency that precludes an unreasonable accumulation of material. It may also include installation of animal/bird deterrent devices (i.e., spikes, metal mesh, etc.) as directed by the ACOR/COR. Animals/Birds that are protected by the migratory bird act or are protected species should not be disturbed. Ensure appropriate controls are implemented via activity hazard analysis (AHA).
        21. Toxic Gas Alarm Systems: The Contractor shall maintain the Gas Alarm Network Support (known as the MSA HAZGAS System in ALB, the MSA-DAN System in MGN, the Johnson Control System in PGH – or updated system, as installed). The Contractor should note that both the MSA-DAN and Johnson Control networks are used, but the gas monitors are from various manufacturers. The Contractor shall be responsible for the system regardless of the manufacturer (gas monitors for the MSA HAZGAS system are all manufactured by MSA). The engineering support for the analysis, design, and installation functions of Toxic Gas Alarm System activities shall include the following elements:
            1. Provide engineering and technical services to design; develop system specifications; install, calibrate, support, and maintain the toxic gas alarm notification systems for the facilities including both scheduled and incidental service, design, and installation; and determination of system integrity for additional system expansion into existing and new areas to determine whether proper mitigation controls are implemented in the workplace, and that no employee is exposed to hazards at unsafe levels;
            2. Provide installation services (e.g., augmentation of an existing lab using new purchases or reconditioned equipment) of the sensor head infrastructure (alarm panels, conduit, wiring, and mounting of the hazardous gas monitor). Sensor heads shall be installed in accordance with the manufacturer’s manual and within the requirements of the Service Contract Act (SCA).
            3. Installations (other than just the extra gas sensors) for the addition of: (1) a new laboratory; or (2) augmentation of an existing laboratory, with an estimated 15 additional gas sensor installations per contract year shall be included in the cost plan. New installations are to be approved by the ACOR and the Chemical Hygiene Officer. Unit pricing shall be provided for additional gas sensor installations beyond the number specified here.
            4. The split of responsibilities with the installation of project gas sensors will be at the signal transition from the hazardous gas monitor output to the project interlock/warning device.
            5. Provide annual verification, acceptance, and functional testing of the toxic gas alarm systems and equipment to determine whether audible and visual signals are working properly.
            6. Maintain and update instrumentation maintenance inventory to determine the accuracy of records. The fixed gas alarm and monitoring system includes the integrated alarm network and its several remote outputs. However, it does not include portions of the network covered by Silent Knight (fire panel used on the MGN site) or Simplex (fire panel used on the ALB and PGH sites). An approximate break-down of existing toxic gas alarm sensors at all three NETL sites are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sensor Type / Condition | | ALB Site | MGN Site | PGH Site |
| Facility and R&D Sensors | In Service | 86 | 172 | 157 |
| Not Required/ Out-of-Service | 5 | 18 | 41 |
| Project Sensors | In Service | 44 | 11 | 0 |
| Not Required/ Out-of-Service | 1 | 20 | 0 |

* + - * 1. Make final connections of new gas sensors and replace old ones to determine sensor functionality. Purchase of new gas sensors shall be per NETL Procedure 440.1-02.03, Installation of Gas Alarms; new sensors are expected to be installed for various research projects and facilities at a rate of 15 per year.
        2. Decommission unnecessary monitors and other equipment in the gas alarm system, and re-commission them if a return-to-service is requested.
        3. Maintain and update any planned and as-built drawings and/or schematics of the toxic gas sensor system.
        4. All gas sensor installations, modifications, removal shall only be done via approved work order in the NETL Work Control System.
        5. Purchase consumable supplies and materials necessary to satisfactorily perform toxic gas alarm system program activities. The Contractor shall be responsible for providing all consumable toxic gas alarm system supplies and materials once the current remaining inventory is depleted.
        6. Maintain and calibrate Fixed Toxic Gas Alarm System equipment, in accordance with manufacturer’s recommendations.
        7. The Contractor shall purchase and maintain the annual preventive maintenance agreement for existing DOE-owned toxic gas alarm system equipment, as needed.  DOE-owned toxic gas alarm system equipment shall be placed on the Building Management System, or similar systems such as the Simplex and MSA DAN systems, as required. These systems will be maintained in accordance with the Building Systems Controls Maintenance section, DOE-owned toxic gas alarm system equipment includes:

Facility Sensors: Hazardous gas sensor(s) that are required by a safety process other than an R&D SARS package;

R&D Safety Sensors: Hazardous gas sensor(s) that are required by an R&D SARS package as a mitigation to a hazard;

R&D Project Sensors: Hazardous gas sensor(s) that are installed as project interlock(s) for an R&D SARS package and are not alarmed to security.

Sensor Heads: Infrastructure for toxic gas alarm systems, which includes alarm panels, conduit, wiring, and mounting of hazardous gas monitors/sensors. Connections to and actual project interlock/warning systems will not be maintained via this PWS.

For any additional toxic gas alarm systems in quantities exceeding the historical information, it is recommended that the Contractor provide unit costs.

* 1. **Building Systems Controls Maintenance**

Provide full maintenance coverage for NETL’s Apogee Building Management System (BMS), Fire Finder Fire System, Emergency Notification System (ENS), and Security Video Surveillance and Access Controls System. Full maintenance shall mean that the contractor will provide all labor and materials, including software and firmware updates as necessary, to ensure these systems are performing with minimal faults. Maintenance, service, diagnosis, and repair will not include the ITD Computer Unit. Each system has been broken down to identify their specific needs:

* + 1. Building Management System
       1. Perform periodic system inspections at each site and make repairs as necessary as a result of the inspection.
       2. Maintenance and repair of the system and its components of the BMS.

*Note: Approximately 75% of NETL’s facilities have some sort of HVAC control system, of which approximately half of the buildings are outfitted sophisticated control systems (e.g., Siemens or Johnson Controls systems that can be controlled remotely from dedicated client workstations) and the remaining half have basic control systems (such as local thermostats that are not controlled remotely by computer workstation).*

* + 1. Fire Alarm System
       1. Perform system inspections and tests in accordance with NFPA 72 (2010 or most recent version) Table 14.3.1, Table 14.4.2.2 and Table 14.4.5 respectively. Submit formal documentation of all component test results (pass/fail) and proposed corrective actions. Use the sample inspection and testing form Figure 14.6.2.4 as referenced in NFPA 72 unless otherwise approved by NETL.
       2. Maintenance, service, and repair of the system and its components of the Fire Alarm Systems.
    2. Emergency Notification System (ENS)
       1. Perform an annual full ENS system test and inspection in accordance with NFPA 72 (2010 or most recent version) and be present for one quarterly NETL system test. Submit formal documentation of all component test results (pass/fail) and proposed corrective actions. Use the sample inspection and testing form Figure 14.6.2.4 as referenced in NFPA 72 unless otherwise approved by NETL Federal Personnel.
       2. Maintenance, service, and repair of the system and its components of the Emergency Notification System.
    3. Security Video Surveillance and Access Controls Systems
       1. Perform an annual full security system inspection and test in accordance with NFPA 731 (2011 or most current version) Tables 10.4.3(a), 10.4.3(b) and 10.4.3(c). Submit formal documentation of all component test results (pass/fail) and proposed corrective actions. Use the sample inspection and testing form Figure A.4.7.2.1(3)(a-e) as referenced in NFPA 731 unless otherwise approved by NETL Federal Personnel.
       2. Maintenance, service, and repair of the system and its components of the Security Video Surveillance and Access Controls System.
    4. Maintenance, service, diagnosis, and repair on all systems identified above in 4.5.1 through 4.5.4 in accordance with the manufacturer's specifications (as information is obtained or is available) and applicable codes. This includes all parts, programming, software upgrades, firmware upgrades, etc., related to each system. The ‘system’ will be defined as all ‘hard’ or ‘soft’ components from the main control panel/server to the field sensor. (Software and Firmware upgrades shall be submitted to the COR for review and approval prior to any upgrade.)
    5. The Contractor shall be responsible for scheduling all required safety testing each year. The ACOR (or site specific ACOR) is to be notified in writing at least 1 month in advance of testing.
    6. The Contractor shall provide system modifications necessary at the request of the ACOR (or site specific ACOR) for each of the systems referenced.
  1. **Services Management**

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

* + 1. Operating, maintaining, and repairing all utility service systems including ancillary components.
    2. Providing general site management support through the operation of the service systems including steam, condensate return, compressed air, heating and process steam generation, process-cooling water, and wastewater treatment plants.
    3. Operating, maintaining, and repairing boilers (including maintaining and repairing project boilers), the cooling towers, chillers and pumps, air compressors, delivery systems for site utilities such as high pressure natural gas, high pressure air, nitrogen, argon, process cooling water systems and natural gas distribution systems, wastewater treatment plants, and ancillary components for these systems.
    4. Operate, maintain, and repair the hydrogen distribution system. This will include connecting and disconnecting the source during delivery. Also included is the isolation of the source between tests, and routine maintenance as needed (Valve [Regulator and Regular] PM’s and Replacement).  This will include purging and refilling the system when required.
    5. Providing steam, compressed air, nitrogen, hydrogen, natural gas, and process cooling water as requested by Form NETL 430.4-5 (Utilities and Support Services Request Form) to meet the NETL mission.
  1. **Modification Management**

Modification Management Support services shall include, office and lab modifications, repairs as required for operation and function of equipment and facility components, and replacement of these facility components if a repair is not possible. This exists for buildings, research and laboratory areas, general purpose equipment, utility systems, and surfaced areas by altering and modifying facilities, equipment, utility systems, systems furniture, and surfaced areas based on approved plans, ergonomic evaluations, and drawings for owned and leased areas.This includes making signs for facilities notification. This includes Office/systems furniture assembling (ALB, MGN, and PGH) related to assembly and adjustment of furniture type items (both new and existing), this also includes repair by replacement and prioritizing critical infrastructure needs. This is limited to non-construction activities.

* 1. **Additional Support Services**
     1. Moving and Furniture Support – ALB Site Only
        1. Moving and Furniture Support services include, moving support (ALB site only) related to providing moving supplies, moving of office items to new location, in some instances packing and unpacking of office items.  This includes moving/relocating of items (including warehouse pickup and delivery to new location), furniture and equipment setup, systems furniture setup/adjustments, re-arrangement of office layouts (using system furniture and may include the installation and modifications of existing systems furniture layouts); and conference room layouts.  Delivery and assembly of a variety of furniture items to include, but not limited to: desks, chairs, tables, filing cabinets, credenzas, audio-visual equipment, and other office furniture and various types of equipment and boxes.  Off-loading new office furniture and casework that is delivered directly to the building requiring furniture and casework installation.  Relocate personal computers (PCs), printers, and terminals, including securing of all external cabling, securing of components as required (i.e., floppy drives, hard drives, toner cartridges, paper trays, etc.), and the physical movement of the devices.
        2. Expected Level of Effort for Moving Services: It is anticipated that the level of effort required for moving services at the ALB NETL Site will be limited to no more than two personnel for a max of 4 hours per move per work order (minor moves). Major moves shall also include one major move per contract year (up to 18 personnel) that will involve detailed team effort for no more than three days.
        3. Other major sitewide moves will be completed via separate contract (outside of the scope of the SOS Contract).

1. **Supporting Functions**
   1. **Activity Hazard Analyses (AHAs)** 
      1. The Contractor shall ensure that all work activities are accomplished in accordance with direct procedures/manuals or otherwise reviewed via AHA to ensure that appropriate ES&H controls are implemented for the performance of work.
   2. **Directives Support**
      1. The Contractor shall assist with reviewing and revising NETL directives to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.
   3. **Corrective Action**
      1. The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.
   4. **Consulting and Assistance**
      1. Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.
   5. **International Organization for Standardization (ISO) 14001/OHSAS 18001 Certification Initiatives and Audits** 
      1. The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001 certifications (progressing towards ISO 45001) as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities including basic participation in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.
2. **DELIVERABLES**

The following table contains the deliverables associated with this Activity.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| Work Order Report | Format as specified by the ACOR  The report shall detail open and closed work orders including estimated and actual completion dates and status updates for work orders approaching **and passed** the P1, P2, and P3 target dates.  The report shall include all HVAC issues, location or area, the temperature or other HVAC system issue, and what is being done to correct the issue, both temporarily and permanently.  All closed work orders during the period - including estimated and actual completed hours to complete, actual completion date, final cost, summary statistics on the average lead time by priority, and percentage difference in the estimated and actual completed hours to complete. | Weekly  Due Tuesday on the  following week. |
| Resource Loaded Schedule | Format as specified by the ACOR  4-week resource loaded schedule detailing the scheduled work for all work scheduled vis work order. | Weekly  Due Friday preceding  each work week. |
| Facilities Maintenance Inspections Report | Format as specified by the ACOR  The report shall detail asset title, brief description including summary information as reported in the FIMS database, top ten repair /replacement needs for each site, scheduled inspection dates and actual inspection dates. | Semi-Annual  (January and July) |
| Total Maintenance Cost Per Building Report | Format as specified by the ACOR  The report shall detail total maintenance cost per building data. The total labor and material maintenance cost for each building. | Semi-Annual  (January and July) |
| Gas, Electric, and Water Meter Data | Format as specified by the ACOR  The report shall detail the monthly change in the metered data for each meter. | Monthly. |
| Building Systems Control Maintenance Reports | Format as specified by the ACOR | Annually  (or as otherwise specified) |

The table below identifies the deliverable reports and data updates required by FIMS.

| **FREQUENCY** | **REQUIREMENTS** |
| --- | --- |
| Monthly | Real Property Asset Capitalization RPV updates; asset dispositions and data archiving.  Deferred Maintenance and CAIS Work Order updates. |
| February | Recalculation of FIMS generated Building/Trailer RPV values with FY model costs. |
| April/May | Annual FIMS HQ Validation for all NETL Real Property asset data for all 3 sites. |
| May | Provide updated sections of NETL Ten Year Site Plan, including Section 4.7 Maintenance Management Program  Section 4.8 Condition Assessment Survey Program Section 4.9 Work Control System  Section 4.11 Status of Real Property Assets Section 4.12 Recapitalization Plans Section 4.13 Analysis of Facilities |
| September/October | FY Snapshot for Deferred Maintenance and Repair Needs Cost data updated into FIMS. In addition, the following FIMS data entries must be reviewed and updated for the following fields:   1. Energy Consuming Building/Facilities 2. Energy Consuming Metered Process (Excluded) Facilities, including square footage, Exclusion Part, and Justification Comments |
| October/November | FY Snapshot for Actual Maintenance and Operating Costs data updated into FIMS. In addition, all Asset Estimated Disposition Years should be reviewed and updated. |
| October/November | FY Fugitive Gas Inventory (Refrigerants) due. |

1. **PERFORMANCE EXPECTATIONS**
   1. All maintenance is performed as specified in work orders, as applicable.
   2. All work order estimations (required for planning/scheduling) will be completed within 10 business days.
   3. Central Work Control management of work flow. Field work for routine maintenance shall be started within the following time periods from ACOR approval of the work order. Work orders requiring laboratory analysis (i.e., lead paint, asbestos) from external providers is exempt from these time restraints:
      1. P1 - 30 days (calendar)
      2. P2 - 60 days (calendar)
      3. P3 - 90 days (calendar)
      4. P4 – No target date given - deferred work order.
   4. All work orders will be completed by the identified time frame or performance identified in the work order and completion dates recorded in CWC.
   5. Facility operations, preventive maintenance, furniture moves, modifications, and alterations are performed on request based on the needs of the requestor and availability of outages.

CLIN 3 Activity 3 – Motor Pool and Shuttle Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**

**1.1 Period of Performance:**  February 1, 2020 – January 31, 2025 (2-year base with three 12-month options)

**1.2 Type of Activity:** The Motor Pool and Shuttle Support Service Activity is a firm fixed-price Activity.

**1.3 Description:** Motor Pool and Shuttle Support Service

**1.4 Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.

**1.5 Travel:** Local Travel is anticipated between the MGN and PGH sites in support of this Activity. Long distance travel is not anticipated.

**1.6 Training:** Training is anticipated related to maintaining licenses and certifications required to perform the requirements of this Activity. Drivers are required to maintain a valid commercial driver’s license in the state of residency (Pennsylvania or West Virginia).

1. **GENERAL REQUIREMENTS**
   1. This Activity is to be performed at the ALB, MGN, and PGH NETL sites.
   2. The Activity involves:
      1. Operating the motor pool;
      2. Providing motor pool vehicle reservation and shuttle reservation services (ALB and PGH sites);
      3. Operating, maintaining, and repairing the ethanol refueling stations (MGN and PGH sites);
      4. Providing driver shuttle/messenger service support between the MGN and PGH sites;
      5. Providing drivers for shuttle service within the PGH site for conferences or other special events.
   3. The Activity does require on-call support based on approval by the Activity Contracting Officer’s Representative (ACOR). Drivers for shuttles may be required for pre-scheduled special events outside of the normal Monday – Thursday workweek.
   4. This Activity is covered by the Service Contract Act.
2. **SPECIAL INSTRUCTIONS**
   1. Historical Averages:

|  |  |  |  |
| --- | --- | --- | --- |
| Work Order Type | Morgantown | Pittsburgh | Albany |
| Preventative Maintenance | 30 | 11 | 6 |
| Corrective Maintenance | 26 | 17 | 7 |

* + 1. Shuttle Operations between the MGN and PGH Sites (Monthly Averages): Operates 17 days, transporting 131 passengers per month and 763 packages per month.
    2. Special Events Shuttles: Limited to Twenty (20) days per year utilizing two (2) drivers for up to eight (8) hours (as approved by the ACOR).
    3. Vehicle Reservations (Monthly Average): 381 vehicle reservations per month (all sites). Vehicle reservations are performed by via separate contract at the MGN site.
    4. Refueling Operations (Monthly Averages): 65 MGN vehicles and 54 PGH vehicles are refueled with ethanol monthly. NETL pays for all fuel used in the refueling stations.
    5. Refueling stations are available at the MGN and PGH sites, with tanks for gasoline, diesel, and ethanol. Electric charging stations are also available at the MGN site (Parking Garage) and PGH site (R&D Plateau – near Building 65 and Administrative Plateau – near Building 920). The PGH Natural Gas refueling station is not included in the scope of this Activity. No GSA or station vehicles require natural gas fuel, with the ALB Pickup Truck being the only CNG bi-fuel vehicle; however, there are limited CNG stations currently available in the ALB area.
    6. Work includes the transportation of GSA vehicles to off-site vendors as required by GSA or the ACOR.
    7. NETL pays for any equipment replacements when repair is not feasible or economical.

1. **SCOPE**

This Activity provides motor pool and shuttle support services including: operating the motor pool; providing motor pool vehicle reservation and shuttle reservation services [ALB and PGH sites]; operating, maintaining, and repairing the ethanol refueling stations [MGN and PGH sites]; providing driver shuttle/messenger service support between the MGN and PGH sites; and providing drivers for shuttle service within the PGH site for conferences or other special events. The contractor shall provide to NETL all supervision, labor, supplies, and materials (excluding those items identified as being furnished by the Government) to satisfactorily perform work in the areas identified in this PWS. All equipment needed in performance of this Activity shall be provided by the Government.

* 1. **Motor Pool Support**
     1. Operating the Motor Pool
        1. The Contractor shall coordinate and/or provide the preventive and corrective maintenance activities on General Services Administration (GSA) and station vehicles and station equipment, including: cars, pick-ups and heavy-duty trucks, material-handling equipment, tractors, tow motors, loaders, electric carts, etc., and miscellaneous portable items such as, pumps, welders, generators, compressors, pressure washers, grounds maintenance equipment (PGH site only), snow-removal blades, and salt spreaders. The rinsing of the site road salt spreader truck and associated equipment will be performed when needed at an approved location to help extend the life of the truck/equipment. The rinsing will also help in the more uniform spreading of the road salt. Any excess road salt will be brushed off before rinsing. The nearby catch basin(s) will be protected if necessary to prevent the rinse water from entering the storm sewer system. The contractor shall insure that GSA Fleet Vehicles are cleaned (ALB site only) at least quarterly as part of the regular maintenance program. Work includes the transportation of GSA vehicles to off-site vendors for maintenance as required by GSA maintenance schedules or the DOE ACOR. The maintenance documentation and record keeping shall be maintained and submitted to the NETL ACOR upon request. All equipment and vehicle maintenance shall be performed in accordance with the manufacturer’s operating and maintenance manuals or GSA procedures. Types of government equipment being maintained by the Motor Pool are included in Attachment 1.
        2. NETL is currently implementing a limited number of electric vehicles (EV) for use in its GSA Fleet. Charging stations have been installed at the MGN and PGH sites for use. As part of the PGH operation of the Motor Pool, the Contractor will provide preventative and corrective maintenance activities comparable to other vehicles in the Motor Pool but consistent to manufacturer and GSA recommended EV operation and maintenance schedules for this vehicle type.
     2. Motor Pool Vehicle Reservation (ALB and PGH sites only) and Shuttle Reservation Services (MGN and PGH sites only)
        1. The Contractor shall be responsible for processing reservation requests that will be received using the NETL Shuttle/Vehicle Reservation system. Processing reservation requests includes receiving the requests from the reservation system, checking availability of vehicles or shuttle space, assigning the requestor a vehicle or space on the shuttle, if available, notifying the requestor that their reservation has been confirmed, and provide the requestor with information on vehicle key pickup. If a Government Owned Vehicle (GOV) is available, the Contractor shall send e-mail verification to the requestor describing the vehicle and corresponding license number reserved for their use. This information shall be added to the vehicle logs on the NETL myPortal. If a GOV is not available, an e-mail shall be sent to the requestor indicating that a vehicle is not available and that Private Owned Vehicle (POV) mileage reimbursement is authorized. Motor Vehicle Dispatch Logs and Shuttle Passenger Schedules shall be posted on the NETL myPortal on a daily basis. The Contractor shall be responsible for maintaining and operating the vehicle dispatch areas located in B-921 in PGH and B-22 in ALB. To ensure electric vehicle range, any electric GSA vehicles will be charged overnight after each day of use. The Contractor shall be responsible for vehicle dispatching (ALB and PGH sites only), which shall include distributing keys to vehicles, maintaining vehicle logs on the NETL myPortal, collecting vehicle operating logs weekly, maintaining vehicle operating logs, and being the point of contact for issues with any vehicle. NETL Order 580.1, Personal Property Management, and the ES&H Handbook shall be followed in executing this Activity.
        2. On the 15th day of each following month the Contractor shall be responsible for: 1) Reporting vehicle mileage to GSA through Drive-Thru Mileage Express from data received from the motor pool staff at ALB, MGN, and PGH sites; 2) Tracking, compiling, and generating a monthly detailed billing report from data received from the MGN and PGH motor pools and PACE (this billing report includes Maintenance costs; Ethanol and Diesel fuel usage and car washes performed); 3) Entering data and maintaining NETL Consumer Assistance to Recycle and Save Act of 2009 (CARS) Database program for ALB, MGN, and PGH sites (mileage; fuel usage; lease and maintenance costs).
     3. Operating, Maintaining, and Repairing the Gasoline, Diesel, and Ethanol Refueling Stations and Electric Vehicle charging stations (MGN and PGH sites only)
        1. The Contractor shall operate, maintain, and repair the gasoline, diesel fuel, and ethanol refueling stations, including all preventive and corrective maintenance activities. All equipment maintenance shall be performed in accordance with the manufacturer’s operating and maintenance manuals or GSA procedures.
        2. The Contractor shall be responsible for dispensing fuel and maintaining a log documenting the mileage and gallons used for each vehicle being refueled.
        3. The Contractor shall monitor the diesel fuel, gasoline, and ethanol storage tanks at the MGN and PGH sites and be responsible for refilling the storage tanks when the tanks reach the 1/3 full level, including notifying the fuel suppliers when deliveries to the sites are required. Hours of operation for the refueling stations are to be between 7:00 AM-1:30 PM.
        4. For Electric Vehicle charging stations installed at MGN and PGH sites, the Contractor will be required to maintain the stations per manufacturer’s requirements. The Contractor will provide support and coordination with the manufacturer while the units are under manufacturer’s warranty and shall provide support for needed maintenance and repairs once the warranty has expired.
  2. **Shuttle Support – Shuttle/Messenger Service and Transport Support**
     1. The Contractor shall provide driver shuttle/messenger service support between the MGN and PGH sites, Monday through Thursday (excluding holidays), making three (3) trips per day. Bad weather may also warrant cancelling shuttle runs, as approved by the ACOR. The Government provides the vehicles for this service. Services shall include the following:
        1. Transporting office personnel and visitors between the sites.
        2. Delivering messages, documents, packages, supplies, and correspondence to various business concerns or Government agencies.
        3. Obtaining receipts for articles delivered and keeping a log of items received or delivered.
        4. Performing miscellaneous unscheduled courier services, such as carrying samples and packages to local addresses. Hazardous materials are NOT ALLOWED to be transported on the NETL shuttle.
     2. The current Shuttle Schedule is as follows:

**Morning Run:**

7:30 am: Shuttles depart MGN (B-39) and PGH (B-922) sites  
8:10 am: Shuttles arrive at Exit 30 on I-79  
8:15 am: Shuttles leave Exit 30 after exchanging drivers  
8:55 am: Shuttles arrive at the MGN (B-39) and PGH (B-922) sites

**Midday Run:**

11:30 am: Shuttles depart MGN (B-39) and PGH (B-922) sites  
12:10 pm: Shuttles arrive at Exit 30 on I-79  
12:15 pm: Shuttles leave Exit 30 after exchanging drivers  
12:55 pm: Shuttles arrive at the MGN (B-39) and PGH (B-922) sites

**Afternoon Run:**

3:30 pm: Shuttles depart MGN (B-39) and PGH (B-922) sites  
4:10 pm: Shuttles arrive at Exit 30 on I-79  
4:15 pm: Shuttles leave Exit 30 after exchanging drivers  
4:55 pm: Shuttles arrive at the MGN (B-39) and PGH (B-922) sites

**Friday Schedule:** No Shuttle Runs

**Federal Holidays:** No Shuttle Runs

1. **Supporting Functions**
   1. **Directives Support**
      1. The Contractor shall assist with reviewing and revising NETL directives to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.
   2. **Corrective Action**
      1. The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.
   3. **Consulting and Assistance**
      1. Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.
   4. **International Organization for Standardization (ISO) 14001/OHSAS 18001 Certification Initiatives and Audits** 
      1. The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities including basic participation in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.
2. **Deliverables**
   1. The following table contains the deliverables associated with this Activity. In addition to the list identified below, ad hoc reporting will be expected as necessary for areas related to the Activity areas identified above. Specific instructions related to ad hoc reporting will be provided through technical direction. An electronic copy of each deliverable shall be provided to the ACOR, COR, CS, and CO.

|  |  |  |
| --- | --- | --- |
| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| Detailed Billing Report | Format as specified by the ACOR | Monthly, on the 15th day of the following month |
| Vehicle data reports from NETL’s CARS Database | Format as specified by the ACOR  Provide vehicle data reports from NETL’s CARS Database to NETL RP annually for incorporation into the DOE Federal Automotive Statistical Tool (FAST) Validation. | Annually by October 15th. |
| Records pertaining to fuel deliveries at each site | Photo copies of all deliveries made to each site identifying the site delivery times and pertinent delivery information of the vendor. | Monthly, on the last day of each month. |
| Vehicle cost data reports from NETL’s CARS Database | Format as specified by the ACOR  Provide vehicle cost data from NETL’s CARS Database for incorporation into the DOE FAST vehicle cost data call. | Annually by October 15th. |

CLIN 3 Activity 4 – Janitorial and Grounds Maintenance Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 -- January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The Janitorial and Grounds Maintenance Support Services Activity is a firm fixed-price Activity.
   3. **Description:** Janitorial and Grounds Maintenance Support Services
   4. **Location:** All requirements of this Activity are to be performed at the Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) site only.
   5. **Travel:** Minor incidental local travel may be necessary if special circumstances arise to pick an item up from an offsite location but not anticipated in the normal course of the execution of work activities.
   6. **Training:** Training is anticipated for some contractor staff as is related to maintaining certifications required to perform work requirements.
2. **GENERAL REQUIREMENTS**
   1. The Activity involves:
      1. Janitorial
         1. Special Work Hours: The contractor shall perform janitorial services between the hours of 3:00 p.m. and 11:30 p.m. EST, Monday through Friday, excluding holidays observed by the Federal Government. The contractor shall provide a daylight crew consisting of no less than two (2) janitors (7:00 a.m. to 3:30 p.m. EST) for housekeeping/janitorial support as the need arises. Alternative janitorial schedules require Activity COR and Contracting Officer written approval.
      2. Recycling Program
         1. Recycling requires the inclusion of an approach to track and report recycling proceeds and how those proceeds will be applied to offset the cost of the recycling program in accordance with the special Activity Order Clause identified below.
      3. Grounds Maintenance
   2. This Activity is covered by the Service Contract Act.
3. **SPECIAL INSTRUCTIONS**
   1. The following Special Activity Clauses apply to work under this Activity:
      1. DOE-H-2010 SUSTAINABLE ACQUISITIONS UNDER JANITORIAL SERVICES CONTRACTS (JUL 2018)
         1. DOE is committed to efficiently managing its facilities in a manner that will promote the natural environment and protect the health and well-being of its Federal employees and contractor service providers. It is anticipated that the contractor will use Affirmative Procurement Program materials for this service contract. This will include paper products containing recovered material as designated by the Environmental Protection Agency. Additional information on this program may be found at <http://www.usda.gov/biopreferred>. This also includes use of bio-based cleaning supplies designated by the United States Department of Agriculture (USDA) under the BioPreferred Products Program. Additional information about this program may be found at <http://www.biopreferred.gov/>. While no formal reporting is required by the contractor, NETL is required to provide an annual report on such matters and may request information regarding estimates of the quantities of such materials used under the contract. As part of this solicitation, the offeror will be asked elsewhere to submit these certifications:
            1. 52.223-1 Bio-based Product Certification (Dec 2007)
            2. 52.223-17 Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts (MAY 2008)

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

* + 1. FIXED-PRICE DEDUCTION PLAN
       1. Adjusting Payments
          1. 52.246-4 INSPECTION OF SERVICES - FIXED-PRICE (AUG 1996)
* Under FAR 52.246-4 Inspection of Services-Fixed Price clause included in Section F of the master contract, payments may be adjusted if any services do not conform to contract requirements. This deduction plan in no way removes or restricts any of the Government’s rights under the Inspection of Services clause of the master contract. The Contracting Officer or a designated representative will inform the Contractor, in writing, of the type and dollar amount of proposed deductions by the 10th workday of the month following the performance period for which the deductions are to be made.
* The Contractor may, within 10 working days of receipt of the notification of the proposed deductions, present to the Contracting Officer specific reasons why any or all of the proposed deductions are not justified. Reasons must be solidly based and must provide specific facts that justify reconsideration and/or adjustment of the amount to be deducted. Failure to respond within the 10-day period will be interpreted to mean that the Contractor accepts the deductions proposed.
* All or a portion of the final payment may be delayed or withheld until the Contracting Officer makes a final decision on the proposed deduction. If the Contracting Officer determines that any or all of the proposed deductions are warranted, the Contracting Officer shall so notify the Contractor, and adjust payments under the contract accordingly.
  + 1. CRITERIA FOR DEDUCTIONS 
       1. If the contractor fails to perform work in accordance with the Performance Standards provided, fails to make corrections in accordance with the Quality Feedback Program, or omits work required, the Contracting Officer or designated representative shall give the contractor written notice of the deficiency. Once notified, if the contractor does not satisfactorily complete the work within the time allotted by the Contracting Officer or designated representative, the work shall be considered for deduction. At a minimum, failure to satisfactorily complete corrections of every two notified deficiencies will result in a performance deduction being taken. Where more than ten deficiencies are noted within any three-month period of performance, the program will be considered “at risk” and every noted deficiency will be considered for deduction. These performance measures and deduction criteria in no way delete or alter the Government’s rights under the inspection clause.
       2. Janitorial Services: In instances where janitorial services are not satisfactorily performed, maintained, policed or serviced as determined by the Contracting Officer’s designated representative, in accordance with the Performance Standards provided, deductions shall be made based on the square footage of the entire affected room. (NOTE: In large open areas, the building support columns or other obvious dividers (e.g. systems furniture walls) should be considered in determining the composition of a room when deductions are being made).
          1. Work Required Daily or Frequently: If the contractor fails to perform satisfactorily or omits work required daily or scheduled for performance every 10 working days or more frequently, the contractor shall be requested to make immediate correction for this failure or omission. Every two consecutive notices received will be treated as a deficiency. Performance deductions will be made for the entire room area based on the square footage of that room. The square footage of the room shall be multiplied by $3.03 per square foot to arrive at the performance deduction base price. The actual performance deduction amount shall be determined by dividing the performance deduction base price by 30 (30 days), multiplied by the number of days the area was not cleaned (i.e. 25 square foot room is not satisfactorily maintained for daily or frequent cleaning standards for 1 day would result in a deduction of 25 multiplied by $3.03 divided by 30 for a total performance deduction of $2.53).
          2. Work Required Weekly: If the contractor fails to perform satisfactorily or omits work required weekly, the contractor shall be requested to make correction for this failure or omission. Each item not corrected will be treated as a deficiency. Performance deductions will be made for the entire room area based on the square footage of that room. The square footage of the room shall be multiplied by $3.03 per square foot to arrive at the performance deduction base price. The actual performance deduction amount shall be determined by dividing the performance deduction base price by 4 (4 weeks) (i.e. 25 square foot room is not satisfactorily maintained, and corrective action is not satisfactory for weekly cleaning standards would result in a deduction of 25 multiplied by $3.03 divided by 4 for a total performance deduction of $18.94).
          3. Work Required Monthly, Quarterly, Semi-Annual or Annual: If the contractor fails to perform satisfactorily or omits work required monthly, quarterly, semi-annual or annual, the contractor shall be requested to make correction for this failure or omission. Each item not satisfactorily corrected will be treated as a deficiency. Performance deductions will be made for the entire room area based on the square footage of that room. The square footage of the room shall be multiplied by $3.03 per square foot to arrive at the performance deduction base price. The base price will constitute the actual performance deduction for monthly, quarterly, semi-annual and annual requirements were satisfactorily performance is not accomplished. (i.e. 25 square foot room is not satisfactorily maintained, and corrective action is not satisfactory would result in a deduction of 25 multiplied by $3.03 for a total performance deduction of $75.75).
       3. Recycling: In instances where recycling services are not satisfactorily performed, maintained, policed or services as determined by the Contracting Officer’s designated representative, in accordance with the Performance Standards provided, deductions shall be made based on the total weight of recovered/recycled material. The total weight will be determined and multiplied by $.57 per pound to arrive at the performance deduction base price. The actual performance deduction amount shall be determined by dividing the performance deduction base price by 4 (4 weeks) (i.e. 250 pounds are not satisfactorily recycled or recovered would result in a deduction of 250 multiplied by $.57 divided by 4 for a total performance deduction of $35.63).
       4. Grounds and Property Maintenance: In instances where grounds maintenance is not satisfactorily performed, maintained, policed or serviced as determined by the Contracting Officer's designated representative, in accordance with Performance Expectations/Minimum Standards provided, deductions shall be made for the area affected. The square footage of the area will be determined and multiplied by $2.58 per square foot to arrive at the performance deduction base price. The actual performance deduction amount shall be determined by dividing the performance deduction base price by 4 (4 weeks) (e.g., If 250 square feet of grass is not satisfactorily maintained it would result in a deduction of 250 multiplied by $2.58 divided by 4 for a total performance deduction of $161.25).
    2. Pollinator Protection Program

As part of the DOE requirements of Secretary of Energy Memorandum, Presidential Initiative on Pollinator Health (dated October 19, 2015), NETL will continue to implement pollinator protection programs at a minimal level based on cost/benefit analysis. The Contractor shall ensure that any pesticides, fungicides, and herbicides used at NETL sites are pollinator-friendly and will not impact native, beneficial species. In addition, NETL will use the provided best management practices to aid in pollinator health and vitality, including but not limited to:

* + - 1. Manage roadsides with limited mowing
      2. Minimize risk of pesticides and fungicides to pollinators
      3. Mulch landscaping and gardens
      4. Remove invasive species
      5. Seed/seeded native species in past and/or ongoing restoration, rehabilitation, and revegetation efforts
      6. With limited budget, the Contractor will work with Federal personnel to identify areas of consideration associated with the pollinator protection program.
    1. Personal Protective Equipment

Personal protective equipment (PPE) shall be as dictated via activity hazard analysis (AHA) or job specific hazard analysis/performance evaluation. The Contractor is required to provide their own PPE for the performance of this Activity.

* + 1. Required Health Screening and Clearances

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

1. **GENERAL DESCRIPTION**
   1. This PWS includes support in the areas of janitorial, recycling, and grounds maintenance support services, and road maintenance services at the NETL PGH site and adjacent daycare.
2. **ACTIVITY DEFINITIONS**
   1. High Standard – Meet or exceed the minimum level of acceptable performance as defined in Section 13.0 of this PWS
   2. Refuse - Trash, food waste, dry and wet garbage, rubbish, loose debris, small construction waste, plaster, lunch containers, wrappings, and scraps of wood and metal.
   3. Recyclables - Mixed office paper, three-ring loose-leaf binders, magazines, newspapers, textbooks, miscellaneous other bound documents (to include Codes of Federal Regulations (CFRs)), small electronic equipment (calculators, etc.).
3. **SUPPLIES, MATERIALS, AND EQUIPMENT**
   1. The contractor shall provide all supplies and materials (including all consumable materials such as paper towels, toilet paper, cleaning chemicals) necessary to satisfactorily perform work in the areas identified in this PWS. All equipment being provided by the Government for performance of this Activity is identified under the Government-furnished property section of the contract.
   2. A list of cleaning products which are either currently being used in performance of this Activity or have previously been approved by ES&H for use on this Activity is included as Attachment 2. The Contractor shall use the products identified in Attachment 2 or propose alternative products through the submittal and review process. All cleaning products not identified in Attachment 2 must receive prior approval from the ACOR prior to use.
   3. The Contractor shall provide a written Supplies/Materials Report. The report is required to be submitted bi-annually and should detail all supplies/materials used/consumed in support of this Activity over the 6-month period. The report shall include an item description, unit of measure, and consumption rate for each item.
   4. The use of GSA vehicles off-site is limited to official Government business and shall be coordinated with the ACOR.
4. **JANITORIAL SERVICES**
   1. **General Requirements**
      1. The contractor shall provide janitorial services for the NETL PGH site only. The Contractor shall maintain a high standard of cleanliness and neatness in all areas at NETL. The current locations (and associated square footage) requiring janitorial services are designated in Attachment 1 of this PWS.
      2. Cleaning in all laboratory areas shall only be required when requested by the ACOR, with cleanings set at 4-6 times per year (depending on use). In laboratory areas, this includes, but is not limited to: sweeping, mopping, dusting, waxing floors, and removing non-hazardous trash. All interior building surfaces shall be maintained per the material's maintenance instructions, including, but not limited to, in any renovated or newly built areas, cleaning should follow manufacturing instructions. The contractor shall maintain a record of all requests received for laboratory area cleaning services. The record shall include the laboratory room number and date of request. This information shall be compiled annually and submitted as a Laboratory Area Cleaning Services Request Report.
      3. Limitations – The Contractor shall **not** engage in the following activities:
         1. Removal of hazardous materials or cleaning of laboratory sinks, counter-tops, or equipment. Entry into areas requiring special clothing for protection against hazardous materials is prohibited. Contact ES&H for proper disposition or emergency response.
         2. Under this Activity, the Contractor is neither required nor authorized to perform work that is not set forth in this PWS.
         3. Providing cleaning services in offices or any areas that are locked unless otherwise directed by the ACOR. The Contractor shall not be provided keys to private offices or other areas at NETL except for areas required for storage of supplies and equipment needed for performance of this contract.
   2. **Performance**
      1. Cleaning
         1. All cleaning shall be performed in accordance with the Government approved cleaning schedule. The Contractor shall submit a cleaning schedule to the ACOR within ten (10) working days of Activity award. The Cleaning schedule shall meet or exceed the Government minimum expectations as identified in Section 7.3 of this PWS.
         2. When the contractor is to provide waxing in common areas, the laboratories, or in an on-going project area, the contractor shall coordinate the waxing schedule with the ACOR at least one week prior to the proposed work. The waxing of the floors in these areas shall not be performed without the concurrence of the ACOR.
      2. Refuse collection and disposal
         1. Provide for the collection and disposal of non-hazardous waste in accordance with the requirements established by the Environmental Protection Agency (EPA), Pennsylvania Department of Environmental Resources, the Allegheny County Health Department, and NETL Policy/Procedures/Manuals. Refuse collection and disposal services for which the contractor shall be responsible include, but are not limited to the following:
            1. The placement of dumpsters (locations approved by the ACOR).
            2. Policing of loose refuse and litter spilled from containers while being emptied.
            3. Maintenance of central location where refuse is stored until removal.
            4. Maintaining Government-provided sealed refuse and garbage containers for cafeteria and food service areas to prevent pest infestation.
            5. Collection and removal of all loose paper on the floor, trash placed in garbage cans, and other discarded material labeled as trash.
            6. Removal of foreign materials from floors, and areas that may become wet from inclement weather.
      3. Non-hazardous solid waste removal from site
         1. The Contractor shall be responsible for delivering non-hazardous solid waste to an approved, licensed, certified disposal area/landfill. Disposal shall be conducted in accordance with all legal requirements and in an environmentally safe manner.
         2. Dumpster requirements and frequency of pick up are as follows:
            1. 1 - 4 cubic yard covered dumpster emptied one time per week\*
            2. 2 - 8 cubic yard covered dumpsters emptied one time per week\*
            3. 1 - 40 cubic yard compactor – On Call Basis\*\*
            4. 1 - Dumpster for tree trimmings
         3. \*Covered dumpsters shall be sealed from precipitation with covered tops and be vermin-proofed with sliding doors or panels.
         4. \*\* “On Call Basis” pick up and disposal shall be Monday through Friday, during daily business hours of 7:00 AM through 4:30 PM. Pick-up shall be within 48 hours of the “Call for Pick-up” request.
         5. The contractor shall appoint a person responsible for monitoring the capacity of the 40-cubic yard compactor and initiate the “Call for Pick-up” request when needed.

*Note: For the period of June 2017 – June 2018, the 40-cubic yard compactor was picked up 18 times and a total of 57.2 tons of non-hazardous solid waste was removed.*

* + - 1. Upon collection by the Contractor, each dumpster shall be returned to its pre-pick-up location with the top and sliding access doors or panels placed in a closed position. Dumpsters which become damaged or are no longer weather or vermin proof due to handling shall be replaced at no cost to the Government. Damaged or unsightly containers shall be replaced at the written request of the CO or the ACOR.
      2. In addition to the work specified herein, the following additional duties shall be performed by the Contractor in conjunction with the cleaning operation.
      3. All dispensers in the rest rooms and shower rooms shall be filled with an adequate supply of paper towels, toilet paper, sanitary napkins, soaps, and other items necessary for that area.
      4. Reporting fires, hazardous conditions, and items in need of repair/replacement, to include non-functioning lights, water leaks, drain blockages, and other noticeable maintenance needs.
      5. Closing windows and doors and turning off lights when not in use. Room doors and building entrances shall not be locked unless specifically identified by the Government.
      6. Turning in all found articles to the Security Office.
      7. Provide janitorial supplies/cleaning chemicals to the NETL PGH Cafeteria Operator. The descriptions and quantities of supplies/cleaning chemicals to be provided are as follows:
         1. Blue Skies II Disinfectant Cleaner – 8 gallons per year
         2. Gloves, Vinyl Powder Free, Medium - 10 boxes per year
         3. Large Trash Bags – 8 boxes per year
         4. Small Trash Bags – 8 boxes per year
         5. Paper Towels - 12 cases per year
  1. **Schedule**
     1. Cleaning activities shall be performed in accordance with the approved contractor's schedule. The following cleaning frequency list shall constitute the minimum standard for an acceptable cleaning schedule. The contractor is required to provide a written schedule in accordance with requirements of this PWS. This information is required to be taken into consideration by the contractor in the development of the submitted contractor schedule. Upon approval by the Government, the contractor schedule shall represent the approved cleaning schedule to be followed. These minimums are to be used to define the minimum level of acceptable performance in addition to the Performance Standards set forth in Section 13.0.
     2. Daily Cleaning:
        1. Vacuum carpeting – All common areas, conference rooms, directors’ executive areas, breakrooms, reception areas, hallways, entry ways, walk off mats, staircases, elevators. *(Note: Personal office space shall be vacuumed monthly, at a minimum, pending availability)*
        2. Sweep and damp-mop tile and all hard surface floors, stairwells, kitchens and corridors.
        3. Empty all trash receptacles and wastebaskets and dispose of paper and cartons marked as “trash”. Trash shall be placed in plastic bags and put in outside dumpsters.
        4. Dust and clean surfaces in all common areas, conference rooms, directors’ executive areas, breakrooms, reception areas, hallways, and entry ways. Items to be dusted and cleaned include:
           1. Tops of desks and tables
           2. Conference tables and chairs
           3. Refrigerators
           4. Work surfaces
           5. Book cases and file cabinets
           6. Credenzas
           7. Computer monitors
           8. Copy machines, printers, FAX machines
           9. Kitchens
           10. Any other surfaces that accumulate dust
        5. Wash glass in main entrance doors.
        6. Clean blackboards and dry-erase boards with materials that will permit writing after cleaning. Do not clean boards on which there is any writing or drawing unless otherwise instructed.
        7. Clean and disinfect all rest room floors and fixtures. No accumulations or stains will be permitted.
        8. Replenish soap, towels, toilet paper, toilet seat covers, and sanitary napkins.
        9. Spot clean smudges, fingerprints, etc., from surfaces, such as table tops, doors, walls, and glass.
        10. Clean drinking fountains, assuring removal of residues or stains.
        11. Sweep cafeteria dining area floor and scrub or sponge-mop main walkways and other areas as needed.
        12. Polish mirrors, bright metal work, and faucets in rest rooms.
        13. All uncontaminated cardboard shall be placed in the cardboard recycling bin. All trash shall be removed from these cardboard boxes prior to the cardboard being placed in the recycling bin.
        14. Clean sinks and surfaces in Kitchen/Kitchenette areas.
     3. Weekly Cleaning:
        1. Damp wipe all metal push plates, kick plates, and door hardware.
        2. Dust all window sills, Venetian blinds, and baseboard heaters in all common areas, including conference rooms, directors’ executive areas, breakrooms, corridors, reception areas, hallways, entry ways, staircases, kitchen and lobby areas.
        3. Wash partitions in rest rooms.
        4. All floor mats and Walk off Mats - clean every other week.
     4. Monthly Cleaning:
        1. Wash glass in doors of offices and laboratories.
        2. Scrub shower room floors with floor machine.
        3. Spray-buff waxed asphalt tile floor areas (except in rest rooms) using wax of approved non-slip characteristics.
        4. Scrub floor in the cafeteria dining area.
        5. Dust and clean staircases and elevators.
        6. Wash walls, ceilings, and railings in elevators.
        7. Clean all handrails.
        8. Vacuum or damp mop all personal office space.
        9. Dry shampoo carpet in the Daycare Infant and Toddler room only.
     5. Quarterly Cleaning:
        1. High clean all areas.
        2. Dry clean or shampoo carpets as needed.
        3. Wash window sills and baseboard heaters.
        4. Dust ceilings.
     6. Semi-Annual (twice per year) Cleaning:
        1. Dust or vacuum all HVAC outlets and air grilles.
        2. Wash walls in rest rooms.
        3. Clean all Exterior and Interior Windows and Screens in Building 922 only.
        4. Power wash and clean windows in smoking shelters.
        5. \* PGH NETL Daycare Facility - Shampoo carpet using a dry carpet cleaning system.
     7. Annual Cleaning:
        1. Wash all walls.
        2. Clean upholstered chairs and systems furniture.
        3. Wash wastebaskets.
        4. Clean all Exterior and Interior Windows and Screens (Spring).
        5. \*Shampoo all carpets per manufacturer’s specification.
        6. Strip and re-wax tiled floors per manufacturers specification (some areas may be determined by the contractor to be a low traffic area and stripping and waxing two times per year is not necessary. This determination should be identified in the proposed cleaning schedule).
     8. Variable Cleaning:
        1. Dry clean or shampoo carpets in high-traffic areas of all carpeted buildings eight (8) times per year. The contractor shall work with the ACOR to determine the appropriate schedule to complete the dry cleaning and/or shampooing.
        2. Cleaning of vacant offices to include vacuuming of carpet, dusting window sills, dusting window blinds, dusting/cleaning any surfaces such as desks, book cases, file cabinets, etc., in the space. The contractor shall assume 100 moves during the contract year.
        3. The Contractor’s cleaning schedule shall include a proposed schedule to accomplish the below list, at a minimum:
           1. Vacuum carpeting.
           2. Sweep and damp-mop tile floors, stairwells, and corridors.
           3. Empty all trash receptacles and waste baskets and dispose of paper and cartons marked as trash. Trash shall be placed in plastic bags and put in outside dumpsters.
           4. Dust and clean areas to include work surfaces, bookcases, file cabinets, credenzas, window sills, radiators, computer monitors, copy machines, printers, FAX machines, tables, chairs, air vents, phones, venetian blinds, baseboard heaters, and any other surfaces that accumulate dust. The contractor shall use “Endust®” or a similar product in dusting operations. *NOTE: The contractor shall not be responsible for cleaning personal desks or work stations.*
           5. Clean blackboards and dry erase boards with materials that will permit writing after cleaning. Do not clean boards on which there is any writing or drawing unless otherwise instructed.
           6. Clean and disinfect all rest room floors and fixtures. No accumulations or stains will be permitted.
           7. Replenish soap, towels, toilet paper, toilet seat covers, and sanitary napkins.
           8. Spot clean smudges, fingerprints, etc., from doors, walls, and glass.
           9. Clean drinking fountains, assuring removal of residues and stains.  
              Mop shower room floors.
           10. Sweep cafeteria dining area floor and scrub or sponge mop main walkways and other areas as needed.
           11. Polish mirrors, bright metal work, and faucets in rest rooms.
           12. Place all uncontaminated cardboard boxes outside office/work area where the contractor will pick up with trash and remove to the recycling area. Remove all trash from these cardboard boxes prior to recycling.
           13. Damp-wipe all metal push plates, kick plates, and door hardware.
           14. Wash partitions and walls in rest rooms.
           15. Bonnet clean high-traffic areas on 920 Plateau (main corridors and area in front of elevators, stairwells and water fountains) as needed.
           16. Wash glass in doors of offices and laboratories.
           17. Scrub shower room floors with floor machine.
           18. Spray buff-waxed asphalt-tile floor areas (except rest rooms).
           19. Wash window sills and baseboard heaters.
           20. Scrub floor in the cafeteria dining area.
           21. Dust or vacuum all air conditioning outlets and air grilles.
           22. All doors at entry ways to include entry doors and nearby windows in Buildings 920, 921, 922, 925, 58, 83, 84, 86, 94 and 95 shall be kept clean at all times.
           23. Shampoo all carpets per manufacturers specification
           24. Strip and re-wax tiled floors per manufacturer’s specification.
           25. Clean all walls and dust ceilings and stair handrails.
           26. Clean walls, ceilings, and railings in elevators.  
               Clean upholstered chairs and systems furniture.
           27. Wash waste baskets.
           28. All interior building surfaces need to be maintained per the material's maintenance instructions, including, but not limited to, in any renovated or newly built areas, cleaning should follow manufacturing instructions.

1. **OPERATION OF RECYCLING PROGRAM**
   1. The contractor shall be responsible for supporting the operation of the recycling program in accordance with NETL guidelines and Operational Policies and Procedures/Manuals. All recycling activity is to be performed in compliance with the latest revision of Pennsylvania Act 101 (Recycling Guidelines) and NETL Guidelines.
   2. A notebook containing floor plans of NETL buildings shall be maintained showing the location of the recyclable collection points. Collection of recyclable items including the contents of all recycling bins containers shall be performed on a regular basis with other services performed on an as-needed basis. The contractor shall perform daily checks to ensure the recycling area is clean and highly maintained.
   3. The contractor shall also collect and dispose of aluminum cans and plastic drink containers (marked PETE 1 & 2 only) from NETL to approved recyclers. Other plastic recycling #1-#5 shall be initiated as market collection points allow. The contractor is authorized to use General Services Administration (GSA) vehicles for the delivery of paper and plastic and aluminum containers to recycling vendors.
   4. The Contractor shall provide a written quarterly recycling report to NETL’s Waste Minimization and Pollution Prevention Program Manager and the ACOR, submitted no later than the 15th day of the month following the reporting period. The report shall include certificate(s) of destruction, amounts of paper, cardboard, aluminum cans, etc., collected, amounts recycled, and recycling costs. This report shall also include any problems and complaints encountered during the month.
   5. **Recovery of Recyclables**

8.5.1 The contractor shall be responsible collecting and sorting the contents of the recycle bins into the following classes of recyclable materials:

* + - 1. Mixed office paper
      2. Three-ring loose-leaf binders
      3. Magazines, newspapers textbooks, miscellaneous other bound documents
      4. Small electronic equipment (calculators, etc.).
    1. Each class of recyclable material shall be placed into a separate receptacle.
    2. The following is the hierarchy of sorting preferences for the Government:
       1. All those items which normally appear in the “mixed office paper” bins (easily-removed “XEROX-type” paper, manila folders, and blue “special attention” envelopes, etc.);
       2. loose-leaf binders shall be emptied of papers and, if in relatively good condition, placed into a bin (papers removed from binders shall be separated into mixed office paper to be placed into the appropriate bin) and “other” to be classified if time permits;
       3. magazines;
       4. newspapers;
       5. textbooks (for later additional handling as time permits);
       6. Code of Federal Regulations
    3. Personal protective equipment including protective eye-wear and leather gloves designed to prevent skin puncture is expected to be utilized in the performance of this Activity. All work shall take place in a manor to minimize or prevent occupational injuries, taking into account proper ergonomic practices.
  1. **Recycling Proceeds** 
     1. In accordance with Public Law 107-67, Section 607, the Contractor shall use recycling proceeds to offset the cost of the recycling program. In the event the proceeds from the recycling program exceeds the cost of the recycling program, a check for the recycling proceeds addressed to the U.S. Department of Treasury shall be submitted to the Contracting Officer. The check should be annotated with the contract number and note “recycling proceeds” on the face of the check. The Contractor shall track and document all recycling proceeds so that there is a clear audit trail to demonstrate that the proceeds were applied to offset costs associated with the recycling program. The Contractor shall report this information on a biannual basis.

1. **GROUNDS MAINTENANCE SERVICES**
   1. **General Requirements**
      1. Grounds maintenance includes the mowing and trimming of lawns and fields; weed removal; the care and maintenance of trees, shrubbery, bushes, catch basins and ditches, streets and sidewalks; grounds policing; road maintenance support; and other miscellaneous tasks required to give the grounds a professional appearance. All Grounds Maintenance activities identified under this Activity apply to the PGH site only.
      2. Grounds are divided into two classes, Class A and Class B, for the purposes of this PWS.
      3. Class A areas include all portions of the site within visibility of the main buildings and general travel corridors. These include areas around PGH Buildings 920, 921, 922, 923 and 925 on the Administration Plateau; and the Research and Development (R&D) Plateau, including Energy Drive and the three picnic shelters.
      4. Class B areas are all other areas. These include the PGH Chemical Handling Facility; waste water treatment and gas cylinder pad facilities north of the R&D Plateau; Building 167; the Building 900 area and adjacent hillsides and fence lines; the ball field, fence lines, and fields adjacent to Wallace road.
      5. It is the Contractor’s responsibility that the requirements stated herein to ensure that the work performed meets the standards set forth in the PWS. Supervisors shall monitor performance of the Contractor’s workers and determine if additional attention is needed in certain areas of the site.
   2. **Performance** 
      1. Field Mowing, Trimming, and Fence Line Trimming
         1. Class A areas are special areas with high visibility and all work within these areas shall be performed in a meticulous manner. Each lawn shall be mowed once to twice a week to maintain the uniform height and shall maintain a commercial appearance (consistent with the commercial practices of professional lawn care applications throughout the local area; see performance standard under “mowing” for additional information). Mowing equipment shall be adjusted to produce a cutting height from 1 1/2 to 3 inches. All debris shall be removed from the area to be mowed and placed in a designated area prior to the mowing operation.
         2. Mowing shall not subject trees, hedges, shrubs, buildings, and other similar objects to damage by mowing equipment. Upon completion of mowing operations, as specified above, the lawn areas shall have a professional appearance cleared of all grass cuttings. These clippings shall be removed to an on-site compost pile and used as mulch.
         3. Trimming within all areas shall be accomplished each time the area is mowed. Edge trimming shall be accomplished with vertical cutters. Grass growth should be maintained to prevent overgrowth over paved or other similar surfaces.
         4. Class B areas shall be mowed less frequently (every two to three weeks or as otherwise needed) than Class A areas but should be kept at a uniform height of 2-4 inches. The exception to the uniform height of 2-4 inches would be hillsides and slopes adjacent to fences and fields. These areas should be cut to a uniform height that is consistent with the topography (lay of the land).
         5. The Contractor shall mow field areas with Government-provided equipment designed for that purpose. Field areas containing buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles shall have areas adjacent to such obstructions trimmed to the same general height as the open areas. Cuttings do not need to be scattered or removed, unless unsightly buildup of such cuttings occurs.
         6. NETL’s fence line trimming should be conducted so that property lines are clearly defined. Where Government property abuts private or public property, applicable grounds maintenance shall be performed on ten feet of both sides of the security/border fence line, or up to the edge of the Federal property line if the property line is within 10 feet from the fence line, in a manner that clearly defines the NETL property line.
      2. Maintenance of Ditches
         1. Slopes and bottoms of ditches located within areas specified to be mowed shall be cut and/or trimmed to clearly define their location. The frequency of execution of this Activity is to be determined by the ability to ensure that the requirement that the ditch bottoms not containing water shall be cut to the same height as the adjacent mowed areas is met. The contractor shall cut and remove all undesirable trees or bushes within the ditches.
      3. Shrubbery and Bushes
         1. The contractor shall prune trees in improved and semi-improved areas to avoid overgrowth onto buildings or over walkways, or a lack of a professional appearance. Pruning shall be accomplished in accordance with industry standards (ANSI Z133.1 - 1994). Class II medium pruning shall be used in general on all trees. Class IV pruning shall be used only for lifting, removal, and/or cutback of branches that conflict with normal traffic or safety in the vicinity of the trees. Minimum safety clearance is 14 feet over streets, 12 feet over driveways, 8 feet over walk areas, and 4 feet from buildings. Other trees shall be pruned on an as-required basis to provide safety, clearances and/or to prevent structural damage. Topping and de-horning shall not be permitted. Trimming/pruning of trees around utility poles/power lines is the responsibility of the contractor. The contractor shall notify the ACOR when trimming/pruning around utility poles/power lines is needed. Shrubs, small trees, and other plants shall be maintained to maintain a professional appearance. They shall be pruned as required to maintain their natural growth characteristics. Shrubs and small trees shall be trimmed and pruned to enhance the beauty and health of the plant. Hedges shall be maintained to their natural mature height and shape. Broadleaf evergreens and flowers beds shall be pruned annually or as required maintaining clearances of minimum of 3 inches from buildings, sidewalks, or other structures. The trimmings shall be removed to the on-site compost pile.
         2. Occasionally, shrubs, bushes or small trees (less than 25 feet high and a trunk diameter of less than about 10 inches) may need to be cut back. Also, there are times when shrubs, bushes, or small trees may need to be removed for various reasons including, but not limited to, damaged or dying/dead due to disease or is hanging over Security fences or obstructing Security cameras.
      4. Shrub/Flower Beds
         1. Beds surrounding shrubs, bushes, trees, and flowers shall be maintained in a weed-free manner.
         2. When new beds are created or when older beds are repaired, landscaping fabric shall be used to help mitigate weed growth.
         3. All mulch spreading shall be as uniform as possible to a depth of about 2-3 inches unless directed by the ACOR. Landscaping fabric will be repaired where and when needed. Edging of the beds shall take place before the mulch is spread.
         4. Season appropriate flowers/vegetation shall be planted in high traffic areas. All planted flowers/vegetation shall be properly attended to during the plants lifecycle. In the late fall, dead flowers/vegetation shall be removed, and faded perennials shall be trimmed back and/or cultivated. Anticipated costs to provide seasonal flowers for the high traffic areas shall not exceed $4,500 per contract year.
      5. Leaf Collection
         1. Fall leaf collection shall be performed weekly in peak season until all leaves have fallen. Additional leaf collection is to occur as needed to maintain a professional appearance or if leaf buildup has the potential of being a safety issue.
      6. Catch Basins
         1. Catch basins and mud pits shall be cleaned in a manner that affords optimum drainage performance. Removed material should be transferred to the site’s hazardous waste accumulation area for analysis/disposal as directed by the ACOR.
      7. Debris/ litter Collection
         1. NETL-controlled areas shall be policed each morning for trash/litter and debris. Policing of the parking areas shall be done in a safe manner, and personnel shall utilize high-visibility clothing. Sidewalk, parking lots, and streets shall be kept clean of grass clippings, leaves, dirt, mud, gravel and other litter. The areas shall be policed daily and cleaned as needed. The contractor supervisory personnel shall inspect each area after policing is completed a couple of times a week.
         2. All suitable debris from grounds maintenance shall be collected and placed in the compost pile for subsequent reuse on site. Litter shall be properly disposed of in the trash if it does not qualify as recyclable under the recycling program the site utilizes.
      8. Reseeding and Sodding
         1. Areas where grass has been damaged or bare spots appear in the grass shall be cultivated, reseeded/sodded upon notifying the ACOR. The area reseeded/sodded area shall be watered, as necessary to meet the standards of surrounding areas with a lack of weeds in the reseeded/sodded area being maintained.
2. **SUPPORTING FUNCTIONS**
   1. **Directives Support**

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

* 1. **Corrective Action**

10.2.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

* 1. **Consulting and Assistance**

10.3.1 Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.

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

10.4.1 The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities include basic participation in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.

* 1. **Safety Training**

10.5.1 The Contractor shall implement their integrated safety management (ISM) plan as related to janitorial and grounds maintenance services performed under this Activity. Contractor personnel shall be required to attend, at a minimum, ES&H training equivalent to eight person-hours per employee per year. This will include HAZCOM, PPE, bloodborne pathogens, asbestos awareness training, and hearing conservation training. The contractor shall give safety briefings to personnel and maintain records of attendance for periodic safety briefings conducted by supervisors.

1. **QUALITY ASSURANCE/QUALITY CONTROL PLAN**
   1. The contractor shall include a Quality Assurance/Quality Control (QA/QC) Plan as part of the proposed technical approach. The QA/QC Plan shall be specific to the work performed under this Activity and shall detail the methods/techniques that will be utilized in monitoring the performance of this Activity.
      1. Surveillance
         1. This QA/QC Plan shall include roles and responsibilities of the contractor’s management staff as it relates to inspection methods and frequency of inspections for ensuring successful performance of the work. The plan shall also detail the approach to identify deficiencies and implement corrective actions.
         2. The contractor shall be responsible for maintaining a QA/QC log to record all methods/techniques used to monitor the performance of this Activity. The QA/QC log shall be kept current and accurate at all times and shall be made available to the ACOR upon request. At a minimum, this log shall include:
            1. Date, Time, and Location of the inspection
            2. Method of inspection,
            3. Result of inspection, and
            4. Corrective Action (if necessary)
      2. Customer Feedback
         1. The QA/QC Plan for this Activity shall also include a detailed approach to ensure that a customer feedback program is in place. At a minimum, the approach shall include a method for collecting customer feedback/complaints, roles and responsibilities of the contractor’s staff for responding to customer feedback, approach to determining appropriate level and timeliness of response, and steps taken to prevent reoccurrence.
         2. The contractor shall be responsible for recording all customer feedback/complaints in the QA/QC log.
         3. Customer feedback entries in the QA/QC log shall include, at a minimum:
            1. Summary of the customer feedback received
            2. Date and time feedback/complaint was received
            3. Corrective action taken
            4. Timeliness of response
            5. Action taken to prevent recurrence
2. **DELIVERABLES**

The following table contains the deliverables associated with this Activity. All deliverables shall be submitted to the ACOR.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| Contractor Cleaning Schedule | No specified format | Once, within ten (10) calendar days from Activity award. An updated schedule shall be provided only when the schedule is changed.  An updated schedule shall be provided within the same timeframe if conditions change on site |
| Maintenance Log | Format as specified by ACOR, must include at a minimum the following items:   * Inspection checklists. The inspection checklist shall include every area of the operation serviced by the contractor, any deficiencies noted and corrective action taken to correct deficiencies. * Maintenance observations. * Preventative Maintenance | Performed/maintained, and submitted weekly to the ACOR |
| Quality Assurance Quality Control Log | Format as specified by ACOR | Performed/maintained, and submitted monthly to the ACOR |
| Recycling Receipt | The project deliverable would consist of the total weight of recovered, recyclable material. This would be measured by weighing the full bins prior to sorting/recovery activity and weighing the bins containing remaining non-recyclable material after each sorting event. | Performed/maintained, and submitted quarterly to the ACOR |
| Recycling Proceeds Report | Format as specified by ACOR | Performed/maintained, and submitted bi-annually to the ACOR |
| Snow Removal Procedure | Format as specified by ACOR | 10 Days After Activity issuance and an updated procedure within the same timeframe if conditions change on site |
| Quarterly Recycling Report | Format shall be approved by the ACOR. The report shall include amounts of paper, plastic and aluminum containers, etc., collected in pounds, amounts recycled in pounds, and recycling costs. This report shall also include any problems and complaints encountered during the quarter. The format shall be proposed by the contractor no later than 30 days after award of this Activity. | Submitted by the 15th day of the month after the end of each quarter. The report shall be submitted to the ACOR, COR, and CS. |
| Monthly Recycling Report | The contractor shall provide informal electronic (e-mail) monthly reports to the ACOR. The report shall include the same information requirements that are listed for the quarterly recycling report. | Submitted 10 days after the end of each Month (this monthly report is not required in months that require the quarterly report). |
| Supplies/Materials Report | The Contractor shall provide informal electronic (e-mail) reports to the ACOR and the CS. The report shall include an item description, unit of measure, and consumption rate for each item. | Submitted Bi-Annually (report submitted no later than a month after the end of each six-month period of the contract year) |
| Laboratory Area Cleaning Services Request Report | The Contractor shall provide informal electronic (e-mail) reports to the ACOR and the CS. The report shall include the laboratory room number and date of the request. | Submitted Annually (report submitted no later than a month after the end of each contract year) |
|  |  |  |

1. **PERFORMANCE STANDARDS**
   1. The following performance standard definitions shall be utilized to determine the minimum level of acceptable performance:
      1. *Asbestos-Containing Materials (ACM):* Any material that is known to contain asbestos fibers shall require special controls to minimize potential impacts to flooring materials. Contact the Asbestos Program Manager for additional requirements.
      2. *Bright Metal Polishing:* Bright metal surfaces shall have a polished and lustrous appearance.
      3. *Carpet/Rug Shampooing*: All carpets/rugs shall be clean, free of spots, gum, crusted material, spillages, and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing.
      4. *Carpet Spot Cleaning:* Buildup, spillages or crusted material shall be removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing or carpet. Cleaned areas shall blend with adjacent areas.
      5. *Cleaning Ash Receptacles:* Cigarette butts, matches and other discarded material shall be removed from the receptacle and the receptacle wiped so that it is free of dust, ashes, odors, tar streaks and nicotine stains.
      6. *Cleaning Drinking Fountains:* The porcelain or stainless-steel surfaces shall be clean and free of dust, spots, stains and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustations.
      7. *Cleaning Elevator Floor Track:* Floor track shall be clean and free of debris, dirt and grime.
      8. *Cleaning Floor Mats:* Mats shall be clean and free of dirt, grime, gum, stains and any buildup and crusted material.
      9. *Cleaning of Outdoor Areas:* Areas shall be clean of all dirt and trash on an ongoing inspection and subsequent cleaning operation basis to the extent that all dust and debris is removed to a substantial degree.
      10. *Cleaning Telephone Areas:* Vertical and horizontal surfaces shall be clean and free of dirt, streaks and spots.
      11. *Cleaning Thresholds:* Thresholds shall be clean and free of oil, grease, dirt and grime.
      12. *Cleaning Wastebaskets:* Wastebaskets shall be free of spillage, dust, debris and residue. Plastic liners shall not be torn, worn or contain residue.
      13. *Cleaning Wood Paneling:* Paneling shall be free of soil substances, dust, streaks and spots.
      14. *Crystallization:* Floor shall have a durable, slip-resistant finish with a uniform gloss that resists scuffs and black marks.
      15. *Damp Mopping and Spray Buffing:* Floors shall be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area should have a uniform luster. There shall be no buildup of finish in corners or crevices.
      16. *Damp Wiping:* All dirt, dust, water stains, spots, streaks and smudges shall be removed from the surfaces.
      17. *Drapery Cleaning:* Drapes shall be clean and free from direct dirt and other debris. Drapery material shall remain free of rough areas and/or snags.
      18. *Dusting:* There shall be no obvious dust streaks. Corners, crevices, molding and ledges shall be free of all obvious dust. There shall be no oils, spots or smudges on desk glass or dusted surfaces.
      19. *Edging:* Grass adjacent to asphalt or concrete walks or driveways shall be controlled to remain within the boundaries of the lawn. Edging of the shrub beds shall occur in the spring and be neat with clean lines.
      20. *Finishing:* Walls, baseboards and other surfaces shall be free of finished residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster and be slip resistant.
      21. *Fixture Cleaning:* Wash basins shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture. Bright metal surfaces shall have a polished and lustrous appearance.
      22. *Glass Cleaning:* Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy.
      23. *High Cleaning:* Surfaces shall be clean and free of dust, cobwebs, etc. Where glass is present, both sides shall be clean and free of streaks.
      24. *Mowing:* All grass shall present a commercial grade appearance (i.e. consistent with the commercial practices of professional lawn care applications throughout the local area, maintaining grass levels between 1 ½ to 3 inch height for class A areas and 2 to 4 inches in height for Class B areas except for the exception noted above, clear of debris and residue at all times, and consistent color, thickness and texture). Each lawn shall be mowed to a uniform height and shall maintain the commercial appearance, clear of debris and residue at all times. Mowing equipment shall be adjusted to produce a cutting height from 1 ½ to 3 inches.
      25. *Mulch Spreading:* All mulch spreading shall be as uniform as possible to a depth of about 2-3 inches unless directed by the COR. Landscaping fabric will be repaired where and when needed. Edging of the beds shall take place before the mulch is spread.
      26. *Painting:* Painting shall be performed in a manner to prevent streaking, smudging, and visible brush lines. Paint shall be applied uniformly to prevent shading or light spots.
      27. *Policing (Grounds and Sidewalks):* Areas shall be free of all paper, gum, trash, empty bottles and other discarded material. Empty trash cans if full and replace plastic bag if used. Smoking urns shall be cleaned and cigarette butts and debris discarded.
      28. *Policing (Janitorial):* Applicable areas shall be free of all paper, trash and other discarded materials. Ash receptacles shall be neat and presentable in appearance. There shall be no evidence of wads of gum, spots of tar, wet areas or other foreign substances on floors. Drinking fountains and glass surfaces shall present a clean appearance.
      29. *Polishing:* Surfaces shall be free of smears, stains and finger marks. They shall be clean and bright and polished to a uniform luster.
      30. *Raking:* Fence areas, shrub beds, flower beds, turf areas, sidewalks, gutters, roadways and other surfaces shall be free of leaves.
      31. *Recyclable Materials:* Materials in containers earmarked for recycling shall be removed and placed in an area designated by the Contracting Officer’s Representative. Recyclable materials shall not be mixed with trash. Recyclable material shall be stored in containers clearly marked and identified for those specific materials. Materials shall be picked up at a minimum on a weekly basis.
      32. *Recycling Reports:* The Quarterly written recycling report shall be submitted by the 15th day of the month following the reporting period. This report shall contain information on the amount of paper, aluminum cans, and other recycled materials collected, and the cost involved the recycling program.
      33. *Servicing:* All dispensers shall be filled with provided supplies; soap must be compatible with the provided dispenser. Waste receptacles shall be emptied. Sanitary napkin receptacles shall be emptied, disinfected, and a new bag inserted.
      34. *Solid Waste Collection:* All solid wastes generated shall be collected and removed to storage areas designated for trash by the Contracting Office’s Representative. Ashtrays shall be free of residue, streaks and spots.
      35. *Spot Cleaning Walls:* Wall surface shall be free of smudges, marks, dirt and spots. These shall have been removed without obvious discoloration.
      36. *Storage Space:* Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.
      37. *Stripping:* All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns or scuff marks. There shall be no buildup in corners or crevices. *NOTE: UNDER NO CIRCUMSTANCES SHALL DRY STRIPPING METHODS BE USED.*
      38. *Surface and Fixture Cleaning*: All fixtures and surfaces shall be clean, bright and there shall be no dust, spots, soil substances, discolorations, rust, green mold, encrustations, or excess moisture.
      39. *Sweeping, Wet Mopping or Scrubbing:* The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces, crevices, tracks, baseboards, and corners shall be clean and dry.
      40. *Sweeping (Outside Areas):* Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked up.
      41. *Thorough Dusting:* There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dust surfaces caused by dusting tools
      42. *Thorough Sweeping*: Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.
      43. *Thorough Vacuuming*: Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpets shall generally lie in one direction upon completion of the vacuuming task
      44. *Trimming of Grass:* All grass growth shall have been removed from areas and trimmed to the same height as for grass cutting noted in the Mowing section above.
      45. *Trimming of Shrubs, Trees, Bushes:* All shrubs and Bushes shall be trimmed to maintain a professionally landscaped appearance.
      46. *Venetian Blind Dusting:* All surfaces shall be free of dust.
      47. *Wall Spot Cleaning:* Smudges, marks or spots shall have been removed without causing unsightly discoloration.
      48. *Wall Surfaces:* Walls such as masonry, wood, vinyl, cloth fabric and painted wall surfaces shall be uniformly cleaned free of dust, spots, stains and discolorations.
      49. *Watering:* Lawns, shrubs, and planted areas shall show no signs of excess dryness with the watering task carried out on an as needed basis contingent on the environmental conditions.
      50. *Wood Polishing:* Wood surfaces shall be clean and free of smudges and residue.
   2. **Child Care Center Requirements**
      1. The contractor shall provide janitorial services to the Child Care Center in accordance with the National Association for the Education of Young Children (NAEYC) standards for child care center cleaning (see standards and standards checklist at: <http://www.naeyc.org/files/academy/file/Cleaning_and_Sanitation_Chart.pdf>).
      2. The contractor shall perform all cleaning referenced in the standards except for those noted to be performed by the “CC Provider” (CC Provider is the operator of the Child Care Center (e.g., teachers or daycare provider). Operations involving machinery shall be coordinated with the Child Care Provider to assure safety for both the children and the workers.

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

CLIN 3 Activity 5 – Warehouse MANAGEMENT Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

**1.0 REQUEST INFORMATION**

* 1. **Period of Performance:** February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
  2. **Type of Activity:** The Warehouse Management Support Services Activity is a firm fixed-price Activity.
  3. **Description:** Warehouse Management Support Services
  4. **Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
  5. **Travel:** Travel is anticipated, including regular management visits to ALB, MGN and PGH sites and staff visits for infrequent support of extensive surveys/assessments. The Contractor will coordinate travel to minimize overall travel costs.
  6. **Training:** Training is anticipated to maintain certifications required to perform the scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.

1. **GENERAL REQUIREMENTS**
   1. This Activity is to be performed at the ALB, MGN, and PGH sites.
   2. This Activity involves:
      1. Warehouse Services
      2. Mail Services
      3. Courier Services
   3. This Activity does not require on-call support.
   4. This Activity is subject to the Service Contract Act.
2. **DESCRIPTION OF SERVICES/ SPECIAL ACTIVITY INSTRUCTIONS**
   1. **Performance Locations:** Services to be provided under this Activity shall be accomplished at the NETL ALB, MGN, and PGH sites. Specific building information is provided below that further describes the key function locations on the above-named sites:
      1. Building 19 – MGN: This is the NETL main warehouse facility totaling approximately 24,000 square feet (SF). The building is comprised of offices, customer service counter & store, and serves as the primary warehouse for NETL. This warehouse contains approximately (7,800 SF) for customer service store operations, receiving area, bulk storage and outbound shipping area consisting of (15,500 SF) and air-conditioned office space (700 SF). The building can house up to 16 full-time employees (FTE) who perform routine logistics and transportation services. Additionally, the surrounding area of Building B-19 includes outdoor laydown areas.
      2. Building 902 – PGH: This warehouse services the PGH site and consists of approximately 5,000 SF with office space for up to 5 FTEs.
      3. Buildings 22 and 21 – ALB: Warehouse services are primarily provided in Building 22 at the ALB site. This building provides approximately 7,900 SF of warehouse storage space and climate-controlled office space for up to 2 FTEs. Building 21 is also available with warehouse storage space of approximately 5,000 SF.
   2. **Hours of Operation:** Services shall be provided Monday through Friday, excluding Federal holidays, with the following operating hours:
      1. Primary Warehouse Location:

NETL MGN – Building 19: 7:00 a.m. to 5:00 p.m. Eastern Time (ET)

* + 1. Secondary Warehouse Operations:

NETL PGH – Building 902: 7:00 a.m. to 5:00 p.m. Eastern Time (ET)

NETL ALB – Buildings 22 & 21: 7:30 a.m. to 4:00 p.m. Pacific Time (PT)

* 1. The Contractor shall be responsible to ensure adequate coverage to meet Activity and contract requirements for the above normal operating hours. In some instances, services outside these normal operating hours may be required as directed by the ACOR. The ACOR will make every effort to collaborate with and provide the contractor at least 4 hours advanced notice for services needed outside of normal operating hours. The contractor shall plan for a maximum of four after-hours callouts per year.

1. **SCOPE**

This Activity provides warehouse management support services including Warehouse Services, Mail Services, and Courier Services.

* 1. Warehouse services such as shipping/receiving, stacking/storing, loading and unloading trucks, inventory control, picking, packing, retrieval and put-a-way, distribution, store and counter operations, general housekeeping, operating and maintaining material handling equipment (MHE), operating the Warehouse Management System (WMS), utilizing hand-held data terminals.
     1. Warehouse Management System (Inventory Control System Requirements)
        1. The Contractor shall be required to provide continued implementation and maintenance of the WMS.
        2. The Contractor-provided WMS shall meet or exceed all functionality requirements as listed below:

4.1.1.2.1 The contractor provided WMS shall be equipped with a wide range of features to meet the logistic requirements of the NETL warehouse.

* + - * 1. The WMS shall be all inclusive of all equipment necessary to fully implement and maintain an automated system (e.g., including radio frequency (RF) barcode scanners to track and report all inventory movements within the facility and the facility grounds, including computer peripherals (CPU(s), monitor(s), printer(s), RF transmitters and receivers, etc.).
* The WMS shall utilize RF barcode scanners to account for all functional warehouse activities. The scanners and related software and hard­ware shall be the responsibility of the Contractor.
  + - * 1. The WMS computer software shall be used for warehouse inventory purposes and specifically for automating the management of the movement and storage of materials throughout the warehouse(s).
        2. The WMS software shall be required to meet the following system criteria:
        + Allow for secure certificate-based authentication with encrypted communications.
        + Capable of controlling all inventory movements in a paperless environment.
        + Allow for username and is password protection.
        + Allow for user viewing, requesting of inventory, and reporting.
        + Be compliant with NIST SP-800-53 and FIPS 199 security specifications and provide an end-user security agreement identifying the system and its specific security controls.
        1. The WMS functionality is broken down into the following three operations:
        + Put away
        + Picking
        + Reporting
        1. The WMS shall be capable of generating multiple reports on the varying tasks to include a summary record of movements for individual organizations and multiple inventory ownership, billing, and invoicing.
        2. The WMS shall operate in a paperless environment and be capable of meeting the following criteria:
* Inventory Master File
* SKU # specific to MSSF, 6‑digit numeric.
  + - * + Manufacturer/vendor normal or customary or most frequent source.
        + Manufacturer/vendor SKU number.
        + Description matching manufacturer/vendor.
        + Unit of measure.
        + Length.
        + Width.
        + Height.
        + Weight.
        + Serial #
        + Fixed warehouse location.
        + Line office code.
        + Line office contact.
        + Other serial ID
* Storage Aids/Warehouse Locator System
* Software supports location in nine storage aid configurations.
  + - * + Software supports a 7-digit locator system.
        + Supports location WMS barcode scanning.
        + Supports multiple locations for SKUs and quantity by location.
* Receiving
  + - * + Software supports receipt from line offices (LOs).
        + Software supports receipt from vendors.
        + Software supports receipt from other National Energy Technology Laboratory (NETL) entities.
        + Receipts conditional on PO receiver or receiver.
        + Receivers have text field with special instructions.
        + Supports PO and receivers sent to warehouse management system.
        + Supports quality inspection process.
        + Ability to generate appropriate barcode label at receipt (6 fields) per specifications.
        + Software supports receipt confirmation.
        + Receipt contingent on complete inventory master file.
        + If shelving assigns a fixed location.
* Put-A-Way
  + - * + Post receipt move material to “put-a-way staging area.”
        + Software supports scan of SKU label and retrieves fixed location.
        + Software supports receipt from other National Energy Technology Laboratory (NETL) entities.
        + Software supports LO zone control.
        + Software supports put-a-way consolidation.
        + Supports specific SKUs only in mezzanine section.
        + Supports criteria for assignment to lay-down area.
        + Supports serial ID at put-a-way.
        + Software supports MSDS data sheets.
* Order Selection
  + - * + LOs can generate orders only for LO inventory.
        + Order supports “special instructions.”
        + Orders managed based on age, p/u time, delivery date, and size.
        + Order information supports WL, SKU, quantity, U/M, description, serial ID.
        + Order lines sequenced in “location order.
    1. Warehouse Tasks: The Contractor shall be responsible for general warehouse functions including, but not limited to:
       1. Operation, maintenance, and reporting of all warehouse inventories using the WMS.
       2. Processing requests for distribution utilizing manual and/or RF barcode scanners to enter or extract the information from the computerized WMS. Distribution includes equipment, office supplies, forms, and publications; using the RF barcode scanners to account for all functional warehouse activities. Scan all bar-coded information.
       3. Stacking, storing, and moving equipment supplies and materials in accordance with the Occupational Safety and Health Administration (OSHA) guidelines.
       4. Using handcarts, dollies, and other manual equipment to move stock.
       5. Checking the condition of shipping containers prior to loading and ensure shipments are loaded into proper conveyances.
       6. Observing all safety precautions to include preparation safety checks, speed, traffic operation, and fire safety rules in accordance with OSHA. Report all accidents via x11 immediately.
       7. Performing basic housekeeping services in designated warehouse work areas including the area in the flow racks, bin areas, outdoor laydown areas, and the bulk storage area located in the pallet racks throughout the building. Basic services consist of picking up and disposing of trash and sweeping designated areas on a daily basis. Area shall be free from visible trash and dirt daily.
       8. Conduct daily store operations to internal NETL customers and maintain chargeback account files.
       9. Processing all requisitions or pick orders for assembly or shipment through the United Parcel Service (UPS) GSA-contracted vendor, and freight traffic shipments utilizing the WMS parcel manifest system. A pick order is an order received from an NETL office, field offices, or division offices, etc., for equipment, personnel property, inventory, supplies, and commodities including general supplies. The order is placed through WMS. The pick order will identify specific line items and SKU#s for various items that are stored at NETL primary warehouse. The contractor shall pick, process, and ship the items to multiple site locations throughout the country and verify shipments are delivered. In some instances, the contractor shall be required to perform batch picking functions.
       10. Operating MHE such as electric-powered forklift truck, narrow-aisle turret-forklift, order picker forklift, electric pallet lift trucks, and dock leveler. Functions include stacking, storing, and moving equipment, supplies, and materials in accordance with the OSHA guidelines of 29 CFR§1910.178 and NETL procedural requirements. Load capacity does not generally exceed 3,000 pounds (specific equipment exceptions) and lift height shall not exceed 288 inches. Operations of MHE shall comply with safe handling of materials, with forks being properly inserted for carrying and lifting, and storage within rack or space load capacity.
       11. Receiving and disseminating incoming material. Incoming material will be received and processed by contractor personnel in the receiving area of all NETL warehouse areas. Contractor personnel shall distribute material into proper storage aids depending on the size, type, and ownership of the material, as well as replenish stock in bins utilizing RF barcode scanners. Warehouse staff acknowledge delivery of packages and or shipments procured by personnel at NETL sites. Upon arrival of these packages and or shipments, warehouse personnel will offload delivery trailers, X-ray packages and or shipments and then will place these items and or materials into a separate area of the warehouse. Warehouse staff will only acknowledge the transporters documentation for proof of delivery (POD). Warehouse staff does not acknowledgment of receipt for the items and or materials, for other contractors. Warehouse staff will coordinate deliveries with other site support and construction contractors. All packages and or shipments for other contractors will be placed into a designated receiving holding area of the warehouse and warehouse staff will contact the contractor recipient that packages and or shipments have arrived. Contractor recipient is solely responsible for inspecting, opening and inventorying packages and or shipments and conducting the receipt process of materials, validating serviceability and correct item(s) received. Upon acknowledgment of receipt by contractor recipient, coordination may be made with warehouse staff to either store the items and materials or have them delivered to a designated location on the NETL site(s).
       12. The contractor shall contact the recipient of shipped items that are “Special Handling”, “Fragile” “Perishable,” or as requested to verify shipment prior to acceptance. Delivery to the recipients’ final destination shall be made after recipient authorizes receipt.
       13. When chemicals are received at the Warehouse, the Contractor shall coordinate with the CLIN 4 Activity 1 support personnel regarding chemical inventory management, chemical inventory barcoding, chemical handling, and storage actions, and transfer of chemicals to their final destination (see CLIN 4 Activity 1).
       14. Applying WMS barcodes to inbound materials and preparations for put-a-away.
       15. Scanning materials to a unique pallet identifier called a “license plate” as pallet is built for shipment. All scanned cartons will be related to the pallet license plate. When the pallet is loaded on the truck, the license plate will be scanned and all the cartons on the pallet will automatically be marked as shipped.
       16. Performing “distribution” services as required for materials and supplies. Providing distribution of supplies, equipment and materials to various locations throughout each NETL site. Periodically an allotment of critical administrative material/supplies will be requested on a pick order. Often, these pick orders will be associated with the mission or for which multiple NETL organizations participate. The contractor shall pick, process, and ship the items by organization ensuring that each organization’s material is segregated and independent prior to shipment.
       17. Preparing reports as it relates to inventory, receiving, shipment, and the performance thereof.
       18. Track inventory levels and recommend procurement actions to the ACOR. Develop procurement requisitions for warehouse stock needs for action by the DOE buyer. This includes coordination with the item end user to develop technical specifications where required.
       19. Equipment, Furnishing, Files, etc., Moving Services: These services are intended to transport these types of items between and within buildings as part of movement of office furniture from warehouse storage to intended office locations. These services are broken down into two categories: excess furniture or equipment pick-up and storage item delivery. Excess equipment, furnishings, etc., are picked up from the use location on an NETL site and moved directly to the appropriate warehouse storage locations at each NETL site. Office furniture moves shall be coordinated through the ACOR. Items to be placed in storage shall be entered into the WMS and verified. Removal of items from storage shall include the appropriate storage location and name of the individual making the request. It is not the intent of this work scope within this Activity to provide office moving services, which are covered via alternate Activities or separate contract.
       20. Provide secure storage for NETL supplies, materials, and equipment.

4.1.4 Morgantown Main Warehouse (Building B-19) Activities:

4.1.4.1 Building 19 (B-19) is approximately 24,000 square foot (SF) bulk equipment storage warehouse. This facility is located on the NETL MGN site. B-19 can be characterized as a central logistics warehouse providing storage for the inventory of the three NETL sites and two offices throughout the country.

4.1.4.2 Each site has different requirements in terms of storage, handling, and throughput. The NETL sites use this warehouse facility to house supplies required to support their current missions and any future activity.

4.1.4.3 Currently, NETL has three main sites that operate as standalone facilities. These facilities may have peak activities which may or may not coincide simultaneously and affect peak activity in the main warehouse. NETL offices can and may store bulk assets and materials in B-19 and assemble their requirements for each mission at staging areas in B-19. These include the following categories: supplies, equipment, and pre-assembled materials to support each mission.

4.1.4.4 It shall be the responsibility of the contractor to manage this inventory while in the warehouse and to pack and ship in accordance with the different organization requirements. The warehouse will perform schedule, pick, stage, assemble, and quality control activities as required by offices. The warehouse will receive, x-ray, screen, process, package and ship in accordance with NETL Mail, UPS & Shipping Manual procedures.

4.1.4.5 B-19 is considered being a low-throughput facility, average number of picks and receipts per week, during periods where the offices are not outfitting or preparing for future missions, is expected to be 100 to 300 line items per week. Peak periods could easily exceed 10 times the average weekly rate.

4.1.4.6 B-19 may house 5,000 to 7,000 SKUs once all of the NETL consolidated equipment for bulk storage and have it moved to another NETL site. Much of this property supporting the various missions will be of a reusable nature such that when there are returns, some of the property may require refurbishing before it’s brought back into the warehouse. Additionally, there are shipments to other organizations and receipts from vendors.

* 1. **Mail, Express, UPS & Small Parcel Processing/Shipping Services**
     1. The contractor shall perform support services for mail processing & security inspection. General mail functions are:
        1. Delivery to/pick up from the U.S. Postal Service for the NETL Mail Center (PGH site only);
        2. X-Ray all incoming mail and packages at the ALB, MGN, & PGH Warehouses;
        3. Screen all incoming items for possible suspect characteristics at the ALB, MGN, & PGH warehouses. Use a proper mail inspection containment chamber for questionable items. Follow NETL Procedures for emergency response protocol, if necessary.
        4. Log incoming Express mail/package items and deliver ASAP.
     2. The contractor shall be responsible for mail, express, and small package processing & delivery support services activities including, but not limited to:
        1. Provide mail, express, and small package (up to 150 lbs.) processing and delivery support services, maintaining log records, and including operating an area or office where NETL employees can receive and screen U.S. Postal Service items. Supplies specific to the express and small package processing/delivery service shall be provided for that service via NETL. Note that the MGN site has a separate contractor for mail delivery pickup, and the PGH mail contractor picks up U.S. Postal Service mail/express & parcel items and delivers the mail to the warehouse for x-ray and mail security screening as first point of NETL contact. Then the mail delivery contractor takes the items to the mail center sorting, and delivery through interoffice mail or process outgoing items to be taken to the U.S. Postal Service later in the day. The ALB site has normal delivery/pick up of U.S. Postal Service mail at the Building 22 Warehouse, with required mail security screening. The contractor is required to deliver interoffice mail one time per day, Monday through Friday (excluding all Federal holidays) at the ALB and PGH NETL Sites. Interoffice mail delivery is provided for the MGN NETL site under a separate contract. Mail contractors will follow NETL emergency response protocol for any possible suspect mail items that may be observed.
     3. The Contractor shall perform the following support services relevant to mail, express, and small package postal or ground carrier items incoming and outgoing UPS shipments (under 150 lbs.) for processing, dispatch, x-ray, screen and delivery, and record keeping:
        1. Provide the necessary labor to support the express and small package processing/shipment & receiving service operations at the ALB, MGN, & PGH NETL sites.
        2. Process and deliver incoming express mail/items and small packages daily at the NETL ALB & PGH sites. Express mail/items and small postal packages delivery at NETL MGN is covered under separate contract supporting mail delivery.
        3. The warehouse DOT-Certified Shippers enter the addresses/data into the Worldship UPS shipping system for outgoing UPS (GSA-contracted vendor) for express and small package (under 150 lbs.) shipments and tracking system and retain chain-of-custody logs for incoming shipments. All incoming shipments will be logged by vendor name, date received, recipient name, tracking number, and opened to identify contents, and verify PO, and/or tagging. Any out-of-norm deliveries, with suspect characteristics or odors, will be immediately reported to Security for investigation by the Incident Commander and NETL Mail Manager in accordance with security protocol procedures.
        4. Verify contents of outgoing UPS shipments for hazardous/nonhazardous contents with the NETL-F-460.1013 UPS shipping form, package and seal in appropriate DOT-required shipping containers, affix required labels and/or placarding for hazardous items, complete appropriate DOT Declaration paperwork for hazardous items, DOT-placard, verify UPS account number for Domestic or International. Provide the NETL mail manager a copy of all NETL-F-460.1-3 UPS forms of outgoing shipments daily for invoice verification. All UPS express letters and packages, at the drop-off areas, will be picked up by the contractor at 2:00 p.m. daily and taken to the site warehouse for processing, packaging, proper labeling/placarding as required by DOT, and prepared in final form for the UPS carrier to transport. (Delivery from the drop-off areas to the warehouse is performed by another site support contractor at NETL MGN.)
        5. Notify the NETL Mail Manager to:
           1. Obtain approval of requests to ship high-cost International items or equipment (other than paper).
           2. Ensure funds are available.
           3. Ensure Chemical Inventory and Safety Data Sheet Manager (CISM) approvals have been secured for chemical sample shipments.
        6. Respond to NETL inquiries, and/or the NETL Mail Security Manager inquiries, pertaining to the tracking, verification, or other logged data of incoming/outgoing shipments needed for invoice reconciliation or accountability.
     4. All incoming postal mail/packages and shipment items received through ground transportation carriers will be x-rayed at the warehouse which is the first point of NETL site contact under Mail Security protocol. The x-ray machine will determine if possible explosive devices, firearms, or any organic contaminants are contained within received shipments. Contractor will additionally screen by observance for possible suspect characteristics in postal mail and shipments received in accordance with NETL mail security protocol procedures under NETL Emergency Response directives. Contractor must wear appropriate dosimetry and other personal protective equipment while x-raying and follow NETL x-ray procedures. Machine conveyor belt should be wiped down frequently (daily minimum), so any possible suspect item particles can be observed immediately while in use.
     5. The contractor will ensure that all incoming/outgoing mail, express and ground transportation packages, are maintained in a secure place protected from any tampering or removal by unauthorized persons, while in the confines of the warehouse at all times. For the PGH site only, the contractor will ensure items received by common carriers, addressed to the Inspector General (IG) Special Agents, are locked within the cage area secured/secluded until notification to the IG Special Agent is made for pick up or normal delivery by the contractor to the B-900 secured building. Any time an IG package is present in the secured area, no other personnel besides the IG addressee or designee should have access to this caged area.
     6. The NETL warehouse personnel who handle, package, label, placard, and operate the UPS Worldship database for outgoing nonhazardous/hazardous shipments, must be properly DOT-Certified in accordance with 49 CFR and IATA requirements and their DOT-Certifications must be maintained through instructor-based DOT-training classes for compliance with all Federal guidelines.
     7. The DOT-Certified warehouse shippers will assist NETL personnel with inquiries in the preliminary packaging and shipping container instructions for shipping hazardous items, to include providing any DOT-required packaging for the shipment. The contractor will also assist NETL personnel, through the shipping data input in the ATLAS shipping database located at the MGN site for all NETL sites, to acquire the lowest cost common carrier estimate, create Government Bills of Lading (GBL) for payments, and provide DOT-required packing materials, for all outgoing shipments from NETL being over the UPS GSA-contracted maximum weight. The contractor will provide assistance with finding the lowest cost estimate/carrier, through the ATLAS database, for any NETL-required incoming shipments from outside universities, other outside sources, or R&D field-work activities for shipments/samples to NETL, to include GBL for non-hazardous items through the ATLAS database.
     8. The contractor shall maintain stock at all UPS drop-off areas of UPS general supplies and NETL Shipping Forms (NETL-F-460.1-13) forms. The warehouse shall maintain adequate stock of general & larger UPS shipping supplies, including vermiculite for oil absorbent, and odor containment shipping bags. Any DOT-required corrugated boxes will be acquired by the warehouse for specialty shipments to or from the field. Any cooler shipments will be contained within an appropriate sized regular box, per UPS requirements. Contractor will provide annual data for the DOE Mail/Shipping Report to the NETL Mail Security Manager for UPS, and other ground/freight transportation carriers’ costs for all outgoing: Domestic shipments; International shipments; any UPS shipments charged to NETL UPS from outside sources; and any shipment costs to NETL provided through the ATLAS database from GBL divisional funding. Contractor will also provide the NETL mail manager an annual fiscal year cost report of UPS usage, charged to each NETL UPS account numbers, broken down by Federal organizational charges reference numbers from the UPS report, for management’s overview & chargeback.
  2. **Courier services**
     1. The contractor shall perform on-site courier and transportation services as specified herein. Courier service functions include:
        1. Facility-wide delivery and pick-up service
        2. Logistical support services for shipments throughout NETL facilities of operations.
     2. Courier services are required for all NETL sites. Courier services shall be daily unless otherwise directed by the ACOR.
     3. The contractor shall be responsible for courier service support activities including, but not limited to:
        1. Courier services may be required on a daily basis with deliveries occurring to a number of locations in WV and PA. The pickups and deliveries involve packages, crates, documents of critical importance. Pickup services may also be required for items at commercial sources.
        2. The performance of courier services is considered a critical Government activity and it is a high priority that all courier runs take place in an expeditious and accurate manner.
        3. All property being transported must be safely stowed and secured at all times.
        4. The vehicles shall be locked at all times when the drivers are making deliveries to safeguard the materials being transported. Government mail vehicles must be kept locked at all times whether vacant on NETL property, at the post office, or on courier runs, with/without mail, pouches, packages, or personnel, to protect the loss of items or access to any empty vehicle by an individual for placement of possible explosives within the vehicle for safety & security.
        5. No property is to be left in the vehicles overnight.
        6. Drivers shall not conduct personal business while performing their driving duties or otherwise, during delivery runs in accordance with Government vehicle requirements and the NETL ES&H Handbook.
        7. If for any reason the messenger will be more than 15 minutes late for a scheduled run, the Warehouse Manager shall be notified by phone as to the cause and this information subsequently provided to the ACOR via phone or e-mail by the Warehouse Manager.
        8. The requirement is for one daily pickup/delivery within each site and unscheduled “special” requests as required. Special requests are expected to be infrequent, with no more than twelve (12) per year, and only as approved by the ACOR.
        9. Items being conveyed as part of a courier run should weigh no more than 70 pounds for each single item. An aggregate total of generally less than 400 pounds shall be carried on an individual delivery run. Any excessive amounts will require approval by the ACOR.
  3. The contractor shall provide to NETL all supervision, labor, supplies, and materials (excluding those items identified as being furnished by the Government) to satisfactorily perform work in the areas identified in this PWS. All equipment needed in performance of this Activity shall be provided by the Government.

1. **Supporting Functions**

**5.1** **Directives Support**

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

* 1. **Corrective Action**

5.2.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

* 1. **Consulting and Assistance**

5.3.1 Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.

* 1. **International Organization for Standardization (ISO) 14001/OHSAS 18001 (progressing towards ISO 45001), Certification Initiatives and Audits**

5.4.1 The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities including basic participation in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.

1. **Deliverables**

Contractor shall prepare and submit the following Activity deliverables:

| **DELIVERABLE** | **FREQUENCY** |
| --- | --- |
| Annual Inventory Report of Items Stocked in Warehouse(s) | Due by no later than October 15 covering previous fiscal year ending September 30. |
| Semi-Annual Bottoms Up Reconciliation of All Open Due-In Requisitions. | October 1 - February 28: Due by March 15  March 1 - September 30: Due by October 15 |
| Semi-Annual Demand History Review Report. | October 1 - February 28: Due by March 15  March 1 - September 30: Due by October 15 |
| Annual End of Year Closeout Report by Fiscal Year (FY), used to ensure de-obligations of funds preventing fiscal year cross over. | Due by no later than August 31. |
| Fiscal Year Mail, UPS & Shipping Reports | Due by no later than October 15 covering previous fiscal year ending September 30. |
| Contractor shall maintain a comprehensive log of all Package Express Delivery mail usage information, monthly reports, and other information required by the COR | Available at all times for ACOR Review. |
| Monthly Cycle Count Reports | Due on the 15th day of the following month. |
| Monthly Charge Back Reports | Due on the 15th day of the following month. |
| Federal Information Technology Acquisition Reform Act Report for Purchasing IT related items within threshold ranges | Due on the 4th day prior to end of each month |
| Develop desktop reference guides for Receiving Stock, Issuing Stock, Screening Mail/Packages, Developing Procurement Requisitions, Performing and Reporting Inventory, and Developing Deliverable Reports. Review desktop reference guides annually and update as needed. | Final guides shall be updated and available for review by the ACOR at the end of every contract year. |

CLIN 3 Activity 6 – Property MANAGEMENT Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The Property Management Support Services Activity is a firm fixed-price Activity.
   3. **Description:** Property Management Support Services
   4. **Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
   5. **Travel:** Travel (local and long distance) is anticipated between all NETL sites. In addition, long distance travel may be required to support NETL property activities at remote research locations.
   6. **Training:** Training is anticipated related to maintaining certifications required to perform requirements of this Activity, including (but not limited to): DOE Property Management per DOE Order 580.1, etc.
2. **GENERAL REQUIREMENTS**
   1. This Activity is to be performed at the ALB, MGN, & PGH NETL sites.
   2. This Activity involves:
      1. Personal Property Management
      2. Off-Site Property Management
   3. The Activity does require on-call support.
   4. This Activity is subject to the Service Contract Act.
3. **DESCRIPTION OF SERVICES/ SPECIAL ACTIVITY INSTRUCTIONS**
   1. Performance Locations: Services to be provided under this Activity shall be accomplished at the NETL ALB, MGN, & PGH sites.
   2. Currently, there are approximately 14,700 line items being managed within the property management database.
4. **SCOPE:**
   1. This Activity provides property management support services including:
      1. Personal property management services
      2. Off-site property management.
   2. The contractor shall provide to the DOE, NETL all supervision, labor, supplies, and materials (excluding those items identified as being furnished by the Government) to satisfactorily perform work in the areas identified in this PWS. All equipment needed in performance of this Activity shall be provided by the Government.
   3. **Referenced Procedures**
      1. NETL Order 580.1, *Personal Property Management*
      2. NETL Manual 580.1-00.01, *Personal Property Management*
      3. DOE Order 580.1
      4. Federal Property Management Regulations 109-43
   4. **Activity Definitions**
      1. Personal Property: All Government property either owned, leased or contractor-acquired to include materials such as office furniture, tools, consumable supplies, etc., except for Real Property and records.
      2. Administrative/Other Accountable Property: Property that is not considered sensitive or equipment that is not considered Capital or Accountable Property and has an individual purchase cost of at least $1,000 and less than $10,000; with the exception of some IT equipment with theft potential as there is no dollar value minimum for tracking purposes. Office supplies are considered consumed upon issue and no formal accounting is required.
      3. Capitalized Property: The capitalization threshold for items acquired prior to October 1, 2011 is $50,000. For items acquired on or after October 1, 2011, the threshold is $500,000 in accordance with DOE Order 580.1A.
      4. Accountable Property: An article of personal property which is complete in itself, is of durable nature with an expected service life of 2 years or more, does not lose its identity or become a component part to another piece of equipment when employed into use. Additionally, accountable property does not meet the minimum criteria to be considered sensitive or capital as previously defined. Minimum dollar threshold has been established at $10,000 or more. For definition of accountable property, see DOE Order 580.1.
      5. Sensitive Property: Sensitive equipment is any item with the capability to store memory or has the potential to be dangerous to the public safety if lost or misplaced. A sensitive item has no minimum or maximum dollar threshold, therefore, this classification supersedes all other property types. Precious metals are considered as sensitive property and will be tracked accordingly.
   5. **On-site Personal Property Management Services**
      1. Using the NETL provided Property Administration and Management System (PAMS), the contractor shall operate and maintain the Government-furnished PAMS for accountable property including keeping the system up-to-date with data transfers that are scanned (either by bar codes or by radio frequency identification – RFID) as they are issued on hand receipts. The contractor shall provide support services for property management in accordance with DOE Order 580.1, NETL regulations and organizational directives, Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), Federal Property Management Regulations (FPMR), and DOE Property Management Regulations (PMR) to control, protect, preserve, maintain and dispose of Government property located at all NETL sites.
      2. Property Cataloging will be consistent with Federal, DOE, and NETL organizational directives, (e.g., Federal Acquisition Regulations (FAR), Federal Property Management Regulations (FPMR), DOE Property Management Regulations (PMR), DOE Order 580.1, and NETL Manual 580.1-00.01 Personal Property Management).
      3. The contractor shall be responsible for property management service support functions including the following:
         1. Tag all Government owned accountable property to include newly acquired property prior to being issued. The contractor shall ensure all Government property is properly tagged in accordance with DOE PMR 109-1.5105, DOE Order 580.1A and assigns property, as applicable. Approximately 700-900 property items may require to be tagged annually.
         2. Classification of all line items applying proper Federal Supply Class (FSC) proper nomenclature, and any additional information necessary for entry into the PAMS system. Federal Supply Class (FSC) is a commodity classification designed to serve the functions of supply and is sufficiently comprehensive in scope to permit the classification of all items of personal property. The FSC utilizes a four-digit coding structure, which is divided into groups and classes where the first two digits of the code identify the group and the last two digits identify the classes within each group.
         3. Account for property using an automated hand receipt system while maintaining hard copy records of all hand receipt transactions with original signatures to include change documents, loss statements and/or warranty claims affecting changes to existing accountable records affecting hand receipts.

4.5.3.4 Conduct inventories of capitalized, sensitive, and accountable property at a schedule that meets or exceeds the requirements of the DOE Order 580.1A. These inventories may be accomplished using either Annual, Semi-Annual, Quarterly or Monthly methods.

* + - 1. Conduct physical inventories of Government property as defined by DOE PMR 109-1.5110. – Conduct a 100% physical inventory of all equipment and materials under the control of the property team annually. Inventory-by-exception techniques shall be used to inventory sensitive property with the approval of the Contracting Officer’s Representative (COR) and Activity Contracting Officer’s Representative (ACOR).
         1. Capitalized Property and Equipment –Inventoried Annually (current approximate inventory)
* 145 – Capitalized Equipment
* 756 – Accountable Property Items Excluding
  + - * 1. Sensitive Property – Inventoried Annually (current approximate inventory)
* 6,897 – Sensitive Property Items
  + - * 1. Precious Metals – Inventoried Annually
        2. Administrative/Other Accountable = Inventoried Triennially (current approximate inventory)
* 6,914 – Administrative/Other Accountable
  + 1. Maintain equipment held for future projects (EHFFP) in accordance with 41 CFR§109-28.50.
    2. Provide storage and accountability of equipment not currently needed. Equipment shall be tagged and stored in a designated property holding area in the warehouse for future use or designated as excess upon predetermined time designated by Federal regulations.
    3. Coordinate excess property to ensure proper documentation has been prepared to remove property from any property inventories and accountability prior to notification/authorization being provided to the warehouse personnel for disposal of excess property.
    4. Prepare property management reports as required in Table 1 of DOE PMR 109-1.5148. Additionally, the Contractor shall prepare monthly NETL plant and capital equipment reports on all acquisitions, re-utilizations, dispositions, storage, and inventory results reports.
    5. Determine the Product/Service Code for the applicable item being procured (IT Equipment, Laboratory & Research Equipment, etc.) and enter this information into STRIPES for STRIPES purchase requisitions.
    6. Prepare and coordinate scrap metal bid solicitation for contract awarded by NETL on a calendar year basis.
  1. **Off-Site Property Management**
     1. The contractor shall be responsible for Off-Site Personal Property Management support service activities. The Contractor shall provide support for the administration of property in the possession of off-site NETL Site Support Contractors, Professional Services Contracts, Financial Assistance Award Recipients, and Construction Contractors. Support Services shall include the following:
        1. Processing reports from Site Support Contractors and/or Financial Assistance Recipients for input into the off-site property database module in PAMS. This includes receipt and reconciliation of reports as required by the reporting requirements established in their respective contract or awards (approximately 175 New Awards/Contracts and 1,000 Modifications/Amendments annually).
        2. Assisting DOE in reviewing the property management systems of contractors or recipients to ensure written policies and procedures comply with applicable regulations for maintaining accountability of property acquired or furnished through the Financial Assistance Agreements or Site Support Contracts (only applies to site support contractors every 2 years).
        3. Assist in determining fair market value of personal property reported by contractors or recipients as required (Financial Assistance Awards only).
        4. Maintaining records of off-site Contractor property files and preparing memoranda and letters, as appropriate. This includes tracking changes and modifications, determining values of property items, and transferring accountability to new awards (approximately 300 memoranda and letters generated annually).
        5. Prepare and submit transfer orders for approval to the CO (approximately 250 transfer orders annually).
        6. Prepare and submit retirement work orders to the CO for approval (approximately 50 Retirement Work Orders annually) for Contractor property that is no longer required or that was inoperable annually.
        7. Review and submit loan agreements to the Organizational Property Management Officer (OPMO) for approval (approximately 50 loan agreements annually).
        8. Assisting NETL in review of Contractor's final property reports and issue (approximately 17 final property reports received annually).
        9. Issue property clearance certificates as needed upon contract completion for site support contracts, financial assistance awards, and other major contracts.
        10. Assisting in the complete disposition of excess property submitted by contractors and financial assistance award recipients.
        11. Providing timely and accurate submission of required reports, as well as preparation of requests for personal property loans, transfers, or dispositions of property.
        12. Enter and maintain data in the Energy Asset Disposal System (EADS).
        13. Provide support and information relating to the CO with required Property Inventory Data System (PIDS) as requested by DOE HQ no later than December 15th annually.

1. **Supporting Functions**
   1. **Directives Support**

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

* 1. **Corrective Action**

5.2.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

* 1. **Consulting and Assistance**

5.3.1 Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.

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

5.4.1 The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities including basic participation in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.

1. **Deliverables**

Contractor shall prepare and submit the following deliverables:

| **DELIVERABLE** | **FREQUENCY** |
| --- | --- |
| Annual Property Activity Report | Due by no later than October 15 covering previous fiscal year ending September 30. |
| Semi Annual Physical Inventory Report of Equipment and Capital | Oct. 1 – Feb. 28 - Due by Mar. 15th  Mar. 1 – Sept. 30 – Due by Oct. 15th |
| Annual Property Reconciliation Report and Validation of Issued Property Report | Due by no later than October 15th covering previous fiscal year ending September 30th. |
| Annual Contractor Property Report | Due by no later than October 15th covering previous fiscal year ending September 30th. |
| Annual Excess Personal Property Furnished to Non-Federal Recipients (GSA) | Due by no later than December 15th covering previous fiscal year ending September 30. |
| Annual Precious Metals Report | Due on September 15th covering previous year ending August 31st. |
| Annual Physical Inventory Report for Sensitive Items | Due by no later than October 15th covering previous fiscal year ending September 30th. |
| Annual Negotiated Sales Report of items sold by GSA on behalf of NETL | Due by no later than October 15th covering previous fiscal year ending September 30th. |
| Property Inventory Data System (PIDS) (HQ) | Due by no later than December 15th covering previous fiscal year ending September 30th. |
| Annual Update of Desktop references of all property staff | Shall be updated and available for review at the end of every contract year. |
| NETL plant and capital equipment report as required by AAD | Monthly due no later than 3rd of each month |
| End of Life Management | Quarterly, due no later than 3rd of month for previous quarter |
| Exchange/Sale Report (GSA) | Due by no later than December 15th covering previous fiscal year ending September 30th. |

CLIN 3 Activity 7 – Snow Removal and Road Maintenance Support Services

**pERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**

**1.1 Period of Performance**: February 1, 2020 – January 31, 2025 (2-year base with three 12-month options).

**1.2 Type of Activity**: The Snow Removal and Road Maintenance Support Services is a firm fixed-price Activity.

**1.3 Description**: Snow Removal and Road Maintenance Support Services

**1.4 Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites. Specific work for each location described in the PWS.

**1.5 Travel**: Travel is not anticipated in the normal course of the execution of work activities.

**1.6 Training**: Training is not anticipated.

1. **GENERAL REQUIREMENTS**
   1. This Activity involves:
      1. Snow and Ice Removal
      2. Road maintenance services
   2. Special work hours: Due to the nature of the services described within this PWS, it is expected that some of this work will be required to be completed during non-standard hours.
2. **SUPPLIES, MATERIALS, AND EQUIPMENT**
   1. Unless otherwise specified within this PWS, the contractor shall provide all supplies and materials necessary to satisfactorily perform work in the areas identified in this PWS. All equipment being provided by the Government for performance of this Activity is identified under the government-furnished property section of the contract.
3. **SCOPE**
   1. This PWS includes support in the areas of snow and ice removal and road maintenance services at the ALB, MGN, and PGH NETL sites.
      1. Snow and Ice Removal
         1. The Snow and Ice Removal Services described in this PWS apply to the MGN and PGH sites Only. A separate contractor has the responsibility for snow and ice removal at the ALB site and on the sidewalks at the MGN site. All snow and ice removal on sidewalks described in this PWS apply to the PGH site only.
         2. The contractor shall use the historical snow fall information found on the National Oceanic and Atmospheric Administration website (http://www.noaa.gov/wx.html) for the Pittsburgh, PA area to determine the appropriate level of effort for performing this work.
         3. Snow and Ice Removal includes providing bulk salt and other de-icing materials for roadways and walking surfaces. SOS staff/management will be responsible for tracking usage and ensuring sufficient quantities of rock salt and de-icing materials are available for emergency needs.
         4. De-icing materials shall be spread for removal of ice and packed snow De-icing materials used on all finished concrete surfaces shall be of the type that prevents corrosion of building and outdoor materials, as well as working under a reasonable time frame under the anticipated range of weather conditions. Less corrosive, snow/ice removal products should be used on non-asphalt pavement areas, such as sidewalks by building doorways.
         5. Snow shall be shoveled/removed from walkways, steps, and building accesses, crosswalks, roads, parking garage, and parking areas. Snow or ice accumulations that occur during the work week and on weekends are to be removed in accordance with the approved snow removal procedure provided by the contractor. Snow shall be removed to ensure safe walking surfaces exist by 6:00 a.m. on the next normal workday, and maintained as such until 5:30 p.m., except when Security contacts the contractor that conditions are such that snow/ice removal is needed to ensure safe walking surfaces throughout the site for Security Officers, so they can provide their services. Snow removal efforts on holidays and weekends will require prior Activity Contracting Officer’s Representative (ACOR) approval.
         6. DOE will supply 150 (40-50lb) bags of emergency stock salt and will replenish upon communication from the SOS staff/management. SOS staff/management will be responsible for tracking the usage for emergency needs only.
      2. Road Maintenance Services (ALB, MGN, and PGH sites)
         1. Sidewalks, parking lots, and streets shall be kept clean of debris, dirt, mud, and gravel at all times. Constant monitoring of these site areas is required during hours of operation. In addition, maintenance, such as asphalt crack sealing should be carried out on an as-needed basis or as directed by the ACOR.
         2. Road maintenance services include, but are not limited to:
            1. Asphalt crack sealing and patching: Crack sealing and patching of the asphalt parking lots and roadway areas shall be conducted in accordance with acceptable commercial practice. Asphalt crack sealing should be carried out on an as-needed basis and coordinated with the ACOR. Performing road maintenance, including asphalt crack sealing on all parking lots and roadways.
            2. Parking Lot Painting: All parking/parking lot identification lines (ADA and Regular Spots), traffic flow lines lots, curbs, individual parking areas, crosswalks, markings, symbols, and traffic flow arrows and other painted traffic markings shall be maintained to present a professional appearance at all times. Pavement marking lines shall be straight or of uniform curvature and have well defined, non-faded edges. Areas with heavy traffic such as crosswalks may need to be repainted more often than once a year if the painted area becomes faded or difficult to see. All grounds painting that will affect the amount of parking spaces available during normal business hours must be coordinated at least two weeks in advance with the Activity Contracting Officer’s Representative (ACOR). All painting shall be managed in accordance with the impedance process.
4. **DELIVERABLES**

The following table contains the deliverables associated with this Activity. All deliverables shall be submitted to the ACOR.

|  |  |  |
| --- | --- | --- |
| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| Snow Removal Procedure | Format as specified by ACOR | 10 Days after Activity issuance and an updated procedure within the same timeframe if conditions change on site. |
|  |  |  |

1. **PERFORMANCE STANDARDS**
   1. The following performance standard definitions shall be utilized to determine the minimum level of acceptable performance:
      1. *Snow Removal:* The specified areas shall be free of snow and ice accumulations and all hazardous conditions due to the weather shall be eliminated. Snow/ice removal products shall be used to reduce safety hazards due to ice and snow. All snow/ice removal products used shall be in accordance with manufacturers recommendations.
      2. *Asphalt Sealing:* Crack sealing and patching of the asphalt parking lots and roadway areas shall be conducted in accordance with acceptable commercial practice.
      3. *Painting:* Painting shall be performed in a manner to prevent streaking, smudging, and visible brush lines. Paint shall be applied uniformly to prevent shading or light spots.

CLIN 4 – ES&H Support Services (Fixed-Price CLIN)

CLIN 4 Activity 1 – Environmental PROGRAM Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**

**1.1 Period of Performance**: February 1, 2020 – January 31, 2025 (2-year base with three 12-month options)

**1.2 Type of Activity**: The Environmental Program Support Services Activity is a firm fixed-price Activity.

**1.3 Description**: Environmental Program Support Services

**1.4 Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.

**1.5 Travel**: Travel (between sites) is anticipated, but travel between sites (especially travel to/from the ALB site) for this Activity and associated administrative oversight will be coordinated with other Activities to minimize overall travel costs.

**1.6 Training**: Training is anticipated related to maintaining certifications required to perform scope of work requirements (based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel.

1. **GENERAL REQUIREMENTS**
   1. The Activity involves:
      1. Air Quality Support
      2. Water Quality Support
      3. Waste Minimization and Pollution Prevention
      4. Chemical Inventory Management Program Support
      5. Waste Management Program Oversight
      6. Environmental Data Analyses
      7. Inspection Support
   2. This Activity is covered by the Service Contract Act.
   3. Maintenance of equipment used for this Activity will be maintained using equipment manuals and equipment maintenance schedules. Sound judgement to defer maintenance of equipment as cost saving measures shall be implemented as approved by the ACOR.
2. **SCOPE**

The Contractor shall provide Environmental Program support activities at the ALB, MGN, and PGH sites. These activities include:

* 1. **Air Quality Support**
     1. The contractor shall support the implementation and maintenance of an air quality program that is compliant with DOE, Federal, state, and local requirements. The term air is defined as: ambient air and source emissions. Support will include compliance provisions of the Clean Air Act and shall include:
        1. Obtaining and maintaining necessary permits from the States of Oregon, West Virginia, and Pennsylvania for the ALB, MGN, and PGH facilities as a whole, or for individual on-site projects, as required by law or deemed appropriate by DOE. The contractor shall collate and analyze information, complete/comment/review/edit forms, and provide technical expertise for air dispersion modeling to support permit requirements. The contractor shall provide administrative support and technical expertise to conduct meetings associated with permit issuance.
        2. Operating, maintaining, and calibrating (annual) the meteorological towers at MGN and PGH so that the individual components are functional and accurate. The contractor shall integrate the raw data readout into the computer system so that the data are available remotely for emergency operations use. The contractor shall distribute data monthly to the NETL Air Program Managers and archive the data according to DOE records management schedules.
        3. Evaluate the need to perform air monitoring, such as point source emissions monitoring as required by permit or by Federal, state, or local regulations (annually at each site). The contractor shall collect, collate, and interpret the data on a schedule as required by the applicable regulatory agencies in Oregon, West Virginia, and Pennsylvania.
        4. Documenting air surveillance and preparing air emissions inventory by collecting, collating, and documenting air monitoring results and air emission projections or calculations for inclusion in NETL's air emission inventory (2 times per year at each site). The contractor shall generate information to meet Allegheny County's (PGH) biannual permit reporting requirements and enter into the Allegheny County software in preparation for transmittal. The contractor shall prepare the annual air emissions inventories for all NETL sites.
        5. Conducting dispersion modeling for emergency response planning activities. The contractor shall provide technical expertise to operate Aerial Locations of Hazardous Atmospheres (ALOHA) air modeling programs (or equivalent modeling programs) and provide dispersion modeling expertise to support emergency response operations.
        6. Tracking and maintaining inventories of ozone-depleting substances at NETL such as the location and ultimate disposition of ozone-depleting substances at the NETL facilities (annual). The contractor shall provide technical/regulatory expertise as needed.
        7. Maintaining calibration records in accordance with NETL procedures/manuals.
  2. **Water Quality Support**
     1. The contractor shall support the implementation and maintenance of a water quality program that is compliant with Federal, state, and local statutory requirements. The term water includes: groundwater, surface water, storm water, and industrial and municipal wastewater. Services will include compliance provisions of the Clean Water Act and the Pennsylvania Clean Streams Law, as well as the West Virginia and Oregon State and local regulations, in addition to the following:
        1. Obtaining and maintaining permits including those required by the Pennsylvania and West Virginia Departments/Divisions of Environmental Protection, and the Oregon Department of Environmental Quality, Pleasant Hills Industrial Sewer Use Permit Program, the Morgantown, West Virginia Industrial Waste Ordinance as administered by the Morgantown Utility Board, and the City of Albany, Oregon (e.g., NPDES, PGH Wastewater Treatment Facility, MGN Clarifier, etc.).
        2. Updating the spill prevention, control, and countermeasure (SPCC) plans and preparedness, prevention, and contingency (PPC) plans and collecting and collating information for the SPCC plan and the PPC plan and preparing updated reports.
        3. Updating storm water pollution prevention plans and groundwater protection plans and collecting and collating information for these plans and prepare updated reports.
        4. Performing surface water and sediment monitoring, and instituting management practices eliminating or minimizing surface water and sediment quality impacts. The contractor shall collect, analyze, and interpret data (weekly or as requested at each site). The contractor shall support the digging permit program and participate as necessary, including recordkeeping and archiving permits (scanned) on an NETL server accessible to NETL ES&H personnel. The contractor shall maintain and calibrate remote monitoring systems as needed and shall propose a reasonable estimate to repair or replace defective instruments based on recent site history. The contractor shall report expenditures against this estimate in the Monthly Status Report for the site support contract. The contractor shall receive approval from the Contracting Officer (CO) before incurring costs in excess of the planned costs for repairs to surface water monitoring instrumentation.
        5. Performing groundwater monitoring and monitoring well maintenance as required by Federal, state, or local regulation and an annual plan. The contractor shall updateannually this monitoring and maintenance plan that includes a schedule and method for sampling and analyzing groundwater at each site as required by permit or by Federal, state, or local regulation. Updated information on aquifers and site geology for application to the monitoring program will also be included. The contractor shall download data into a Geographical Information System (GIS) to represent the sites' geology and groundwater quality variations. The contractor shall provide statistical analysis of the groundwater quality trends as part of the annual updated groundwater report.
        6. Performing storm water monitoring/sampling and prepare discharge monitoring reports (DMRs) monthly for NETL as required by the National Pollutant Discharge Elimination System (NPDES) storm water monitoring requirements, permits, and associated Quality Assurance/Quality Control (QA/QC). The contractor shall update/revise NETL's storm water monitoring plan and NPDES Permits as required.
        7. Performing industrial wastewater monitoring by sampling and analyzing industrial wastewater as required by the NPDES pretreatment regulations, the Pleasant Hills, Pennsylvania Industrial Sewer Use Permit Program, and the Morgantown Industrial Waste Ordinance, and City of Albany Sewer Use Permit Program.
        8. Managing storage tanks by implementing a storage tank management plan that will contain the following elements: storage tank inventory, regulatory compliance, periodic tightness testing, and coordinating fuel deliveries to the facilities.
        9. Performing *Legionella* monitoring at all sites, as needed, by implementing a *Legionella* monitoring plan and sampling schedule.
        10. Analyzing samples collected to support the water quality program using appropriate QA/QC procedures/manuals. Sample collection and analyses shall be limited to those required by Federal, state, or local regulations only unless specifically directed to do otherwise by the ACOR with the prior approval of the CO.
        11. Maintaining calibration records for equipment in accordance with NETL procedures/manuals.
        12. Performing visual inspections of transformers and other oil containing equipment.
        13. Performing site inspections as required in the storm water pollution prevention plan and other inspections as listed in NETL procedures/manuals/plans.
        14. Completing NETL forms associated with the inspections/plans.
        15. Participation and support of SARS.
  3. **Waste Minimization and Pollution Prevention**
     1. The contractor shall support implementation of NETL's Waste Minimization and Pollution Prevention Program in accordance with DOE requirements by:
        1. Compiling data on a quarterly basis at all sites to support NETL's annual waste minimization and pollution prevention reports (Quarterly Waste Table). The contractor shall provide information to support the generation of the annual Pennsylvania Act 101 recycling report, West Virginia Recycling Measurement Survey Form, and Oregon state and local requirementsand collect and compile information for NETL's waste minimization report in a format specified by DOE.
        2. Implementing waste minimization and pollution prevention initiatives and awards (i.e. Federal Electronics Challenge, etc.).
        3. Conducting pollution prevention opportunity assessments (PPOA – as requested, not to exceed quarterly at all sites) or equivalent reviews of the waste streams for NETL on-site projects for chemical use and advise project leaders if there is a less hazardous substitute or minimization opportunity available. A final report including any recommendations shall be prepared as a deliverable.
  4. **Chemical Inventory Management Program**
     1. Contractor will support the Chemical Inventory Safety Data Sheet Manager (CISM) by coordinating, implementing, and maintaining activities that support the sites' chemical inventory program. Support of this program will include the following:
        1. Maintaining the sites' chemical inventory and safety data sheets using a database determined by DOE of chemical locations and quantities, including providing support for chemical inventory questions/concerns and assisting with approval/receipt of chemical purchases per NETL directives. Any equipment purchases in support of this effort will require approval based on contract requirements.
        2. Inspecting NETL's gas cylinder storage facilities for signage, leaks, cylinder test date expiration, and damage on a schedule determined by DOE.
        3. Modifying/updating each site’s chemical inventory and safety data sheets, as needed, as chemicals are received. This includes: chemical inventory barcoding, updating and adjusting data in each site’s chemical inventory, and coordinating pick-up or delivery of chemicals with end users. If needed, providing technical support to CLIN 3 Activity 5 efforts.
        4. Properly transporting chemicals, if chemical transport across public roads is required (i.e., Wallace Road, PGH site), by DOT-Certified personnel, in accordance with 49 CFR and all other applicable Federal, state, and local regulations.
        5. Providing a weekly site chemical inventory to be posted to MyPortal and providing a chemical inventory when requested to responsible persons for their individual work areas.
        6. Inspecting the laboratory areas to verify that the chemical inventory is accurate, and making corrections as needed to the chemical inventory database. (Past inspection numbers have been up to 15,000 chemicals inspected per year.)
        7. Providing SARA Title III Reporting support for NETL sites (including data compilation, consultation, and report/memo preparation).
        8. Providing CISM support, including approving chemical purchases and acting as CISM point-of-contact, as needed. The Federal point-of-contact currently resides at the PGH site.
        9. Providing support for the organic peroxide shelf-life tracking program.
  5. **Waste Management Program Oversight**
     1. The contractor shall support efforts to audit and assess NETL’s waste programs (i.e. hazardous waste, residual waste, construction waste, medical waste, and other non-RCRA waste programs). This can include audits of waste operations and documentation (manifests including pre-hazardous waste shipment audit forms [NETL-F-435.1-6, Pre-Transport Hazardous Manifest Checklist], etc.). Preparation of the PA Biennial Waste Report shall also be part of this oversight function.
  6. **Environmental Data Analyses**
     1. Deliverables for environmental data analysis support are listed in the Deliverables table, section 6.0. The contractor shall provide GIS management, analysis, and modeling services in support of NETL's on-site and off-site environmental programs. As requested, the contractor shall provide:
        1. Generation of spatial information into GIS databases
        2. Research, retrieval, and formatting of existing data
        3. Geographical analyses of data
        4. Generation of geo-referencing information
        5. Modeling, analysis, and display of data
        6. Tracking of the effectiveness of remedial actions
        7. Generation of maps and other graphical outputs
        8. Manipulation and conversion of existing data from various sources as necessary
        9. Development of initial sampling strategies in support of eventual data analyses
        10. Acquiring and analyzing of geophysical and remote sensing data.
     2. The contractor shall collect and deliver performance indicators to NETL (typically hazardous waste quantity, regulated liquid effluents, air emissions, and reportable occurrences) on a quarterly basis.
     3. The contractor shall track/collect data and prepare a waste table that will include all wastes generated/disposed of by NETL (hazardous, non-hazardous, medical, residual, etc.). This waste table shall be delivered to NETL on a quarterly basis.
  7. **Inspection Support**
     1. Deliverables for inspection support are listed in the Deliverables table section 6.0. The Contractor shall provide support for inspections required in various environmental areas, including items such as (Approximately 1500 inspections in various areas are required annually):
        1. Air Quality (ambient): Inspections are to include areas related to boiler stacks, research vent stacks, or other sources of ambient air emissions.
        2. Water Quality: Approximately 1000 inspections in this area – weekly Storm Water Pollution Prevention Plan (SWPPP), Daily MGN clarifier, Monthly groundwater elevations, weekly and monthly storage tank, environmental digging permits, and other areas as needed.
        3. Waste Management Oversight/Disposition: Areas inspected include waste dumpsters, scrap metal containers, excess equipment, construction activities or other facilities and activities related to waste management.
        4. Excess Equipment: Based on inspection of excess equipment, provide recommended pathways for disposition of excess equipment based on any observed contamination or potential environmental release of controlled substances.

1. **SUPPORTING FUNCTIONS**
   1. **Directives Support**

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

* 1. **Training**

4.2.1 Delivery of lecture-based and assist with development/review ES&H environmental-related training.

* 1. **Corrective Action**

4.3.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

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

4.4.1 The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001 certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities include:

* + - 1. Participating in planning and closeout meetings of internal audits.
      2. Assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.
      3. Assisting in external ISO audits as required. This could include gathering information and/or participating as a subject matter expert.
  1. **National Environmental Policy Act (NEPA)**
     1. In the event it is necessary, the contractor shall assist the preparation of documents for National Environmental Policy Act (NEPA) compliance, such as environmental assessments, environmental impact statements, records of decision, findings of no significant impact, mitigation action plans, and other related documents. This support shall be minor in nature providing consultation support with respect to the interpretation and application of Federal, state, local and international environmental laws and regulations (e.g., Clean Air Act, Clean Water Act, Comprehensive Environmental Response Compensation and Liability Act, Resource Conservation and Recovery Act, Toxic Substances Control Act, Federal Facilities Compliance Act, etc.), and impact/risk analyses for a wide variety of regional and national interests such as mining, chemical, oil and gas, nuclear, agribusiness, manufacturing, recreation, etc.
     2. Performing analyses related to environmental issues, including the impact of proposed and existing legislation; identify the potential impact of impending and projected environmental regulations.
  2. **Annual Site Environmental Report**

4.6.1 Deliverables for ASER support are listed in the Deliverables table section 6.0. The contractor shall update the annual site environmental report by assisting in collecting all required information and providing and analyzing environmental monitoring and surveillance information and data obtained through the above environmental support programs. The contractor shall prepare a draft ASER, per DOE guidance documents.

* 1. **Consulting and Assistance**

4.7.1 Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.

1. **SAFETY AND HEALTH**
   1. The contractor shall implement their integrated safety management (ISM) plan as related to Environmental Programs Support services performed under this Activity and in accordance with DOE P 450.4, Safety Management Policy and Integrated Safety Management System Guide, DOE G 450.4-1, Volumes 1 and 2.
   2. Contractor personnel shall give safety briefings to personnel and maintain records of attendance for periodic safety briefings conducted by supervisors and attend appropriate training.
   3. The contractor shall assure that at least one of the staff is certified as a Professional Engineer (PE) for reporting/regulatory documents requiring a PE license in the States of Oregon, Pennsylvania, and West Virginia. Reciprocity is acceptable.
2. **Deliverables**

The following table contains the deliverables associated with this Activity. A copy of each deliverable shall be provided to the ACOR.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| Air Emissions Inventories  ALB, MGN, and PGH | Report | Annual and Quarterly |
| Air Emission Permits  PGH – ACHD, MGN – State, if applicable  ALB – State, if applicable | Permit format consisting of application package, data, analysis, calculations, and cover letter. | As required  PGH – every 5 years or when new air sources require permit update. |
| Allegheny County Title V Permit Biannual Report – PGH | Report | Biannual (twice a year) as required in Title V permit |
| Ozone-Depleting Substances Inventory  PGH, MGN, ALB | Report | Annual |
| Allegheny County's Health Department Annual Air Emissions Inventory Report  PGH | Report  Electronically transmitted to ACHD | Annual |
| Green House Gas (GHG) report.  PGH, MGN, ALB | Report | Annual |
| Refrigerant Metrics | Metrics Report | Annual |
| Met Tower Report  PGH. MGN | Data collection/Report | Quarterly |
| ALOHA Dispersion Modeling | Modeling Data | Bi-Monthly or as required for Emergency Response information. |
| NPDES Permits  PGH – PADEP, MGN – WVDEP, ALB – N/A | Permit format consisting of application package, data, analysis, calculations, and cover letter. | As needed or when regulatory agency requires permit update. |
| Storm Water Pollution Prevention Plan (SWPPP) – PGH, MGN, ALB | Updated plan | Semi-Annual |
| NPDES storm water Discharge Monitoring Reports (DMRs) | Sampling/analysis/Reports | PGH - Quarterly  MGN – Semi-Annual |
| SWPPP Inspection Report  PGH, MGN, ALB | Report | Semi-Annual |
| Industrial Wastewater Permits  PGH - Pleasant Hills Authority (PHA)  MGN -Morgantown Utility Board  ALB – City of Albany | Permit format consisting of application package, data, analysis, calculations, and cover letter. | PGH – Annual  MGN – Annual Review/ Every 5 years for Renewal  ALB – Annual Review/Every 4 years for Renewal |
| Pleasant Hills Industrial Waste Survey  PGH | Report | Annual |
| Industrial Wastewater Discharge Monitoring Reports (DMRs)  PGH, MGN, ALB | Sampling/analysis/Reports | PGH – Monthly/Semi-Annual  MGN – Monthly  ALB - Quarterly |
| Slug Discharge Plan – City of Albany | Updated Plan | Every 2 Years |
| Site drainage dye testing  PGH, MGN, ALB | Testing/Input to database | Quarterly |
| *Legionella* Monitoring Reports  MGN, PGH and Albany | Sampling/analysis/Reports | Quarterly |
| Spill Prevention, Control and Countermeasure Plan (SPCC) | Updated plan | Triennially/Annual Review |
| Preparedness, Prevention, and Contingency Plan (PPC)  PGH | Updated plan | Quarterly Updates/Annual |
| Groundwater Monitoring Reports  PGH, MGN | Sampling/Analysis/Reports | Semi-Annual |
| Annual Site Environmental Report Groundwater Monitoring Summary  PGH, MGN | Report/Table | Annually |
| Groundwater Protection Plan  PGH, MGN | Updated plan | Annually |
| Aboveground Storage Tank (AST) Interstitial Report | Report/Checklist | Quarterly |
| Drinking Water Sampling  PGH, MGN, ALB | Sampling/Analysis/Report | Quarterly as needed |
| Waste Minimization and Pollution Prevention Report  PGH, MGN, ALB | Report | Annually |
| Pennsylvania Act 101 Recycling Report  PGH | Report | Annual |
| Annual Site Environmental Report (ASER) | Information for inclusion in the ASER, which will be updated by DOE. Tracking, editing, layout, and review of ASER, including the Executive Summary. | Annually |
| Quarterly Waste Table  PGH, MGN, ALB | Database/Table | Quarterly |
| Spill Kit Report | Report/checklist | Quarterly |
| PA Residual Waste Report  PGH | Report | Bi-Annual |
| SARA Title III Report  PGH, MGN | Report/Forms | Annual |
| State of Oregon Fire Marshall Report/ SARA Title III Report ALB | Report | Annual |
| ODEQ Hazardous Waste Report  ALB | Report | Annually |
| RCRA Section 3016 Inventory of Federal Agency Hazardous Waste Facilities Report | Report | Annually |
| Directives Review and Generation | Plans and procedures/manuals - new or updates | Annual  14/Year |
| Other Inspection and Assessment | Information/audit reports | 12 per year |
| Contract Performance Measures | Summary | Quarterly |
| Updated ISM plan | Plan | At least annually, or as needed |
| ISM plan’s milestones and contractor-generated performance measures | Report | Quarterly/Annual |
| Aspects, Targets, Objectives, EMPs Support | Information, implementation of EMP milestones | Quarterly/Annual |
| ISO ES&H Management System Internal Audits | ISO 14001/OHSAS 18001 Checklist Completion | Semi-Annual  12 EMP audits each 6-month period |
| ISO Surveillance Audit Support | Information/Data Collection | Semi-Annual |
| Pollution Prevention Tracking and Reporting System (PPTRS) | Data/Information Input | Annually |
| Calibration of Environmental monitoring equipment  PGH, MGN, ALB | All environmental monitoring equipment-maintain records | Daily/monthly |
| Inspection – Digging Permits  PGH, MGN, ALB | Checklist/Form | Daily |
| Inspection/Maintenance – Spill Kits  PGH, MGN, ALB | Checklist/Form/Purchase | Quarterly |
| PADEP Storage Tank Inspections | Checklist/Form | Quarterly |
| Inspection – Storage Tanks  PGH, MGN, ALB | Checklist/Form | Quarterly |
| Inspection – Scrap Metal Disposal  PGH, MGN, ALB | Checklist/Form | Weekly |
| Inspections - Chemical Inventory (including peroxide-forming chemical shelf-life tracking)  PGH, MGN, ALB | Report/Data Entry | As required (all labs/areas are completed on an annual basis, coinciding with assessments), inventory posted monthly |
| Program Self Assessments | Report | Quarterly |
| Hazardous Waste Program Audit  PGH, MGN, ALB | Checklist/Report | Annual |
| Hazardous Waste Shipment Audit  PGH, MGN, ALB | Checklist/Report | 12 – 16 per year, with shipments |
| Environmental Presentations  PGH, MGN, ALB | Presentation/Talk | 6 per year |
| Input to Training Modules | Summary/Presentation Material | 6 per year |
| ES&H Regulatory Highlights | Regulatory Highlights/Post to Intranet | Bi-Weekly |
| ES&H Annual Report Support | Data/Information | Annual |
| Environmental Performance Indicators Summary Table | Table | Quarterly |
| Environmental Issue Consultation  PGH, MGN, ALB | Report | Monthly |
| Cafeteria Inspections  PGH, MGN | Report | Quarterly |
| Consulting and Assistance | Reports, data, checklist, presentation | 150 hours/year, Engineer or Environmental Scientist |

CLIN 4 ACTIVITY 2 – OCCUPATIONAL HEALTH PROGRAM SUPPORT SERVICES

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**

**1.1 Period of Performance**: February 1, 2020 – January 31, 2025 (2-year base with three 12-month options)

**1.2 Type of Activity**: The Occupational Health Support Services Activity is a firm fixed-price Activity.

**1.3 Description**: Occupational Health Support Services

**1.4 Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.

**1.5 Travel**: Local travel between the PGH and MGN sites is anticipated for the Activity Manager once per month to provide program oversight. Travel to/from the ALB site for this Activity and associated administrative oversight will be coordinated and consolidated to minimize overall travel costs and will be identified not less than 90 days in advance to permit the contractor to make travel arrangements at the most reasonable rate. Travel will not be required to coincide with peak travel times such as holidays or special events.

**1.6 Training**: Training is anticipated related to maintaining certifications required to perform scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel.

1. **GENERAL REQUIREMENTS**
   1. This Activity is to be performed at the ALB, MGN, and PGH NETL sites.
   2. This Activity is covered by the Service Contract Act.
   3. Referenced directives should use the latest version and procedures may have been updated to manuals.
   4. This Activity involves:
      1. Occupational Medicine
      2. Wellness
      3. Ergonomics
2. **DESCRIPTION OF SERVICES**

**3.1** The Contractor shall provide occupational health support services as defined in this PWS. Occupational health program support activities include Occupational Medicine, Wellness, and Ergonomics.

1. **SCOPE**
   1. **Occupational Medicine**

4.1.1 The Contractor shall support and maintain an occupational medicine program that is compliant with DOE, Federal, State, local, and NETL directive requirements. Responsibilities include operating existing on-site Occupational Health Units (OHU) at the MGN and PGH sites and providing equivalent occupational medicine and health support services through a subcontract at the off-site OHU for the ALB site. The occupational medicine program support activities include the following elements:

4.1.1.1 Provide licensed physician(s) one day per week on a regular schedule 36 weeks/year and registered nurses five days per week at each of the MGN and PGH sites to support the occupational medicine program for the existing on-site OHUs in MGN and PGH. The hours of operation shall be 7:30 a.m. – 4:00 p.m. Equivalent services shall be available at the off-site OHU in ALB.

*Note: Annual occupational and non-occupational medical services provided at each site in the past 12 months were as follows: ALB – 118 (57 occupational/61 non-occupational); MGN – 6,021 (2,288 occupational/3,733 non-occupational); and PGH – 5,400 (2,335 occupational/3,065 non-occupational).*

* + - 1. At least one of the registered nurses shall be licensed to practice in the state of Oregon. In conjunction with the administrative oversight annual visit to ALB, this nurse will administer annual flu vaccines to NETL-ALB employees.

4.1.2 Provide physician-prescribed standing orders for registered nurses.

4.1.3 Perform comprehensive health evaluations and counseling. The types of health evaluations offered include:

4.1.3.1 **Baseline**: Medical examination offered to employees when hazards are associated with work execution. *Annual average = 21*

4.1.3.2 **Medical Surveillance**: Medical evaluation offered to employees based on DOE guidance, job hazard analysis, past exposure, and health history. *Annual average = 430.* Employees in “at-risk” positions include, but are not limited to:

* + - * 1. Employees who have been exposed, have the potential for exposure, or who are routinely exposed to toxic or hazardous substances or health hazards.
        2. Employees who are required to wear Level A, B, or C PPE.
        3. Employees who serve on Hazmat/rescue teams. Existing Hazmat/rescue team members will be offered an annual medical surveillance exam; new Hazmat/rescue team members are estimated at 2 per site per year.
        4. Employees who work with Class 3b or 4 lasers.
        5. Employees who have the potential for exposure to bloodborne pathogens.

4.1.3.3 **Voluntary**: Medical examination offered to employees, annually or biennially depending on age, whom are not already included in NETL’s medical surveillance program. These examinations will be accommodated on a first-come, first-served basis as resources allow without interfering with medical surveillance examinations or emergency response activities. *Prior annual average (with full-time physicians) = 148; planning level = 120 (minimum) up to average (depending on availability of resources)*

4.1.3.4 **Return to Work**: Medical examination offered to employees who have suffered from an occupational or non-occupational injury/illness. Medical clearance for these employees may be required prior to returning to work. *Annual average = 15*

4.1.3.5 **Fitness for Duty**: Medical examination provided to employees in the medical surveillance program whose job duties require medical clearances. Fitness for Duty examinations are also offered to employees following an occupational or non-occupational injury or illness to determine the employee’s ability to perform job duties safely based on surgical/medical diagnosis. *Annual average = 26*

4.1.3.6 **Post-Incident**: Medical examination offered to employees when a hazardous incident has occurred. *Annual average = 25*

4.1.3.7 **Termination**: Medical examination offered to employees who are separating from a position where there is an associated hazard, occupational injury/illness, or documented exposure. *Annual average = 15*

*Note: The number of medical exams and vaccinations offered shall be within +/- 5% of totals for the last performance year. Unit pricing shall be provided for additional exams and vaccinations exceeding historical numbers. Collection of blood specimens required by baseline, medical surveillance, voluntary, and post-incident medical exam categories shall be performed by the on-site OHU in MGN and PGH and off-site OHU at ALB. Services of a certified laboratory capable of analyzing and reporting on blood tests shall be procured by the contractor at costs reasonable and customary. The blood tests to be offered include: CMP 12 +LP +TP +TSH +^AC +CBC/D/Plt; CMP 12 + LP + TP + TSH +^AC +CBC/D/Plt + PSA. Ancillary tests (BeLPT, Hepatitis, and metals) will be required based on the above assumptions for annual averages. Unit pricing shall be provided for additional blood specimen collection exceeding historical numbers.*

4.1.4 Maintain the medical database and provide medical database support to the Information Technology organization as needed. Medical personnel support is necessary to ensure that database operation meets required needs.

4.1.5 Provide fitness for duty assessments for employees who are in the medical surveillance monitoring program or whose jobs require physical exertion, such as respirator use or climbing, and Security officers and employees entering positions within the emergency response organization for which medical surveillance is a regulatory requirement.

4.1.6 Provide first aid and emergency care services to all employees, visitors, and off-site contractors, at the MGN and PGH sites, and maintain the Nurse Plus 24/7 program at the ALB site.

4.1.7 Provide medical surveillance through monitoring job tasks, physical evaluations, and case management for occupational injuries/illnesses.

4.1.8 Provide appropriate medical surveillance testing and laser eye exams for all laser operators. Annual average = 20.

4.1.9 Provide travel consultation/appropriate medication to ensure employees are advised of pertinent health issues based on their destination.

4.1.10 Provide medical referral service for employees who exhibit personal medical issues/concerns.

4.1.11 Provide information to patients about the Employee Assistance Program process.

4.1.12 Provide occupational health counseling to NETL employees as needed.

4.1.13 Provide and administer immunizations and other injections such as travel vaccines and annual flu vaccine. Administer employee-provided allergy injections to keep employee’s on-the-job. Total immunizations provided within the last 12 months were 857.

4.1.14 Any requests for beryllium testing at the Albany site should be noted and provided to the ACOR for disposition.

4.1.15 Provide support for and maintain the Hearing Conservation Program per NETL Manual 440.1-01.61, Hearing Conservation Program.

4.1.16 Provide professional consultation to the ergonomics program evaluators and employees with occupational cumulative trauma disorders.

4.1.17 Provide support for the respiratory protection program by ensuring that employees, requiring the use of respirators as part of their duties, have medical clearance to comply with fit testing.

4.1.18 Provide personnel to participate in NETL's emergency response program as emergency medical responders (MGN and PGH only).

4.1.19 Provide support to industrial hygiene services to integrate industrial hygiene monitoring results with ensuring employees are included in appropriate medical surveillance programs, such as hearing conservation and respiratory protection.

4.1.20 Provide support for coordination of blood drives at the ALB, MGN, and PGH sites. It is anticipated that there will be 3 blood drives per year at each site. This support may include coordinating with the blood drive representative, scheduling the blood drive dates, reserving rooms, notifying NETL personnel of the scheduled blood drives, scheduling donors, and issuing reminders via email or intranet postings.

4.1.21 Develop and maintain a consistent process between the sites for recording data in the medical database.

4.1.22 Maintain employee records according to Records Retention regulations and NETL Procedure 243.1-00.07, Records Management.

4.1.23 Conduct worksite visits as needed as identified through employee medical assessment or as requested by the ACOR at the ALB, MGN, and PGH sites to identify work-related health risks and educate employees on safe and healthy work practices.

4.1.24 During medical surveillance exams, evaluate the need for each employee’s participation in the medical surveillance program in conjunction with employee supervisors and DOE ES&H and remove those employees who are no longer in job positions with hazardous duties and have not had an actual previous exposure. Provide to the DOE ACOR an annual report (broken down by site) to include the number of medical surveillance exams offered, accepted, declined, and switched to voluntary.

**4.2** **Wellness**

4.2.1 The Contractor shall support and maintain a wellness program that is compliant with DOE, Federal, State, and local initiatives, and NETL Manual 440.1-01.31, Occupational Medicine Implementation Program. The wellness program support activities include the following elements:

4.2.1.1 **ALB**: Fitness classes provided at the ALB site are managed through a separate DOE contract, however, limited contractor support will be requested to assist with program coordination. The ALB on-site fitness room (not staffed) is located in a stand-alone building. The facility has a room for group classes, a storage room, and one restroom. Wellness program support services for the ALB site includes posting a monthly class schedule for ALB on-site classes and coordinating facility accessibility.

4.2.1.2 **MGN**: The MGN fitness facility is not staffed and is located in a multi-use building containing offices, graphics, mailroom, credit union, and the Occupational Health Unit. There are full-functioning men’s and women’s locker rooms. The fitness facility has a combined weight and exercise room, a room for group classes, and a small room for ping pong or other fitness activities. Existing equipment in the fitness facility includes: spinning bikes, treadmills, steppers, arc trainer, ellipticals, rowing machine, circuit training equipment, free-weight equipment, individual/group exercise functional training equipment, and a ping pong table.

4.2.1.3 **PGH**: The Contractor shall employ appropriately qualified staff to perform wellness and health promotional activities to operate the existing on-site fitness facility in PGH. The Contractor shall provide high quality, well-promoted programs that target specific identified needs in a large, diverse workforce. These services will be in accordance with American College of Sports Medicine (ACSM) guidelines and other appropriate guidelines. The facility shall be staffed 40 hours per week. The ACOR must be notified if a deviation from this staffing level is needed for annual leave, sick leave, emergencies, etc. The schedule will be determined based on employee needs and interests and approved by the DOE ACOR. The PGH fitness facility is located in a stand-alone building. It has a men’s locker room with four showers and a sauna, women’s locker room with four showers and sauna, ½ basketball court, spinning room, and a combined weight and exercise room. Existing equipment in the PGH fitness facility includes: spinning bikes, treadmills, steppers, arc trainer, elliptical, rowing machine, circuit training equipment, free-weight equipment, individual/group exercise functional training equipment, and team sports equipment.

4.2.1.4 In PGH, develop fitness and health programs to support positive lifestyle changes based on the needs of the employees and provide recommendations for implementation to the ACOR.

4.2.1.5 In PGH, offer individual and group exercise programs such as: Pilates, yoga, resistance training, cardio conditioning, circuit training, core/abdominal, weight lifting, spinning, or other classes as determined by employee interest and program objectives. Classes are to be conducted based on employee interests and needs and will be offered at times conducive to employee participation.

4.2.1.6 Provide wellness outreach education that supports the well-being of NETL employees including, weight management, smoking cessation, general health, exercise and nutrition advice, preventive health measures, and cancer awareness.

4.2.1.7 Develop and post in the fitness facility and on myPortal monthly fitness facility activity schedules for the ALB and PGH sites.

4.2.1.8 In PGH, assess the suitability of fitness equipment for changing program goals and employee usage, and evaluate new equipment and make recommendations for replacement of older equipment.

4.2.1.9 In the PGH fitness facility, conduct a monthly assessment of the fitness equipment and document equipment conditions.

4.2.1.10 In the MGN and PGH fitness facilities, ensure fitness equipment is kept clean by wiping down with a disinfectant once a day. The fitness staff in PGH shall encourage users to disinfect and clean equipment immediately after each use. The contractor shall report non-compliant fitness facility users to the DOE ACOR.

4.2.1.11 In the PGH fitness facility, immediately report mechanical or safety issues with the fitness equipment to the DOE ACOR. The fitness staff shall ensure that unsafe fitness equipment is properly secured and tagged “out of order” so that it cannot be used until repairs are made.

4.2.1.12 In the PGH fitness facility, demonstrate safe and proper use of fitness equipment to users who request assistance.

4.2.1.13 Promote the fitness facility through various media, such as Intranet postings, bulletin boards, presentations, posters and articles in various site newsletters, etc.

4.2.1.14 Assess body composition for employees, upon request, using available body composition analysis equipment (available in MGN and PGH only).

4.2.1.15 In the PGH fitness facility, balance the usage of the facility space by alternating the exercise programs with other interested parties.

**4.3 Ergonomics**

4.3.1 The Contractor shall support and maintain an ergonomics program per NETL Manual 440.1-01.45, Ergonomics Program. Elements of this program shall include education, work station evaluation and analysis, training, and record keeping. Specific activities include:

4.3.1.1 Provide expert consultation services for office and industrial workstation ergonomic assessments for all NETL employees as requested by the DOE ACOR, including focused education and training. Annual average = 186.

4.3.1.2 Develop specifications or recommendations for ergonomic-related equipment and corrective actions and ensure that corrective action is accomplished for workstations and work practices through follow-up visits so that the potential for repetitive stress motion and cumulative trauma disorders are reduced.

4.3.1.3 Develop and maintain a back-injury prevention and safe lifting program per OSHA guidelines and NETL Manual 440.1-01.31, Occupational Medicine Program Implementation.

4.3.1.4 Document each workstation assessment, findings, recommended corrective actions, and follow-up visits using NETL F 440.1-38, Ergonomics Assessment and the Ergonomics Excel spreadsheet. Ensure sufficient detail about the evaluation is documented to assist with justification for recommended corrective actions.

1. **SUPPORTING FUNCTIONS**

**5.1 Directives Support**

5.1.1 The Contractor shall assist with reviewing and providing input for revisions to NETL directives related to this Activity to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.

**5.2 Training**

5.2.1 The Contractor shall conduct lecture-based, hands-on first aid/CPR/AED training for all NETL employees required to complete the training. *Annual averages for ALB, MGN, and PGH sites are: CPR/AED -- 13 classes per year, 105 certified; First-aid – 15 classes per year, 121 certified.*

5.2.2 The Contractor shall assist with health-related computer-based training review and provide training support for bloodborne pathogens, respiratory protection, and hearing conservation, and provide input for revisions to DOE ACOR. The content of the training will be based on approved NETL ES&H procedures/manuals. Federal subject matter experts will provide timely review and approval of training content.

**5.3 Corrective Action**

5.3.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

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

5.4.1 The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001 certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities include:

5.4.1.1 Participating in planning and closeout meetings of internal audits.

5.4.1.2 Assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.

1. **CONTRACTOR FURNISHED ITEMS AND SERVICES**

The contractor shall provide all labor, materials, and supplies necessary to satisfactorily perform this Activity unless specifically identified to be provided by the Government within this PWS. Government furnished property/equipment, supplies and materials specific to this Activity are identified in section 7.0 of this PWS.

**6.1 Occupational Medicine**

6.1.1 Maintain the medical database. The NETL Information Technology organization can be engaged to provide necessary expertise as subject matter experts.

6.1.2 The contractor shall purchase and maintain all license and preventive and software maintenance agreements for medical equipment and medical database.

6.1.3 The contractor shall purchase all consumable medical supplies for the MGN and PGH on-site OHUs and in ALB as needed to replace first-aid supplies in the emergency response bags and for the flu vaccine clinic. Medical supplies, which are currently being used in performance of this Activity, are listed in Attachment 1 of this PWS. Requests for any new items not on the approved list must be submitted to the DOE ACOR for approval prior to purchase.

6.1.4 The contractor shall provide fit testing for all NETL employees in the Hearing Conservation Program.

6.1.5 The contractor shall maintain and calibrate medical equipment such as audiometer, spirometer, vision tester, Electrocardiogram (ECG) machine, and AEDs in accordance with manufacturer’s recommendations.

6.1.6 The contractor shall provide personal sharps disposal containers to individuals with a medical need to prevent needle stick injuries and the potential for bloodborne pathogen exposure. When the containers are full, they will be returned to the OHU for proper disposal and exchange.

**6.2 Wellness**

6.2.1 The contractor shall provide annual preventive maintenance services for all fitness equipment at the MGN and PGH fitness facilities.

**6.3 Ergonomics**

6.3.1 The contractor shall provide ergonomic evaluators to conduct ergonomic assessments as requested by the DOE ACOR at the ALB, MGN, and PGH sites.

**6.4 Training**

6.4.1 The contractor shall provide first aid, CPR, and AED training supplies and materials for all NETL employees required to complete the training.

**7.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SUPPLIES AND MATERIALS**

The government shall provide the following property, equipment, supplies and materials:

**7.1 Property**

7.1.1 The government shall furnish the facilities which house the Occupational Health Units in MGN and PGH.

7.1.2 The government shall furnish the facilities which house the on-site fitness facilities in ALB, MGN, and PGH.

**7.2 Equipment**

7.2.1 The government shall furnish the following medical equipment and associated accessories:

7.2.1.1 Audiometers and Booth

7.2.1.2 Spirometers

7.2.1.3 Vision Testers

7.2.1.4 ECG Machines

7.2.1.5 Otoscope/Ophthalmoscope/Sphygmomanometer Wall Units

7.2.1.6 Medical Supply Refrigerators

7.2.1.7 Patient Transportation Devices

7.2.1.8 AEDs and Storage Cabinets

7.2.1.9 Pulse Oximeters

7.2.1.10 Air Purifiers

7.2.2 The government shall procure replacement fitness equipment, as funding allows, and DOE-owned fitness equipment repairs. Funding for replacement fitness equipment in PGH will be subsidized with CDC/NIOSH and MSHA IAA funding.

**7.3 Supplies and Materials**

7.3.1 The government shall provide ear plugs for fit testing for all NETL employees in the Hearing Conservation Program.

7.3.2 The government shall provide fitness equipment cleaning supplies including Gymwipes and dispensers.

7.3.3 The government shall furnish ergonomic furniture and computer accessories (that are an alternative to already provided government-furnished furniture and computer accessories) as determined to be necessary from an ergonomic assessment.

**7.4 Shipping**

7.4.1 The government shall provide funding for shipping supplies/equipment to other NETL sites or vendors as necessary. Examples include: shipping excess flu vaccine to the ALB site, or shipping medical equipment to a vendor for repair.

**8.0 DELIVERABLES**

The following table contains the deliverables associated with this Activity. A copy of each deliverable shall be provided to the DOE ACOR. The contractor shall receive from the DOE ACOR a single set of consolidated comments on draft deliverables.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| **Occupational Medicine** | | |
| Conduct worksite visits as needed as identified through employee medical assessment or as requested by ACOR at the ALB, MGN, and PGH sites to identify work-related health risks and educate employees on safe and healthy work practices | Medical personnel or subject matter expert, e.g., Industrial Hygienist, to conduct visit. | Work site visits will be reported in each weekly and monthly report in the reporting period in which it is conducted. |
| Review medical surveillance program to determine employees who no longer have hazardous job duties. | Excel spreadsheet to include number of medical surveillance exams offered, accepted, declined, and switched to voluntary broken down by site. | Annually - Data collection December through November each year to report to ACOR in December each year. |
| Conduct reviews and provide input to health-related NETL manuals | E-mail response to DOE ACOR | Annually for each manual as requested by DOE ACOR |
| Conduct lecture-based health-related training including first aid/CPR/AED | Attendance lists | As required by the ES&H training database |
| Conduct reviews and provide input to health-related computer-based training including bloodborne pathogens, respiratory protection, and hearing conservation | E-mail response to DOE ACOR | Annually for each training as requested by DOE ACOR |
| Weekly reports | As determined by the DOE ACOR. Information will include activities, results, and effects on NETL | Thursdays by noon. |
| Medical records | Format as per the electronic medical database software | Maintained per regulatory requirements including HIPAA |
| **Wellness** | | |
| Monthly fitness facility activity schedules | Post fitness facility activity calendar (for ALB and PGH) on Intranet bulletin board and in ALB and PGH fitness facilities | Due by first work day of each month |
| PGH fitness equipment assessment checklist | Excel Spreadsheet provided by DOE ACOR | Provide checklists to DOE ACOR by the first Monday of each month |
| **Ergonomics** | | |
| Ergonomic workstation assessment findings report | NETL F 440.1-38, Ergonomics Assessment & Ergonomic Excel spreadsheet | Assessment reports and spreadsheet data entry must be completed within one week of assessment. |

**9.0 REFERENCES**

**9.1 NETL Directives**

9.1.1 NETL Procedure 243.1-00.07, Records Management

9.1.2 NETL Manual 440.1-01.31, Occupational Medicine Implementation Program

9.1.3 NETL Manual 440.1-01.45, Ergonomics Program

9.1.4 NETL Manual 440.1-01.52, Respiratory Protection Program

9.1.5 NETL Manual 440.1-01.61, Hearing Conservation Program

9.1.6 NETL Manual 440.1-04.54, Personal Protective Equipment

* + 1. OSHA Technical Manual

**10.0 DEFINITIONS**

**10.1** **HIPAA:** Health Insurance Portability and Accountability Act. The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs.

**10.2** **DOE ACOR:** A representative from the requiring Activity assigned by the Contracting Officer to perform surveillance and to act as liaison to the Contractor.

CLIN 4 Activity 3 – Safety PROGRAM Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

**1.0 REQUEST INFORMATION**

* 1. **Period of Performance**: February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
  2. **Type of Activity**: The Safety Program Support Services Activity is a firm fixed-price Activity.
  3. **Description**: Safety Program Support Services
  4. **Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
  5. **Travel**: Travel is anticipated for this Activity and associated administrative oversight but will be coordinated to minimize overall travel costs.
  6. **Training**: Training is anticipated related to maintaining certifications required to perform scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.

1. **GENERAL REQUIREMENTS**
   1. This Activity is covered by the Service Contract Act.
   2. Referenced directives should use the latest version and procedures may have been updated to manuals.
   3. The Activity involves support for:
      1. Conduct of Safe Operations
      2. Emergency Notification System (ENS)
      3. General Facility Safety Maintenance/Inspections
      4. Fire Protection and Life Safety
      5. Fire Protection Systems
      6. Accident/Incident/Occurrence Identification, Reporting, and Investigation
      7. Corrective Action Tracking System Management
      8. Operating Experience Analysis
2. **DESCRIPTION OF SERVICES**

The contractor shall provide safety program support services by implementing regulatory safety-based programs through, surveillance, compliance monitoring, safety systems maintenance, training, communication, and reporting as defined by this PWS. A Certified Safety Professional (CSP) shall be part of the Contractor’s staff.

1. **SCOPE**

**4.1 Conduct of Safe Operations**

4.1.1 The contractor will develop, implement, and maintain a robust inspection and surveillance process in support of NETL Procedure 421.1-00.04, Construction Safety Analysis and Review System and Permit Process (or successor document), to verify compliance of all NETL employees, contractors (permanent and seasonal), and visitors to safety, health, and environmental laws, rules, regulations, and requirements. The contractor will inspect all on-site construction activities and related-equipment to verify safe conduct of operations in accordance with work plans, safety plans, permits, activity hazard analysis, NETL procedures, operator’s manuals, etc. An electronic log of all inspections will be maintained on an NETL server accessible to NETL ES&H personnel and updated daily with non-compliances and non-conformities reported to the project Contracting Officer’s Representative (COR)/Responsible Person (RP) and ACOR as soon as is practicable. Each construction project will be inspected no less than twice each business day.

*Historical Information Only: Inspection times vary but are anticipated to average 30 minutes per project. Some activities may require more frequent surveillance. After hours/other-than-normal duty hours support is required for work such as utility outages. This support shall be provided at the request of the ACOR and is limited to 10 times per year, per location. The average number of new construction projects per year, at each site is as follows: Pittsburgh – 9, Morgantown – 9, Albany – 6. The average period of performance for a construction project at NETL is 165 calendar days.*

4.1.2 The contractor will perform safety orientations/briefings for new employees, visitors, and off-site contractor personnel working temporarily on the site. For visitors and off-site contractors, the orientation/briefing shall be commensurate with the PWS and tailored to address safety-related issues which are applicable to the work being performed. For new employees, the orientation will include administration of the authorized/approved ES&H PowerPoint presentation. All safety orientations/briefings will also cover NETL-site specific general safety requirements. Off-site contractor safety orientations/briefings will include review of the information pertinent to the work being performed in the contractors’ Environmental, Safety & Health (ES&H) plan, facilitating Activity Hazard Analyses (AHA), and informing off-site contractor personnel and visitors that all work at NETL is subject to surveillance inspections at any time. Visitors and off-site contract personnel require only a single safety orientation/briefing each year. New employees require only a single briefing orientation/briefing at the start of their employment. The contractor will record the safety orientations/briefings on NETL Form 440.4-12/1, Contractor/Visitor Orientation. Completed forms will be scanned and delivered via e-mail to the ACOR weekly.

4.1.2.1 As part of the safety orientations/briefings, the contractor will help the host verify that those briefed have access to appropriate basic PPE including safety glasses, hard hats, and hearing protection as needed.

*For Historical Information Only: The orientation/briefing is expected to take 30 minutes on average. The monthly average of safety briefings per site is as follows: Pittsburgh – 30, Morgantown – 60, Albany 50. The contractor will be required to provide this service during off-hours (no more than 10 times per year per location) to facilitate work that requires utility outages, activities requiring restricted site access, or unplanned events.*

4.1.3 The contractor will support assessments/inspections of all NETL work areas and facilities as required by NETL Procedure 421.1-00.01, R&D Safety Analysis and Review System, NETL Procedure 421.1-00.02, Support Operations Safety Analysis and Review System, and NETL Procedure 421.1-00.03, Facility Safety Analysis and Review System (or successor documents) to verify compliance of all NETL employees, contractors (permanent and seasonal), and visitors to safety, health, and environmental laws, rules, regulations, and requirements. Upon request by the ACOR, the contractor will inspect any on-site operation activities, facilities, and related equipment to verify safe conduct of operations in accordance with regulations, DOE requirements, consensus standards (e.g., ANSI, NFPA, ASTM, IBC, CGA), work plans, safety plans, permits, activity hazard analysis, NETL procedures, operator’s manuals, etc. An electronic log of all inspections will be maintained on an NETL server accessible to NETL ES&H personnel and updated daily with non-compliances and non-conformities reported to the project COR/RP and ACOR as soon as is practicable, but before the end of the next business day. The contractor will provide a draft report to the Federal lead assessor/inspector and the ACOR within 5 business days of the assessment/inspection.

*For Historical Information Only: These assessments take an average of 60 minutes to conduct and 60 minutes to prepare the draft inspection report. There are approximately 20 inspections/assessments of this type each month at each location.*

4.1.4 The contractor will implement and maintain functional requirements of NETL Procedure 440.1-04.20E, Lockout/Tag out (LOTO) Program (or succeeding documented program) in strict consultation with the Electrical Safety Program Manager. The contractor will provide LOTO training to all persons performing LOTO operations at ALB, MGN, and PGH on NETL-specific systems under NETL control. Training session sign-in sheets will be maintained on an NETL server accessible to NETL ES&H personnel. The contractor will maintain LOTO supply boards (or equivalent) stocked with LOTO locks, tags, and ties. The contractor will conduct an assessment of each of the board supplies not less than monthly and restock as appropriate.

*For Historical Information Only: Presently there are 21 LOTO boards across all NETL locations. The contractor is responsible for the acquisition and distribution of all LOTO materials and supplies.*

4.1.5 In strict consultation with the NETL Electrical Safety Program Manager, the contractor will provide draft Equipment Specific LOTO Procedures related to Site Operations Support contract-maintained facilities infrastructure (i.e., HVAC, boiler equipment, etc.) to be reviewed by the responsible party and accepted by the NETL Electrical Safety Program Manager at a rate of 200 per year.

4.1.6 The contractor will provide required testing at an NEC compliance and certification testing laboratory for electrical safety personal protective equipment (PPE). Equipment to be tested includes electrical gloves, electrical mats, poles, grounding conductors and other arc flash equipment/clothing. The contractor will maintain a uniform tracking program for this equipment across all three sites. Records of testing certifications and equipment inventory will be maintained on an NETL server accessible to NETL ES&H personnel and updated within 3 business days of issue, collection, shipping, or receipt of a certified electrical PPE item.

4.1.7 The contractor will implement the requirements of NETL Procedure 440.1-03.16, Confined Space Entry (or its successor document) and 29 CFR 1910.146 as approved by the ACOR in consultation with the Confined Space Program Manager (CSPM) to ensure the following requirements:

* + - 1. Confined spaces are clearly identified and marked appropriately per OSHA requirements. The contractor is responsible for maintenance of the existing signage/labels and adding signage/labels to new confined spaces.
      2. An inventory of all confined spaces (permit-required and non-permit required) is maintained with specific information concerning the individual confined spaces. The inventory of confined spaces will be updated as new confined spaces are added (within 3 months) and reviewed/updated annually prior to December 31st. Record of this inventory will be maintained on an NETL server accessible to NETL ES&H personnel.

4.1.7.3 Provide a training program to qualify NETL personnel involved with confined space entry. Training will include entry requirements, the duties of confined space personnel (line management/supervisor, entry supervisor, attendants, entrants, and permit issuers), role of signature authority for entrants, atmospheric monitoring equipment and use, hazardous energy containment, emergency rescue, and distributing and use of safety equipment. Training curriculum will have the concurrence of the CSPM and must conform to 29 CFR 1910.146. Training curriculum must be provided to the ACOR and CSPM along with training documentation. Training records will be collected on NETL F-360.1-2 (or equivalent). Training records will be delivered to the ACOR and CSPM within two weeks after training completion.

* + - 1. Provide management and oversight of the permitting process for confined space entry. Upon request, the contractor will have a qualified individual prepare the NETL Confined Space Entry Authorization Form (NETL Form 440.1-16/1), keep a log of permits at each location, provide atmospheric monitoring support, and periodic verification of permitted activities conformance to requirements. On average, 8 confined space permits are issued per location per each month (total of 288). Once complete, expired permits will be scanned maintained on an NETL server accessible to NETL ES&H personnel. Occasionally, the contractor will be required to provide this service during off-hours to facilitate work that requires utility outages, activities requiring restricted site access, or unplanned events. This may be needed up to 10 times each year at each site.

4.1.8 The contractor will issue safe work permits and manage the NETL safe work permitting and verification process in accordance with NETL Operating Plan 440.1-03, Work Permits and Special Work (or successor documents). Examples of work that requires instantaneous permitting is as follows: hot work, excavation and penetration work, energized electrical work, and fire safety impairment work. (See above section for confined space permits.) The contractor will be responsible for issuing, recording, and archiving permits. Completed permits will be scanned and maintained on an NETL server accessible to NETL ES&H personnel.

*For Historical Information Only: Excluding confined space permits, NETL anticipates that an average of 3 permits (various types) will be required each week at each location (ALB, MGN, and PGH). Hence each location anticipates an annual total of 156 non-confined space permits per location per year for both on-site and off-site personnel.*

4.1.9 The contractor will provide training on the proper use and care of personal fall protection equipment per the requirements of NETL Procedure 440.1-04.23G, Working from Elevated Heights (or successor documents) and conforming 29 CFR 1910 and 29 CFR 1926 to all persons requiring fall protection at ALB, MGN, and PGH working on NETL-specific facilities under NETL control. Records of training will be documented on NETL F 360.1-2 (or equivalent) and maintained on an NETL server accessible to NETL ES&H personnel. A class syllabus/lesson plan detailing the course outline and key learning objectives will be provided with each record of training. Training will be made available to employees, supervisors, CORs, and ES&H personnel at all locations no less than semi-annually.

*For Historical Information Only: Anticipate 30 participants annually each at MGN and PGH and 20 participants annually at ALB.*

4.1.10 The contractor will properly maintain, inspect, and issue personal fall protection equipment per the requirements of NETL Procedure 440.1-04.23G, Working from Elevated Heights (or successor documents) and conforming 29 CFR 1910, 29 CFR 1926, and ANSI standards for fall protection, as appropriate. Equipment required shall include safety harnesses, lanyards, fall-arrest reels, tie-off lines, etc. The contractor will keep an accurate inventory and log of issued fall protection equipment and inspections performed. This log will be stored and maintained on an NETL server accessible to NETL ES&H personnel.

*For Historical Information Only: There are 20 persons at each location that regularly require fall protection PPE.*

4.1.11 The contractor will implement and maintain an inspection process for portable ladders at each location that conforms to the requirements of 29 CFR 1910.25 – 27 and NETL Procedure 440.1-04.23, Working from Elevated Heights (or successor documents). Inspected ladders that pass inspection will be tagged or labeled as inspected indicating the date inspected and the initials of the inspector. Inspections will be not less than annually. The contractor will tag non-compliant ladders “out-of-service” and report the issue to the ACOR.

4.1.12 The contractor will provide training and qualification certification for authorized NETL industrial truck operators and oversight personnel to include forklifts, scissor lifts, high reach (JLG), and front-end loaders that conforms to NETL Procedure 440.1-04.15, Powered Industrial Trucks, NETL Procedure 440.1-04.27, Vehicle Safety and On-site Parking (or successor documents) and 29 CFR 1910.178. Training must include both classroom instruction and operations (“hands-on”) verification. Training records will be collected on NETL F 360.1-2 (or equivalent). Training records will be delivered to the Vehicle Safety Program Manager (VSPM) and the ACOR within one week after training completion.

*For Historical Information Only: There are about 20 authorized or oversight persons requiring one or more of this type of qualification at each location.*

4.1.13 The contractor will locate/relocate in response to request from the VSPM and maintain the five NETL radar speed signs (1 at ALB, 2 at MGN, and 2 at PGH) to verify operation at least 80 percent NETL operation hours at each location. The contractor will download data from each sign on a bi-weekly basis on alternating Tuesdays and produce the standard reports and compile a summary report in consultation with the VSPM. The raw data file in CSV format, the standard reports, and a summary report will be transferred to the VSPM by the Thursday after the data is downloaded.

4.1.14 The contractor will, upon request of the ACOR, assist any worker at NETL (ALB, PGH, MGN locations) or any NETL personnel based at those locations working off-site in the conduct of hazard identification and the development of recommendations to implement hazard controls as described in NETL Operating Plan 440.1-04D, General Workplace Safety Program (or successor document) which is based in part on 29 CFR 1960. This assistance will include recommending substitution, engineering controls, administrative controls, and personal protective equipment (PPE) suitable for the scope of work being evaluated. Request for assistance will vary in duration and intensity but is anticipated to consume an average of 20 professional consultation hours per week for all NETL activities.

4.1.15 The contractor will, upon request of the ACOR, provide professional safety consultation and document review of safety programs, directives, procedures, manuals, work plans, etc. The contractor will demonstrate a firm understanding of risk assessment, hazard control strategies, records management strategies, fire protection assurance, regulatory compliance, accident investigation methodology, and strategies for program initiation and management. The contractor will also demonstrate familiarity with the National Fire Protection Association (NFPA) codes, Occupational Safety and Health Administration (OSHA) regulations, Department of Energy safety regulations, and consensus standards (such as ANSI, ASTM, IBC, and CGA) as related to safety program implementation and management. Consultations will be provided to support line supervisors, authorities having jurisdiction (AHJs), and program managers. Request for assistance will vary in duration and intensity but is anticipated to consume an average of 40 professional consultation hours per week for all NETL activities.

**4.2 Emergency Notification System (ENS)**

4.2.1 The contractor will maintain a functional ENS at ALB, PGH, and MGN. The ENS is a supervised paging system requiring high reliability and high availability operating in compliance with all applicable OSHA, NFPA, and DOE requirements 99.5% of the time in functionally occupied space. This requirement includes, ensuring that:

* + - 1. Requests for new services, service changes, system maintenance, and service disconnects are addressed within established NETL guidelines;

4.2.1.2 ENS system, including system electronics, system cabling, and system enunciators, (e.g., speakers and strobes) are fully functional.

* + - 1. System drawings to reflect as-built and planned changes to the system remain current and at least 95 % accurate with no major discrepancy by the end of each fiscal quarter.
      2. An ample supply of batteries is readily available for the existing ENS and fire protection panels and that batteries are replaced within 1 business day of discovery of failure.

**Note:** The ENS in Albany and Pittsburgh is an integral part of the fire alarm system, while the system in Morgantown has not been fully integrated into the fire alarm system.

**4.3 General Facility Safety Maintenance/Inspections**

4.3.1 The contractor will provide the VSPM with an updated inventory of all ride in/on utility carts to include GEM and Taylor Dunn electric carts and Gator (ATV/ORV) vehicles for each location, whether electric or fuel powered. The contractor will inspect the charging cords for all electric carts for excessive wear or other damage preventing safe use and replace damaged cords if needed. The contractor will keep a log recording the date, location/cart ID, and a photo of each cord replaced. The log will be maintained on an NETL server accessible to NETL ES&H personnel. The contractor will issue daily inspection checklists for each utility cart. The contractor will collect and analyze the completed inspection checklists for potential safety issues. The contactor will take any cart with a safety issue out-of-service and alert the maintenance team and the custodial officer of the issue. T*he approximate number of electric carts at each site is: ALB – 10, MGN – 37, PGH – 2. Twelve (12) new cords are typically needed each year.*

4.3.2 The contractor will perform crane inspections in accordance with 29 CFR 1910.179 for all cranes and hoist at the ALB, MGN, and PGH sites designated for use in a permitted work area. The contractor will also inspect rigging to verify conformance to 29 CFR 1910.184, ASME, ASTM, and other applicable standards are met, as appropriate. A log of each inspection will be maintained on an NETL server accessible to NETL ES&H personnel. Cranes will be inspected monthly or semi-annually (as appropriate), and load testing of cranes will be done every 5 years (or per current OSHA requirements).

4.3.3 The contractor will provide OSHA-compliant training for crane operators at all sites covering both proper crane operations, and proper rigging selection and rigging techniques. The contractor will provide signage and log-sheets for crane operators as user aids. The contractor will request any required crane maintenance via work order. Contractor will also review crane use rates and recommend cranes for inspection at use (due to their infrequent use) at all three sites and with ACOR approval, implement a minimal use inspection/repair scheme for those cranes meeting said criteria.

*For Historical Information Only: Counts on cranes and hoist requiring inspection and service are as follows: ALB – 20, MGN – 10, and PGH – 10.*

4.3.4 The contractor will conduct random inspections of site emergency lighting to verify proper operation of these units in accordance with applicable OSHA and NFPA standards. The contractor will initiate actions to correct observed deficiencies within 5 business days of discovery.

4.3.5 The contractor will facilitate the proper operation of all laboratory eyewashes and safety showers in accordance with OSHA, NFPA, ANSI, and other applicable standards. Eyewashes and safety showers will be tested, inspected, and repaired per regulatory requirements and ANSI Z358.1. The contractor will provide and maintain 5 portable emergency eyewash stations at ALB, and 4 each at PGH and MGN where placing a permanent station is deemed not feasible. Inspections will be logged on the inspection tags associated with each shower, eyewash, or combination unit. Anticipate that the following numbers of safety showers and eyewashes will require support at each location:

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Eyewash | Shower | Portable (Combo) |
| ALB | 44 | 34 | 5 |
| MGN | 44 | 33 | 4 |
| PGH | 49 | 40 | 4 |

4.3.6 The contractor shall provide all supplies, signs, and replacement parts for all eyewashes and safety showers. Repairs shall be requested via the NETL work order system.

**4.4 Fire Protection and Life Safety**

4.4.1 The contractor will maintain the functional requirements of the NETL fire protection system and provide life safety programs, per Operating Plan 440.1-05, Fire Protection Program (or successor documents) and cascading procedures, directives, and/or manuals, as applicable. The responsibilities include:

* + - 1. Reviewing fire protection program plans and procedures annually and submitting suggested updates to reflect current site practices, and DOE and regulatory requirements;
      2. Providing technical reviews and consultation for life safety code compliance and fire protection facility feature and system modifications;
      3. Performing tri-annual facility fire protection appraisal (FFPA) on a rotating basis among the three NETL sites then providing corresponding report meeting the requirements of the most current version of NETL OP 440.1-05 (or successor documents), DOE O 420.1 and DOE STD 1066 as related to facility fire safety. The contractor will provide a draft report for NETL review for a period of two weeks;
      4. Preparing pre-fire plans and making them available to DOE and on-site personnel such as emergency response personnel and, site maintenance personnel; and
      5. Conducting annual fire extinguisher training, including “hands on” fire extinguisher use training. Educational materials shall be supplied to employees who are not in the Emergency Response Organization (ERO) positions. HAZMAT technicians, fire wardens, and employees who serve on fire watches as part of the hot work operations requirements shall be offered annual hands-on fire extinguisher training.

**Note:** Conducting fire drills is the responsibility of the Emergency Risk Management and Response Program under CLIN 4 Activity 4, as required.

**4.5 Fire Protection Systems**

4.5.1 The contractor will ensure that all installed fire safety systems are fully operational no less than 98% of the time and alternate protective measures are provided when fire safety protection systems are non-operational.

4.5.2 The contractor will maintain fire suppression, detection, and alarm systems. This includes, but is not limited to, testing and inspection of fire alarm systems, fire suppression systems (including required standpipe and sprinkler head flow testing), and fire detection systems. This work will conform to applicable NFPA, OSHA, and ANSI standards. If practical and determined to be reasonably cost neutral, any multi-year cycle of system testing should be completed on an appropriate schedule to normalize costs (e.g., required 5-year sprinkler obstruction testing should be completed for 20% of an individual site per year rotating to ensure entire site coverage based on risk management, etc.), as approved by the ACOR.

4.5.3 The contractor will assist NETL with inspections of fire protection systems to verify conformance with approved design drawings. Non-conformities will be documented with a report sent to the Fire Protection Program Manager (FPPM) and the ACOR.

* + 1. In accordance with NFPA requirements, the contractor will inspect all fire extinguishers related to accessibility, charge, and function, including providing maintenance on mounting brackets and hooks monthly. An annual inspection of all fire extinguishers will also be conducted to provide NFPA annual fire extinguisher inspection requirements (along with monthly requirements) and ensure that: 1) the extinguishers are in the proper location, 2) the location and application are still viable/necessary, and 3) the extinguisher type is suitable for needs of the operational area supported. A log of each inspection will be maintained on an NETL server accessible to NETL ES&H personnel. Upon request, place additional mounting boards, hooks, signs, and fully functional fire extinguishers where needed. Approximate quantity of fire extinguishers across the 3 sites: ALB - 270 extinguishers, MGN - 450 extinguishers, PGH - 320 extinguishers.

4.5.5 The contractor will also be responsible to verify that the required 6- and 12-year maintenance and the NFPA required recertification on all fire extinguishers are performed when needed.

**4.6 Accident/Incident/Occurrence Identification, Reporting, and Investigation**

4.6.1 The contractor will take prompt action to identify, categorize, notify, investigate and report on, as requested by the ACOR, accidents/incidents/occurrences per DOE Order 232.2, Occurrence Reporting, NETL Procedure 151.1-01.02, Emergency Categorizations, Classifications, and Notifications, and NETL Procedure 231.1-00.01D, National and Local Occurrence Reporting and Processing of Operations Information (or successor documents).

4.6.2 The contractor will notify all DOE officials in a timely manner of accidents/incidents/occurrences per NETL directives applicable to the severity of the event as required by the above referenced DOE Order and NETL Procedures.

4.6.3 The contractor will enter initial reports, that meet the DOE reporting criteria in DOE Order 232.2, into the DOE Headquarters Occurrence Reporting and Processing System (ORPS) database. Those not rising to that level will be considered for the other DOE reporting databases (such as Computerized Accident and Incident Reporting System (CAIRS), Lessons Learned, etc.)

4.6.4 The contractor will assist persons responsible for corrective actions in performing root cause analyses as requested, and providing corrective action recommendations to the Safety Management, OE Program Manager, NETL Gatekeeper, and Lead Assessors.

4.6.5 The contractor will analyze NETL-related accidents/incidents/occurrences to identify potential trends with a report compiled and delivered to NETL quarterly.

* + 1. The contractor will assist DOE in conducting investigations of accidents/incidents/occurrences that fall outside the DOE Level A or B designation. The contractor will provide a Certified Safety Professional (CSP) for oversight of accident investigations. The contractor’s duties for investigating accidents/incidents/occurrences include:
       1. Promptly preserving the scene thorough the erection of barriers and signs;
       2. Documenting the scene with pictures, sketches, and narratives that provide the appropriate level of scale, description, and reference in accordance with accepted accident investigation practices.
       3. Obtaining statements from witnesses, as appropriate, record circumstances and conditions, and document the extent of injuries for all involved.
       4. Providing DOE with an estimated cost of property damage.

4.6.7 At the direction of the ACOR, the contractor will prepare a final report of findings on all accidents/incidents/occurrences commensurate with the intensity of the event.

*For Historical Information Only: There has been 1 major accident/incident/occurrence each quarter. Five to ten minor accidents/incidents/occurrences per quarter per site.*

4.6.8 The contractor will prepare OSHA reports, documented in 29 CFR 1904, 1910, and 1926. They will prepare draft reports implementing the initial and final reporting requirements of the CAIRS and ORPS.

4.6.9 The contractor will include in each report recommendations to correct safety- and health-related deficiencies in workplace conditions that are suspected to have created the event of the accident/incident/occurrence.

4.6.10 The contractor will monitor, collect, and deliver NETL measures/indicators and generate quarterly injury/illness reports and provide timely submission of employee quarterly work hours.

4.6.11 The contractor will prepare the annual OSHA 300 log for NETL and deliver to the OSHA Program Coordinator.

**4.7 Corrective Action Tracking System Management**

4.7.1 The contractor will serve as a system administer NETL’s corrective action tracking system, presently AIIS, and in doing so keep the database software current and functional 100% of business NETL business hours.

4.7.2 The contractor will provide training and documentation on how to use and administer the corrective action database, upon request.

4.7.3 The contractor will enter findings into NETL's corrective action tracking system daily at the request of lead assessors or the gatekeeper, generating corrective action recommendations.

4.7.4 The contractor will assist with the verification of corrective action closures.

4.7.5 The contractor will advise and assist corrective action responsible persons in the development of root cause analyses and possible corrective action identification as requested by the ACOR.

4.7.6 The contractor will provide a monthly report from the NETL Corrective Action Tracking System (CATS) sorted by location and responsible persons for open/pending actions to the ACOR and others that the ACOR may request.

**4.8 Operating Experience Analysis**

4.8.1 The contractor will keep a log of the number of reports created, number of lessons-learned and operating experience documents distributed, and those implemented at NETL.

4.8.2 The contractor will provide support for the director’s new safety initiative, currently referred to as the "NETL Safety Campaign" (or similar program), monthly. In this effort, the contactor will provide expert information and review for the Director’s assigns to develop mass e-mails, safety fliers, safety bulletins for weekly staff meetings, safety videos, safety talks, and internet postings. Themes/activities will vary and, for example, will include similar content as what was previously done each year for the National Fire Prevention Week information campaign. Support will also include a Safety Day at each site (tentatively in June, but subject to change).

**5.0 SUPPORTING FUNCTIONS**

**5.1 Directives Support**

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

* 1. **Weekly Reports**
     1. The contractor will provide a weekly update report of all safety activities by the noon each Tuesday.
  2. **Training and Travel**
     1. Training will be provided as requested for safety-specific training associated with this Activity, as requested by the ACOR. This training is expected to be limited in volume (i.e., new hires, periodic re-certifications, etc.) and is based on previously provided train-the-trainer courses (e.g., site support contractor personnel were previously trained as trainers). A syllabus/lesson plan (outlining the course content) and attendance record will be provided as part of the documentation for all training delivered under this Activity. The contractor will provide a record of all ES&H-related training to the ACOR within 2 weeks after completion of said training. Copies or pictures of the final slides or other training materials (PowerPoint presentation, transparencies, booklets, print-outs, hand-outs, etc.) will be provided for each training course developed or delivered under this Activity, upon request of the ACOR.
     2. The contractor will provide confirmation of travel and training activities in the travel and training plan by providing certificates or other reasonable verification of accomplishment.

**Note:** All support for training development will be charged to this CLIN Activity, even though training may encompass actions from multiple CLIN Activities. Delivery of training remains with the originating CLIN Activity.

* 1. **International Organization for Standardization (ISO) 14001/OHSAS 18001 Certification Initiatives and Internal Audits**
     1. The contractor will provide audit support and may provide auditors for the ISO 14001 and OHSAS 18001internal certification audits and will participate in NETL’s internal and external audits and assessments as auditees upon request. There are 2 – 3 internal audits each year and 2 external audits each year. Audits may be performed at any or all locations. Telephonic and/or tele-video will be provided by NETL. ISO support activities include:
        1. The contractor participating in planning and closeout meetings of internal audits
        2. The contractor providing suggestions for implementing aspects, targets, objectives, and ES&H Management Plans (EMPs), as appropriate to the ISO Program Manager or Lead Auditor for consideration.

1. **CONTRACTOR FURNISHED ITEMS AND SERVICES**

The contractor shall provide all labor, materials, and supplies necessary to satisfactorily perform this Activity unless specifically identified to be provided by the Government within this PWS. Government furnished property/equipment, supplies and materials specific to this Activity are identified in section 7.0 of this PWS.

* 1. **Conduct of Safe Operations**
     1. Maintain LOTO supply boards with locks, tags, and ties.
     2. Provide testing for all electrical safety equipment through an NEC Compliance and certification testing laboratory.
     3. Maintenance of all confined space signs and labels.
     4. Personal fall protection equipment.
  2. **ENS**

6.2.1 ENS and fire protection panel batteries.

**6.3** **General Facility Safety Maintenance/Inspections**

6.3.1 Charging cords for electric carts

* + 1. Crane operator signage

6.3.3 Portable emergency eyewash stations

6.3.4 Supplies, signs, and replacement parts for all eyewashes and safety showers

* 1. **Fire Protection Systems**

6.4.1 Mounting boards, hooks, fire extinguishers, and signs.

**7.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SUPPLIES AND MATERIALS**

**7.1 Property:** None

**7.2 Equipment:** None

**7.3 Supplies and Materials:** None

**7.4 Shipping**

7.4.1 The government shall provide funding for shipping supplies/equipment to other NETL sites or vendors as necessary.

**8.0 DELIVERABLES**

When reviewing draft deliverables, the government will return consolidated comments to the contractor in a timely manner allowing the contractor time to meet the due date for the deliverable.

The following table highlights the major deliverables associated with this Activity. An electronic copy of all deliverables (or notification of action) will be provided to the ACOR in addition to the designated interested party.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| **Conduct of Safe Operations** | | |
| Log of construction activity surveillance inspections | Electronic - maintained on an NETL server accessible to NETL ES&H personnel. Inspections grouped by location. | Updated Daily with non-compliances and non-conformities reported to the project COR/RP and ACOR as soon as is practicable |
| Safety orientations/briefings documentation | Hard copies on site with access to NETL ES&H personnel or electronic (e-form or scanned) NETL Form 440.4-12/1 maintained on an NETL server accessible to NETL ES&H personnel, with appropriate records grouping and retention (as approved by the ACOR) | Within 5 business days of the briefing |
| Inspection and Assessment Draft Reports (FSARS, R&D SARS, Support Operation SARS, Focus, and Special Emphasis) | Electronic format provided by the ACOR delivered to lead assessor and ACOR | Within 5 business days of inspection or assessment |
| Draft Equipment Specific LOTO Procedures to be certified by the E&F Team and accepted by ES&H | ACOR-approved Format | As agreed/requested by ACOR, approximately 200 procedures per year |
| Records of testing certifications and equipment inventory for electrical safety PPE | Electronic - maintained on an NETL server accessible to NETL ES&H personnel. Inspections grouped by location. | Within 3 business days of issue, collection, shipping, or receipt of a certified electrical PPE item |
| Annual Inventory of Confined Spaces | Electronic or other, as approved by the ACOR in consultation with the CSPM. Maintained with appropriate access to NETL ES&H personnel. | Partial: Within 3 months of newly created, discovered, or identified spaces.  Full: Annually by December 31st |
| Semi-annually review each site’s electrical PPE inventory and testing status via documentation check | Hard copy of semi-annual audit. | Within one month of glove shipment. |
| NETL Confined Space Entry Authorization Form (NETL Form 440.1-16/1) | Hard copies on site with access to NETL ES&H personnel or electronic (e-form or scanned) version maintained on an NETL server accessible to NETL ES&H personnel, with appropriate records grouping and retention (as approved by the ACOR) | Within 3 business days of cancellation. |
| Cancelled/Completed Work Permits (excluding confined space permits) | Hard copies on site with access to NETL ES&H personnel or electronic (e-form or scanned) version maintained on an NETL server accessible to NETL ES&H personnel, with appropriate records grouping and retention (as approved by the ACOR) | Within three (3) business days of cancellation/or received back from party performing work |
| Inventory and log of issued fall protection equipment and inspections performed | Electronic - maintained on an NETL server accessible to NETL ES&H personnel and grouped by location. | Within three (3) business days of change in inventory or inspection |
| Bi-Weekly Radar Speed Monitoring Reports | Will provide that following:  Raw digital data file for each radar speed sign in .csv format;  Data reports for each day detailing at least car counts, average speed, and violation/compliance counts in single hour increments in Excel format;  Snapshot summary report combining data for each site, all sign location, that lists car counts, average speed, and percent compliance. Also with intro and summary language. Single page in MS Word format. | Alternating Thursdays for the previous two-weeks (Sunday (week 1) 12:00 AM through Saturday (week 2) 11:59 PM) data. |
| **Emergency Notification System (ENS)** | | |
| Current system configuration drawings to reflect as-built condition (each location) | Electronic (CAD or PDF) and print | Electronic – quarterly  Print – upon request not to exceed annually |
| **General Facility Safety Maintenance/Inspections** | | |
| Log recording the date, location/cart ID, and a photo of each cord replaced | Electronic - maintained on an NETL server accessible to NETL ES&H personnel. | Quarterly by January 31st, April 30th, July 31st, and October 31st |
| Log of crane inspections and load testing, one log each site | Electronic - maintained on an NETL server accessible to NETL ES&H personnel. | Within 2 weeks after completion of form, inspection, or test |
| Report of random emergency lighting testing | Electronic - maintained on an NETL server accessible to NETL ES&H personnel ACOR. | Semi-annually by April 30th, and October 31st |
| **Fire Protection and Life Safety** | | |
| Training records for fire extinguisher training | Electronic (scans acceptable) NETL F360.1-2 (or equivalent) and maintained on an NETL server accessible to NETL ES&H personnel | Within 1 week after training completion |
| Tri-annual FFPA Report | As agreed to by ACOR consistent with 2017 ALB FFPA evolution and conforming with NETL OP 440.1-05, DOE O 420.1 and DOE STD 1066 as related to facility fire safety | Draft: November 1st (two week DOE review minimum)  Final: by November 30th |
| **Fire Protection Systems** | | |
| Provide reports of annual inspections of fire protection systems and identification of any non-conformances. | Electronic - maintained on an NETL server accessible to NETL ES&H personnel. | Within 2 weeks after the inspection is complete |
| Record of inspections and the NFPA required recertification on all fire extinguishers | Electronic - maintained on an NETL server accessible to NETL ES&H personnel. | Within 2 weeks after the inspection is complete |
| **Accident/Incident/Occurrence Identification, Reporting, and Investigation** | | |
| HQ Level Occurrence Reports | As described in DOE Order 232.2 and the DOE Headquarters Occurrence Reporting and Processing System (ORPS) database (<http://www.energy.gov/ehss/policy-guidance-reports/databases/occurrence-reporting-and-processing-system>) | As required, approximately (on average) eight (8) reportable occurrences NETL-wide per year. |
| NETL Injury/Illness Report | Completed NETL Form 440.1-34/1 | Within 3 working days after occurrence of injury/illness. Historically, annual there have been (on average) 2 at ALB, 22 at MGN, and 15 at PGH. |
| Individual Illness/Injury Report (CAIRS) | NETL Form 231.1-2  DOE Form 5484.3  Reporting on DOE HQ database (http://energy.gov/ehss/policy-guidance-reports/databases/computerized-accident-incident-reporting-system) | Within 7 working days after occurrence of OSHA Recordable Injury |
| Tabulation of Working Hours (CAIRS) | NETL Form 231.1-1  DOE Form 5484.4  Reporting on DOE HQ database(<http://energy.gov/ehss/policy-guidance-reports/databases/computerized-accident-incident-reporting-system> ) | Quarterly by January 9th, April 9th, July 9th, and October 9th. |
| Final report of findings on all accidents/incidents/occurrence investigations | ACOR Approved Format | As required |
| Monthly OSHA Report | MEMORANDUM containing a brief description of all OSHA Recordable Injuries with Corrective Action Status for Contractors and DOE | Monthly by the 12th of each month |
| NETL High Level Metrics  (OSHA Statistics) | Report indicating total OSHA Recordable and DART Case Rates, compared to prior year rates, external rates of similar organizations, and DOE Rates. Include breakdown by site operations and research and development operations. Format as determined by the ACOR | Quarterly by January 9th, April 9th, July 9th, and October 9th |
| Trend Analysis for NETL Organizations | Report trending covering multiple year period including general and specific causes of NETL injuries, organizational distribution, nature of injuries, and accident types. Format as determined by the ACOR | Annually by February 15th |
| OSHA 300 Log | Report and OSHA 300 Form deliver to the OSHA Program Coordinator | Annually by January 20th |
| **Corrective Action Tracking System Management** | | |
| Corrective Action Findings Report (AIIS, or successor, ad-hoc reports) | CATS ad-hoc report on open and pending findings in traditional format segregated by site and individual RPs delivered to ACOR and site office administrative assistant or designee | Monthly |
| **Operating Experience Analysis** | | |
| None |  |  |
| **Supporting Functions** | | |
| Confirmation of travel and training activities in the travel and training plan by providing certificates or other reasonable verification of accomplishment | Electronic (scans acceptable) delivered to the ACOR | Within 2 weeks after training completion |
| Weekly update reports | As determined by the ACOR. Information will include activities, results, and effects on NETL. | Weekly noon each Tuesday |
| Training Documentation  Attendance Records  Syllabus or Lesson Plan which covers outline and learning objectives. | Electronic (scans acceptable) NETL F 360.1-2 (or equivalent) and maintained on an NETL server accessible to NETL ES&H personnel. E-mail to ACOR and training team for entry into the NETL/DOE training database (as appropriate). | Within two weeks after training completion |
| Slides and educational materials used in training course delivery developed or delivered under this Activity. | Electronic in MS Office format or PDF format consistent with training delivery vehicle. | Upon request of the ACOR or area SME. |

**9.0 REFERENCES**

Implementation of safety program support will be consistent with OSHA/FEOSH regulations and following the most current versions of NETL’s Safety Communications Plan, NETL Safety Orders, NETL Safety Procedures, and Safety Manuals (or successor documents).

**9.1** **NETL Directives**

The following NETL Operating Plans (or their successor documents) and cascading procedures (and/or successor documents) will be implemented under this Activity:

9.1.1 Operating Plan 440.1-03D, Work Permits and Special Work

9.1.2 Operating Plan 440.1-04D, General Workplace Safety Program

9.1.3 Operating Plan 440.1-05D, Fire Protection Program

9.1.4 Operating Plan 440.1-08B, Safety Management System

9.1.5 Operating Plan 450.4-01G, Integrated Safety Management System Plan

CLIN 4 Activity 4 – Emergency Risk Management and Response Program Support Services

**PERFORMANCE WORK STATEMENT (pWS)**

**1.0 REQUEST INFORMATION**

**1.1 Period of Performance**: February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)

**1.2 Type of Activity**: The Emergency Risk Management and Response Program Support Services Activity is a firm fixed-price Activity.

**1.3 Description**: Emergency Risk Management and Response Program Support Services

**1.4 Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.

**1.5 Travel**: Travel (between sites) is anticipated, but travel between sites (especially travel to/from the ALB site) for this Activity and associated administrative oversight will be coordinated and consolidated to minimize overall travel costs.

**1.6 Training**: Training is anticipated related to maintaining certifications required to perform scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.

1. **GENERAL REQUIREMENTS**
   1. This Activity is covered by the Service Contract Act.
   2. This Activity does require on-call support based on approval by the ACOR.
   3. The Activity involves:

2.3.1 Emergency Risk Management and Response Program Support

2.3.2 Continuity of Operations (COOP) Program Support

2.3.3 Security Program Support

**3.0** **DESCRIPTION OF SERVICES**

**3.1** The Contractor shall provide emergency risk management and response program support services as defined in this PWS.

**3.2** Emergency risk management and response program support activities include:

3.2.1 Support of the emergency management program

3.2.2 Support to the operations of the emergency response organization (ERO) and teams

3.2.3 Support to the COOP program

3.2.4 Support to the operations of continuity response teams

3.2.5 Operation of the drill and exercises programs

3.2.6 Training specific to emergency response, emergency management and continuity programs

3.2.7 Management and maintenance of equipment used in support of the emergency response, emergency management and continuity programs, including emergency operations centers (EOC), and COOP support facilities

3.2.8 Support of emergency management, emergency response, and COOP programs through directives development, review and revision

3.2.9 Developing reports

3.2.10 Support of the DOE security performance assurance program

3.2.11 Support of the operational security program.

**3.3** Historical figures are provided to frame the level of effort. Unless otherwise noted, contractor may assume that these numbers are collective, across the three sites on which there are NETL EROs.

* + 1. Incident responses, incident response reports: Historical average incident reports filed = 326 across 3 sites. However, actual responses to investigate any type of incident, some of which may not rise to the need to generate an incident report, may bring the response number to 380. Numbers may vary significantly with major construction or infrastructure projects. Calls to incident commanders may occur at any time. Contractor should expect that 15% of the calls are made off hours and should not expect the number to be evenly distributed to the three sites.

3.3.2 Directives: There are 18 forms and 17 directives that are maintained to support, direct and manage the emergency risk management and response program. The directives and forms are reviewed annually (during ISO audits), post exercises and post incident to determine whether there are improvements needed to the directives and forms. This results in every directive and form being reviewed every year. Not all of the directives and forms will need to be edited as a result of the assessments, but the average is that 5 will need to be edited.

3.3.3 Reports: The reports that the contractor is expected to generate are detailed in the deliverables section. Contractor must be aware that during the term of the contract, rising needs, interests and lessons learned from other sites as well as the ALB, MGN, and PGH sites will likely require the contractor to add 1-5 additional reports to the deliverable schedule. Total number of reporting activities, including photographs of incident scenes, may number 850 per year.

3.3.4 Special Support: The contractor will support No Notice Exercise (NNX) and COOP exercises. Annually, NETL participates in 1 NNX and 1 agency level COOP exercise. The level of effort cannot be predicted because of the variances in the nature of this work, which will be outside of NETL’s control. Contractor support may be needed to support VIP visits which average 1-2 per year. Support to off-normal business hours work, which may require 3-5 employees to support confined space rescue teams (example), may number 10 events per year.

3.3.5 Equipment Management: Contractor shall maintain the existing equipment inventory, which includes HAZMAT/Rescue branch in MGN and PGH. See inventory.

3.3.6 Training: 1 computer-based training module, Position Specific – see NETL manual 151.1.-1-08 for training scopes and other requirements. There are 25-32 positions in the ERO (varies per site). Special effort may be required to achieve 100% training of volunteers, meaning that more than one session may need to be held per position, at each site. HAZMAT (MGN and PGH) – 1 training session per month (each site, each team). Support to a significantly reduced emergency public information team – training sessions at each site may need support for organizational information and drill development. County – Host site tours and review of hazards to fire departments and other local EROs, and aid with county exercises if NETL is benefitted from support.

3.3.7 Support of the Emergency Operations Center (EOC):There is one dedicated EOC at each site. Support to the EOC includes equipment management, ensuring that the emergency response directives, phone books, hazards surveys, and assessments are kept in the EOCs and that they are updated annually so that current editions are available, IT equipment testing and management, needs assessments, and, approximately once every 3-5 years, supporting an effort to move or redesign the EOC.

3.3.8 Research, Investigation and Analysis: Contractor should expect that additional support to the program to research new regulatory, technology, HQ requirements, hazards, and determine their impacts to the NETL programs will occur twice per year. The contractor may be asked to conduct or support accident and incident investigation at a level higher than the typical need for an incident report 20 times per year. Significant time devoted to investigation, analysis, and incident or accident investigation may occur twice in a 5-year period.

3.3.9 Communications Drills: Required quarterly. The numbers of devices tested in the communications drills may vary. Currently, the numbers of devices or systems that are tested during communications drills number 50-150 per quarter per site.

3.3.10 Hazards Surveys and Assessments: Hazards Surveys, All Hazard Survey and Threat and Hazard Identification Risk Assessment (THIRA) assessments,which may include physically surveying the site for hazards and chemicals specific to the standards used to assess chemical risks – review each survey and each assessment quarterly for metrics reporting and annually for HQ reporting, and revise if needed. Revisions may also be required if chemicals (new chemical or above threshold screening for existing chemical) above the screening thresholds are brought to the site or are planned for use on the site.

3.3.11 Drills and Exercises: See Scope. Fire drills – Each zone, which may include groups of buildings or other structures, shall be subject of an evacuation or fire drill each year. This number seldom varies but may include an additional structure as planned structures are erected or become occupied or become subject to regulation. Exercises – One NETL site per year is subject to a No Notice Exercise, conducted by NNSA. Dependent on NNSA’s resources, the exercise may be concurrent to a scheduled NETL exercise or may be an additional exercise. DOE emergency risk management and response requirements and requirements from the Office of Continuity of Operations, as well as assessments from both of these offices, indicate that NETL is expected to become compliant with DOE direction to conduct robust exercises for site evacuations, shelter-in-place and site accountability of employees (Federal and contractor) and visitors. NETL will need to conduct its own COOP exercise, as indicated in the results of the self-assessments. In this grouping of exercises, the contractor should expect to conduct one of each type per year per site. The nature of the exercises and the robustness of each may be budget-dependent.

3.3.12 Volunteers in the ERO: Approximately 350 volunteers (total, across three sites).

3.3.13 Incident Commanders: Historically, the contractor has provided incident commanders, and has maintained 4-7 personnel in these roles, rotating the primary duty on a regular basis (not less than weekly or more than monthly), per each site.

3.3.14 Travel:Contractor may pose distribution of its work force to its advantage across the three sites but should anticipate whether travel money restrictions will impede the contractor from reaching compliance with the requirements of the contract. This should thoughtfully be considered in budgeting because of the lack of manpower resources at the ALB site in comparison to MGN and PGH sites with respect to expertise in training, as well as exercise evaluation.

3.3.15 “Stress” Testing: Stress testing, which is a cardiovascular testing determined by a physician to help determine whether personnel are fit for duty in stressful situations, is required for members of the hazardous materials response/rescue branch, if the team position requires wearing a respirator and making entry. Provisions for stress testing for new members of the team and any members whose medical profile suggests the need may number 10 per year. While the personnel in the EP Activity must help arrange for the stress tests, the tests are funded under the Occupational Health Support Services Activity (CLIN 4, Activity 2).

3.3.16 Business Impact Analysis: Update the continuity of operations business impact analysis annually.

3.3.17 COOP self-assessment: Conduct the COOP self-assessment annually. The self-assessment will be conducted using the self-assessment tool provided by DOE.

3.3.18 Performance assurance: Alarms, communications testing quarterly, randomly check doors that should be locked on a weekly basis, documenting tests in a report that includes a narrative description of the testing activity and an analysis of test results.

* + 1. Performance assurance, self-assessments: These occur 6 months apart, one per site, three total. Each site is assessed every other year. The contractor should prepare to assist with interviews and data gathering for key elements of security-related functions. This could include interviews (no more than 15 people at each site), document examination, and data analysis to assist the facility security officer with analysis of the operability of the program.
    2. Authorization of Overtime for ERO Members: The use of overtime is authorized under this Activity for non-exempt ERO Members employed under the SOS Contract only. All ERO Members not employed on the SOS Contract will charge overtime to the respective contract which they are employed under, if appropriate.

3.3.20.1 All non-exempt, SOS Contract ERO Members participating in emergency responses, such as those resulting from accidents, natural disasters, or security threats shall be paid at least 1½ times the basic rate of pay for all work over 40 hours in any workweek.

3.3.20.2 The contractor is required to submit overtime information to the Contracting Officer no later than COB on the following business day after completion of an emergency response. The information shall include: names of ERO members that worked overtime, number of hours of overtime worked for each person, the fully loaded overtime rate of each responder, and total overtime cost. Once this information is received, the Activity will be modified to adjust the firm fixed-price.

**4.0 SCOPE**

The Contractor shall provide emergency risk management and response and continuity programs support activities at the ALB, MGN, and PGH sites. These activities include, but are not limited to:

* 1. **Emergency Risk Management and Response Program Support**

The contractor shall assist in the implementation and maintenance of NETL's emergency preparedness and response program according to 29 CFR 1910.120, other related CFR's referenced in NETL's standards database, DOE Order 151.1D Comprehensive Emergency Management System, DHS and FEMA directives incorporated by requirement of DOE/NNSA, applicable portions of the implementation guides, and NETL directives. Program support shall be in accordance with DOE NETL generated policy. For the purposes of this PWS in the context of emergency preparedness, the word “facility” refers to each of the three NETL sites that have emergency preparedness programs and response organizations. Unless otherwise specified, each of the PWS elements applies to the ALB, MGN, and PGH facilities. Descriptions of some PWS requirements are below. This list does not limit the scope of the PWS but describes expected performance criteria for some which have a discretionary element introduced by DOE Orders or regulations, or for which NETL has determined that a higher standard is desirable than those strictly required by DOE Order. Elements of the program shall include, but are not limited to, the following:

4.1.1 The contractor shall not be responsible for fully staffing the ERO, however, the contractor supports staffing of the ERO as described below and assists DOE with maintaining a minimum staffing level.

* + - 1. Recruiting staff for the EROs, maintaining the EOCs, and maintaining the materials kept at the backup EOCs.
      2. Providing staff to NETL’s EROs to help ensure response protection, according to the sites' emergency response plans.
      3. The contractor shall maintain lists of minimum staffing needed to effectively operate the ERO and monitor those staffing levels and provide DOE with any concerns or needed actions related to staffing.
      4. Prepare to maintain a minimum of twelve SCBA qualified hazardous materials technicians at the MGN and PGH sites, ensuring fire warden coverage, fire warden training, and an active, accurate list of fire wardens.
    1. Conducting drills and exercises by generating a plan for, and executing, two emergency response training drills (which may include table top drills) per year per facility to provide training and practice for the NETL Operations Section and NETL Planning Section.
    2. Developing and executing one annual independently evaluated integrated exercise per facility designed to encompass all sectors of the ERO and evaluate all ERO staff, compliant with DOE Order 151.1 Rev. D Comprehensive Emergency Management System requirements.
    3. Include off-site response organizations at the discretion of DOE. Formally invite applicable off-site first responders (e.g., primary first response agencies) to participate in a relevant drill or exercise at least annually.
    4. Participating at DOE program management’s discretion in community emergency response activities including evaluating or observing community exercises and supporting the efforts to develop and maintain the memoranda of agreements through topic research, providing expert knowledge, and arranging reviews.
    5. Conducting quarterly communications drills of emergency response communications equipment
       1. Conducting daily tests of the emergency 11 phone line at the ALB and MGN sites and weekly tests at the PGH site.
    6. Providing HAZWOPER training for new ERO members and other site personnel, as required by their roles, at the facilities and maintaining records of the certifications and resumes of HAZWOPER instructors.
    7. Providing monthly training for the HAZMAT/Rescue team at the MGN and PGH facilities and providing in-service training for members of the medical team, according to State laws and first responder’s recertification maintenance requirements, at the MGN and PGH facilities. Training shall address site specific hazards such as hazardous materials and rescue tasks and shall ensure that all regulatory requirements such as the National Incident Management System Incident Command System series courses, blood borne pathogens, and confined space rescue are met.
    8. Providing orientations of the site and organizational structure to off-site response agencies as required by DOE and 29 CFR 1910.36 and 29 CFR 1910.120 requirements. These orientations shall address the needs of the off-site responders including:
       1. Orientations to NETL’s confined spaces as required by 29 CFR 1910.146 and the NETL directives that describe the requirements of NETL’s confined space entry and rescue programs.
       2. Provide site visits for NETL Mutual Aid Agreement (MAA) organizations once every two years.
       3. Monitor/support site training for MAA organizations at the organizations’ request and DOE’s approval not more than twice a year.
       4. Offer orientation on site-specific conditions and hazards based on the results of the all hazards planning basis, including familiarization, on an annual basis for any off-site emergency responders in accordance with DOE Order 151.1D, Comprehensive Emergency Management System.
    9. Conducting annual fire drills including evacuation of employees from the buildings and trailers, in discrete groups. The contractor shall ensure that the accountability system is checked during the drills, alarm system operations are verified, critiques are generated based on performance, and shall perform corrective action to maintain a functional system. Fire drills are not required for buildings that are normally unoccupied (e.g., storage, etc.) that are not co-located or co-alarmed with adjacent buildings. At least one drill shall be performed at other than normal business hours to ensure that all personnel know evacuation procedures and that a feasible accountability system can be operated at reduced manpower support levels.
    10. Providing for a system of accountability for employees and visitors in conjunction with security procedures.
    11. Maintaining evacuation plans and assembly areas including generation and dissemination of accountability lists and posting of evacuation zone and accountability maps that are posted in NETL buildings.
    12. Managing ERO equipment including:
        1. Keeping an active inventory.
        2. Maintaining the equipment according to regulatory or consensus standards.
        3. Ensuring that sufficient equipment and supplies are available to monitor and mitigate spills and leaks according to the findings of the hazards' assessments.
        4. Ensuring that members of the ERO have appropriate personal protective equipment and chemical monitoring equipment and are trained in their use.
        5. Providing equipment specifications and forwarding any equipment needs identified to the DOE representative for purchase.
        6. Interacting with representatives of the security and information technology programs to ensure that ERO communications equipment is integrated with the site’s standards for radios, repeaters, and communications protocols.
    13. Preparing or submitting information for emergency response record keeping and reporting including information for the Emergency Readiness Assuredness Plan (ERAP) and any response involving a call out of ERO. The contractor shall provide data to support NETL metrics in the quarterly DOE HQ metric reports.
    14. Revising, generating, and distributing NETL emergency response phone books every six months.
    15. Generating ERO appointment memos as needed for submission to the Activity manager and for distribution by the signature authority.
    16. Developing and maintaining emergency response logs and records and providing incident reports.
    17. Submitting findings from the communications drills, training drills, and annual evaluated exercise.
    18. Providing support to the Emergency Preparedness Program including developing and maintaining hazard surveys and assessments for the NETL sites. The process requires:
        1. An accurately documented HAZMAT screening process using appropriate screening criteria to develop and maintain the hazard surveys, and any follow-on requirements, such as:
           1. Hazard assessments.
           2. All Hazards Surveys/Assessments.
           3. Emergency action levels.
           4. Emergency planning zones and protective action criteria.
           5. Postulate a spectrum of potential emergency event/condition scenarios in the EPHAs.
           6. Assist in development and maintenance of an accurate and timely method for tracking changes in operations, processes, and accident analysis that involve HAZMAT at each facility.
           7. Develop a process to ensure that the hazards survey and EPHA developer is notified of changes in HAZMAT quantities.
           8. Assist in the development of analysis for reducing NETL chemical inventories including operational and financial impacts to NETL.
           9. Based on the findings of the screening process, the contractor is responsible for either the development, maintenance and documentation of an emergency preparedness hazards assessment (EPHA) in compliance with the most recent guidance and requirements from DOE, or the THIRA and All-Hazards Survey Assessment.
    19. Providing assistance in development of NETL’s emergency plans to provide a comprehensive description of NETL’s emergency management program which is compliant in accordance with DOE Order 151.1D, Comprehensive Emergency Management System and its guides.
    20. Foster interaction with other parts of the ERO such as security and the occupational health unit (in MGN and PGH); providing other types of support to DOE NETL that includes:
        1. Gathering metric data.
        2. Researching equipment and providing procurement data.
        3. Researching and providing advice on technical subject matters, NIMS ICS, as well as DOE 151.1D, Comprehensive Emergency Management System subjects.
    21. Providing, during normal working hours, an incident commander at each site to be available on-site for emergency response services. An industrial hygienist will also be available (via dedicated or volunteer service) to support exposure monitoring.
    22. Providing, during other-than-normal duty hours, an accessible incident commander at each site to be available for emergency response and other-than-normal operating conditions.
    23. Providing effective emergency response, facilitating operations by off-site response organizations when they are needed at ALB, MGN and PGH, and conducting operations within the parameters of safe emergency response practices.
    24. Developing and providing data that verify NETL’s compliance with sections of 29 CFR 1910.120 that require specific training elements be met by the HAZMAT team, and the on-scene incident commander/incident command staff, and that require verification of the competency of instructors.
    25. Developing and conducting training plans and training as described in Manual 151.1-8 Emergency Preparedness Training and Appointment of Emergency Responders. Develop a method for evaluating and documenting competency and proficiency in accordance with DOE Order 151.1D, Comprehensive Emergency Management System for members of the ERO.
    26. DOE subject matter experts reserve the right to serve as the lead in efforts to update, revise, and develop emergency response directives, manuals, documents and MAAs. However, the contractor must be prepared to serve as the lead entity for arranging reviews, researching new regulations and DOE orders to ensure compliance, and suggesting revisions that produce a high-quality product that integrates with other emergency response directives and the directives of programs that operate closely with emergency preparedness and response, such as security, safety, industrial hygiene, and fire protection.
  1. **COOP Program Support**

The contractor shall assist in the implementation and maintenance of NETL's continuity programs according to DOE Order 150.1 Continuity Programs, DHS and FEMA directives incorporated by requirement of DOE/NNSA, and NETL directives. Program support shall be in accordance with DOE NETL generated policy. For the purposes of this PWS in the context of continuity programs support, NETL encompasses the five NETL sites, in Albany, OR; Morgantown, WV; Pittsburgh, PA; Sugarland, TX; and Anchorage, AK. Elements of the program shall include, but are not limited to, the following:

* + 1. Conducting or assisting with the execution of a continuity exercise or drill. The scope and timing will be determined by DOE; however, the continuity drill may be conducted as an integrated part of an emergency response exercise or drill. The exercises and drills must be compliant with the separate orders and requirements of the DOE continuity programs and NETL COOP plans. If this cannot be attained by exercising the continuity program in conjunction with emergency response, the contractor should prepare to conduct separate exercises and drills. Separating continuity exercises and drills will not be required at the Sugarland, TX, and Anchorage, AK, sites.
    2. Collecting data and information for the development and preparation of the Continuity Readiness Assurance Report which is submitted annually.
    3. Providing support for the development, maintenance, and testing of the NETL COOP program, which includes:
       1. Pandemic planning and preparation and incorporating COOP planning activities with emergency preparedness where appropriate.
       2. Maintaining a list of essential functions and personnel with the NETL COOP response team phone books.
       3. Gathering information for and preparing the NETL Continuity Readiness Assurance Report (CRAR)
       4. Auditing, assessing, and assisting with tracking corrective actions that are approved for the continuity program, and may include closed points of dispensing (POD) exercises, either in conjunction with the counties or separately within NETL.
    4. Supporting the essential records program in the limited arena of ESS&H and COOP programmatic documentation.
    5. Developing a Business Impact Analysis document in accordance with directives and guidance issued by the Office of Continuity Programs.
    6. Conducting the continuity program self-assessment in accordance with assessment tool(s) provided by DOE.
    7. Develop and execute, or assist with the execution of, a continuity drill, exercise and training program geared toward ensuring that the continuity response teams and senior DOE NETL management understand the continuity program, understand how the emergency risk management and response and security programs integrate with continuity, and understand and are able to execute their roles in the continuity program during responses. Develop after action reports (AAR) and corrective actions, similar in scope to the emergency response exercises.
    8. Conduct quarterly accountability exercises.
    9. Assist with continuity responses, should any occur, with material aid, staff assistance, equipment use and availability, documentation, logging, and after-action reporting.
  1. **Security Program Support**

Facilities and sites must implement and maintain a program that ensures that essential elements used to protect DOE Safeguards & Security interests meet established requirements for reliability, operability, readiness, and performance prior to and during operational use. The contractor would execute the elements of a program assurance plan established by DOE. Elements include:

* + 1. Testing of security access systems and access systems, including locks, cameras, card access areas, on a schedule and level of effort established by DOE.
    2. Conducting operability tests to confirm, without any indication of effectiveness, that a system element or total system is operating as expected.
    3. Conducting effectiveness tests to provide assurance that essential elements of the system are working as expected, separately or in coordination, to meet protection program objectives.
    4. Reporting test failures or compromises to DOE immediately.
    5. Conducting security-oriented awareness campaigns, at the discretion of DOE, which could include:
       1. Operational security and performance assurance.
       2. Security condition levels meanings and changes.
       3. Continuity condition levels.
    6. Supporting the security self-assessment processes and programs by collecting data through interviews, observations and testing, and record collections; document results of interviews and observations and testing; and provide data and records in a collated and sorted manner consistent with the assessment plan provided by DOE. Consultation to summarize the method and manner of interviews, data and record collection, and observations and testing shall be planned in advance and approved by DOE. Specific components of this security program assurance plan element focusing on self-assessments and facility security plans are further detailed in Addendum 1.
    7. Comparing new regulations, standards, laws, and DOE orders with NETL directives to develop corrective action plans and recommend edits to directives.
    8. Testing locking plans for doors for operational security performance.
    9. Testing exit and access plans for effectiveness off hours, ensuring that gates, card access equipment, and intercom and other communications systems work as designed.
    10. Supporting programs to enhance or change security-related signs and deployment of signs in support of the security program.
    11. Supporting efforts to optimize command center space use in conjunction with EOC use.

1. **SUPPORTING FUNCTIONS**
   1. **Directives Support**

5.1.1 The contractor shall review the combined NETL directives to ensure that they reflect the current site practices, DOE orders, and regulatory requirements. The contractor shall assist in revising NETL directives to reflect altered site practices, new or changed responsibilities of individuals, new requirements or regulations, or quality assurance measures. The contractor shall assist in revising or developing NETL directives as new, merged site standards are adopted.

* 1. **Training**

5.2.1 The contractor shall assist NETL in developing emergency response and continuity training courses and content for general employees to be delivered through NETL’s training program. A subset of training support will include continuity response teams and DOE NETL senior management. The courses and content may include creating content for lecture-based courses, computer-based training, and targeted training for support operations. This is in addition to the specific training mentioned above for emergency responders. Other elements of emergency response training are found in 29 CFR 1910.120, developing and conducting training plans and training as described in Manual 151.1-01.08, Emergency Preparedness Training and Appointment of Emergency Responders, and providing annual refresher training based on NETL Manuals 151.1-01.03 and 151.1-01.07, which are the position-specific procedures for each position in the EROs at the MGN/PGH sites and at the ALB site respectively.

* 1. **Corrective Action**

5.3.1 The contractor shall assist with tracking corrective actions established at NETL through AIIS, and implement on-site corrective actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

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

5.4.1 The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities include:

* + - 1. Participating in planning and closeout meetings of internal audits; and

* + - 1. Assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.

**6.0 DELIVERABLES**

The following table contains the deliverables associated with this Activity. The list is not all inclusive and additional deliverables may be requested as requirements change. An electronic copy of all deliverables (or notification of action) will be provided to the ACOR in addition to the designated interested party.

When reviewing draft deliverables, the government will return consolidated comments to the contractor in a timely manner allowing the contractor time to meet the due date for the deliverable.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| Emergency Response Exercise/Drill Plans –  Develop plans to support training exercises/drills. Exercise/drill dates must be approved by the ACOR. | As determined by the Emergency Response Program Manager (ERPM) | Submit plans to ACOR 45 day prior to the scheduled date of the exercise/ drill. |
| Emergency Response Training Drills/Exercises   * Conduct two training drills annually (based on FY) per facility (facilities are the sites located at Albany, OR; Morgantown, WV; and Pittsburgh, PA) which may include tabletop drills. Drill dates must be approved by the ACOR. * Develop/execute one annual independently evaluated exercise per facility (facilities are the sites located at Albany, OR; Morgantown, WV; and Pittsburgh, PA). Exercise dates must be approved by the ACOR. | Based on approved Plan | Two drills per site annually.  Drills are expected to be held early enough in the FY to meet DOE HQ reporting requirements. All exercises should be completed no later than July 30 of each year. |
| After action reports (AAR) –  Develop AARs after each drill and exercise and after each actual incident response that requires coordination of multiple branches or organizations within the incident command system. | Reports with associated corrective action plans | Submit AARs within 30 days following each exercise/drill/incident response.  Support will be required to close all exercise/drill/incident response corrective actions prior to the end of the 4th quarter (September 30th) in order to be documented in the 4th quarter ERO metrics and for inclusion in the Emergency Readiness Assuredness Plan. |
| Closed Points of Dispensing (POD) –  NETL currently holds two closed POD agreements, and expects to participate in a drill or exercise at the MGN and PGH facilities. Contractor participation will be required to support coordination of these events which will be sponsored by NETL or regional entities. | Summary report of POD drill or exercise, including after action report with corrective actions | One Closed POD event at MGN and PGH facilities conducted annually (FY). |
| ERO Equipment Inventory and Cost Evaluation –  Maintain an inventory of ERO equipment and cost evaluation of holdings and replacement value | Maintain and update spreadsheet | Inventory updated at least annually and as requested by the ERPM. |
| Emergency Readiness Assuredness Plan (ERAP)  and Continuity Readiness Assurance Reports (CRAR) | Templates provided by DOE | Annually for ERAP and CRAR, no later than August 15th in order to meet NETL internal reviews and meet HQ submission dates. |
| Incident reports | Template approved by ACOR | Incident reports are generated and distributed within 12 hours of an incident. |
| NETL Emergency Response Phone Books –  Update and distribute NETL Emergency Response phone books; one emergency response phone book and one continuity phone book per site. | Template approved by ACOR. Distributed as Official Use Only. | Distribute for DRAFT review and issue as FINAL every six months (twice per FY). |
| Evacuation Plans/Assembly Areas –  Maintain evacuation plans and assembly areas including generation and dissemination of accountability lists and posting of evacuation zone and assembly area maps that are posted in NETL buildings. | As approved by ACOR | Updated as needed. |
| ERO Appointment Memorandums –  Develop ERO appointment memos for new team members and when position procedures and safety analyses change. | As approved by ACOR | Submit as needed. |
| Emergency Response Logs and Records –  Logs and records are developed during emergency responses. | As approved by ACOR | As needed. |
| Hazard Surveys and Assessments, or Hazard Surveys, All Hazards Survey and THIRA Assessments –  Develop, review, and revise (if necessary) All Hazards surveys and THIRA assessments in accordance with the DOE Order. | Content and method are established by DOE | Quarterly for metrics reporting and annually for HQ ERAP reporting no later than August 15th in order to meet NETL internal reviews and meet HQ submission dates. |
| COOP Exercise and Training   * Develop and submit an exercise plan to execute a continuity exercise training program. * Support NETL’s participation in national or DOE exercises, develop and implement COOP training for members of senior staff and continuity response teams. One facility per year will be exercised from ALB, MGN, or PGH sites. | AAR | Annually.  Complete by June 1st of each year, unless directed otherwise by Continuity Program Manager. |
| Emergency Response and FE Safety and Response Metrics | Templates provided by FE | Quarterly based on FY. |
| Continuity Programs Self-Assessment | Template provided by DOE | Submit to Continuity Program Manager annually. |
| Continuity Programs Business Impact Analysis –  Complete and submit analysis to Continuity Program Manager in accordance with directives and guidance issued by the Office of Continuity Programs. | As determined by Continuity Program Manager | Completed by October 1st (when required) |
| Proof of PWS Compliance –  Required submission of training plans, training logs, incident reports, etc., to the ERPM per the Activity PWS. | As determined by the ERPM | Within one week of event completion. |
| Accountability Exercises   * Provide a plan and conduct quarterly accountability exercises to meet requirements from the DOE Office of Human Capital. * Provide personnel accountability status for each site during quarterly accountability drills. | As determined by DOE Office of Human Capital | Quarterly as announced by the DOE Office of Human Capital. |
| Evacuation and Shelter-in-Place Exercises/Drills –  Completed in accordance with building occupancy standards. Each occupied building on each site is expected to be included in a fire drill which will include building evacuation and accountability, and shelter-in-place actions. | As determined by ERPM | Annually.  Completed by October 1st. |
| Facility Security Performance Plan Support   * Provide support of key element functionality such as communication tests and key equipment operability testing. * One Security Performance Plan per NETL site is required. | As determined by the Security Performance Officer | Quarterly. |
| Security Self-Assessment Support –  Includes site-specific facility security plan updates. | Template provided by DOE | Each NETL site is assessed once every two years. |
| Security-Related Training/Awareness Campaigns –  Conduct SECON, COOPCON, OPSEC, and Performance Assurance Campaigns. | As determined by ACOR | Annually. |

**Emergency risk management and response Program Support Services**

**ADDENDUM 1**

**A1.0 Security Self-Assessments and Facility Security Plans**

DOE requires that NETL submit security self-assessments and facility security plans at least every other year.  NETL security officials require assistance developing these documents in a short-term project. Travel to the ALB, MGN, and PGH sites may be required.

A1.1 This Activity describes a short-term project for which the contractor would dedicate FTEs sufficient to provide expertise to support NETL Federal security staff for the purpose of updating the 3 sites’ facility security plans and self-assessments.  The formats of each have been established.

A1.1.1 Self-assessments:  The level of effort will require collecting data as stipulated by the DOE HQ requirements for self-assessments, assembling the documents, and editing the documents.  Assembling the documents will require copying and document manipulation to incorporate support documents into a seamless whole.

A1.1.2 Facility security plans:  The level of effort will require editing existing documents to match current security policies established by NETL Federal officials.  The contractor will not develop or establish policy but will research existing policy through document searches and interviews and rewrite the existing plans to match.

A1.1.3 Requirements, skills, knowledge

A1.1.3.1 Knowledge of DOE security requirements.

A1.1.3.2 Ability to read and analyze documents for technical requirements, manipulate and evaluate data for assessment and for representation in security planning.

A1.1.3.3 Data collection – support of self-assessments.  Self-assessments are longstanding requirements.  The subject matter and formats are established, but some data may need to be collected for analysis and representation in the documents.

A1.1.3.4 Document organization.

**A2.0 Milestones and Deliverables**

A2.1 Milestones will be established with DOE NETL security officials upon the initiation of the Activity, and close association with DOE NETL security officials during the development and execution of the Activity should be expected.

A2.2 Set of documents ready for review, signature and transmission to DOE HQ elements responsible for assessing the programs and approving facility security plans.

CLIN 4 Activity 5 – ALBANY GROUNDWATER PROGRAM SUPPORT SERVICES

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The Albany Groundwater Program Support Services Activity is a firm fixed-price Activity.
   3. **Description:** Albany Groundwater Program Support Services
   4. **Location:** Albany, OR (ALB), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) site.
   5. **Travel:** Travel is anticipated for periodic groundwater monitoring twice per year (at a minimum). Travel to/from the ALB site for this Activity and associated administrative oversight will be coordinated with other Activities to minimize overall travel costs.
   6. **Training:** Employees working with hazardous substances shall have appropriate HAZWOPER and other training as prescribed by regulations. Other training is anticipated related to maintaining certifications required to perform PWS requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel.
2. **GENERAL REQUIREMENTS**
   1. This Activity involves environmental tasks to support the characterization and/or remediation of groundwater at the ALB site.
   2. This Activity is covered by the Service Contract Act.
3. **SCOPE**

**3.1** The Contractor shall provide groundwater characterization and remediation support activities including, but not limited to:

* + 1. Groundwater Monitoring
       1. The contractor will sample and analyze groundwater from 31 wells located on the ALB property and Liberty Elementary School property twice per year, once in the wet season (October-April, optimally March-April) and once in the dry season (May-September, optimally August-September). The contractor will schedule the sampling events to minimize the impact on the Greater Albany Public School system as described in the Greater Albany Public School (GAPS)-NETL agreement.



* + - 1. The contractor will perform the sampling according to the ALB Groundwater monitoring plan, Oregon regulations, and NETL procedures/manuals. It may be necessary to purge for longer periods of time than usual in several wells due to high turbidity.



* + - 1. The contractor will use appropriate sampling and analysis methods to ensure that the data generated will be comparable to previous monitoring data. The contractor will submit a daily sampling report at the end of each day of sampling. The daily sampling report will include site conditions, personnel present, work done, complications, and the plan for the next day.
      2. The contractor will submit a Sampling Event Work Plan at least 30 days in advance of each sampling event. The work plan will include the scope of the sampling event, the staff involved, the schedule, monitoring well locations, well survey data, well construction diagrams, the sampling and analytical procedures to be used at each well, and the groundwater sampling field forms.
      3. The contractor will submit updated groundwater contaminant trending maps after each monitoring event. These maps will geographically display the historical detected levels of the contaminants of potential concern, including:
         1. Chloroform
         2. Carbon tetrachloride
         3. Trichloroethene
         4. Tetrachloroethene.
      4. The maps will be submitted nine (9) weeks after each sampling event.
      5. After each monitoring event, the contractor will submit an Excel spreadsheet that includes all known historical groundwater monitoring results including this monitoring event. The contractor will keep all analytical data and data validation files in electronic format on the NETL common Drive. The file will be submitted within seven (7) weeks after each sampling event.
      6. The contractor will submit a Groundwater Monitoring Report for each monitoring event. The report will be free of typographical and other errors. Each report will include current:
         1. Project Scope and Objectives
         2. Field and Analytical Procedures
         3. Hydrogeological Assessment
         4. Groundwater Quality Assessment of volatile organic carbons, metals, water quality parameters, and contaminant trends
         5. Summary of data validation
         6. Summary of groundwater flow, quality, and trends
         7. Figures depicting the site location, monitoring well locations, groundwater elevation contours in the perched and gravel aquifer
         8. Concentration of carbon tetrachloride in both aquifers
         9. Concentration of chloroform in both aquifers
         10. Concentration of trichloroethene in both aquifers
         11. Concentration of tetrachloroethene in both aquifers
         12. Concentration of any other parameters detected at levels of concern
         13. Graph for each well depicting the volatile organic concentrations over time
         14. Tables summarizing:
* monitoring well construction details
* groundwater depth, elevation, and water quality measurements
* current and historical groundwater elevations
* hydraulic gradient calculations
* contaminant detection summary
* analytical results for detected volatile organics and metals
* applicable screening criteria for analytes
  + - 1. A report will be submitted seven (7) weeks after each sampling event. NETL will review each report and may have the regulator review the report before it is accepted.
  1. **Plan Updates/Reporting**
     1. Conceptual Site Model (CSM) Update
        1. Based on the results of the groundwater monitoring events and other information provided by NETL, the contractor will update the CSM report on a biennial basis (or as directed by the ACOR).
        2. The report will address all relevant information described in Oregon Administrative Rule Division 122, Hazardous Substance Remedial Action Rules and all relevant guidance provided by Oregon Department of Environmental Quality. Generating the update may involve researching historical information to resolve unknown issues, as well as to include project risk associated with program management. NETL will review the report and may have the regulator review the report before it is accepted.
        3. Schedule: In addition to the needed changes identified by the contractor, the ACOR will provide the contractor with NETL requested changes as necessary. The contractor will submit to the ACOR a list of proposed changes. The ACOR will review the list of changes and reply with comments within 30 days of receipt. The contractor will update the CSM report after groundwater monitoring events have been completed or as directed by the ACOR. The revised CSM will be submitted within 30 days of the agreed to change(s) and updates.
     2. Ground Monitoring Plan Update
        1. The contractor will update the existing Groundwater Monitoring Plan on a biennial basis (or as directed by the ACOR) to include any updates resulting from new information from the groundwater monitoring events or other information supplied by NETL. The current format will be maintained unless otherwise directed by the ACOR.
        2. In addition to the needed changes identified by the contractor, the ACOR will provide the contractor with NETL requested changes as necessary. The contractor will submit to the ACOR a list of proposed changes. The ACOR will review the list of changes and reply with comments within 30 days of receipt. The contractor will submit the updated plan within 30 days of agreed to change(s).
     3. Remedial Investigation / Feasibility Study (RI/FS) Scoping Document
        1. The contractor will create/update an RI/FS scoping document that will include all information that will likely be necessary in the event that NETL begins formal groundwater remediation at the ALB site. The contractor will reference Oregon laws and regulations (especially OAR 340-122, Hazardous Substance Remedial Action Rules) and all relevant guidelines to identify items to be included in this scoping document. The scoping document will be created and maintained in electronic format accessible by the appropriate NETL personnel on a biennial basis (or as directed by the ACOR). Once the list of required information is created, for each item, the contractor will evaluate how completely the current information meets the requirement. Links will be added to the scoping document to link to the relevant current information. The evaluation of completeness will be added to each item in the scoping document. The evaluation will be a detailed analysis of the information needed, why it is needed, the currently available information, and the information that is yet to be acquired.
        2. The contractor will identify all RI/FS requirements in the scoping document and make that document available to the ACOR upon request.
        3. The contractor will analyze all sections of the scoping document and will add all links to current information.
     4. Presentations/White Papers
        1. The contractor, upon request of the ACOR, will provide presentation or white papers on selected current status of the ALB groundwater monitoring program or sections of the scoping document. These presentations/white papers will be used by NETL to aid in future planning efforts for the groundwater monitoring program and will explain the need for the additional work scope, describe recommended methods for attaining information, and an approximate schedule and provide cost estimates (rough magnitude) for each of the recommended actions or methods. *Expected number of presentations/white papers are two per contract year.*
        2. Draft presentation/white papers will be submitted to NETL within 60 days of the request (or as directed). Final white papers will be submitted 30 days after all comments and concerns are finalized.
     5. Annual Site Environmental Report (ASER)
        1. The contractor will update the appropriate sections of the Annual Site Environmental Report, including figures and tables. The update will be provided to the ACOR annually upon request. (See Section 5.0 Deliverables for format and content).
  2. **Electronic Storage**
     1. All reports, analytical data, quality assurance, quality control reports, and other deliverables will be stored on the NETL common drive.
  3. **Safety and Health**
     1. The contractor shall implement their integrated safety management (ISM) plan as related to the services performed under this Activity and in accordance with DOE P 450.4, Safety Management Policy and Integrated Safety Management System Guide, DOE G 450.4-1, Volumes 1 and 2.
     2. Training: Employees working with hazardous substances shall have appropriate HAZWOPER and other training as prescribed by regulations. Other training is anticipated related to maintaining certifications required to perform scope of work requirements (based on specific needs or certifications, as approved in advance by the ACOR) and will be provided by NETL at minimal levels to support requirements.

1. **Supporting Functions**
   1. **Directives Support**
      1. The Contractor shall assist with reviewing and revising NETL directives to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures as related to the Albany Groundwater Program.
   2. **Corrective Actions**
      1. The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews as they relate to the Albany Groundwater Program.
   3. **International Organization for Standardization (ISO) 14001/OHSAS 18001 Certification Initiatives and Internal Audits**
      1. The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities include:
         1. Participating in planning and closeout meetings of internal audits; and
         2. Assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.
   4. **Consulting Support**
      1. For the Activity period of performance, the contractor will provide consulting services related to the products delivered or to be delivered under this Activity. Consulting will be provided by telephone, teleconference, e-mail, or in face-to-face meetings if there are incidental or no travel costs involved.
2. **DELIVERABLES**

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

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| Groundwater Monitoring | According to Groundwater Monitoring Plan | Twice per year |
| Groundwater Sampling Event Work Plan | Format to be approved by the ACOR | At least 30 days in advance of each sampling event |
| Daily Sampling Report | Email to the ACOR | Daily during the two sampling events (per year) |
| Groundwater Contaminant Trending Maps | Format to be approved by the ACOR | Within nine (9) weeks after each sampling event. |
| Update analytical data file | Excel spreadsheet file | Within seven (7) weeks after each sampling event. |
| QA/QC reports | PDF file | Within eight (8) weeks of sampling event |
| Groundwater Monitoring Report | Format to be approved by the ACOR | Within seven (7) weeks after each sampling event. |
| Conceptual Site Model Update | Format to be approved by the ACOR | Biennial (or at the direction of the ACOR) |
| Groundwater Monitoring Plan | Format to be approved by the ACOR | Biennial (or at the direction of the ACOR) |
| RI/FS Scoping Document | Electronic, format to be approved by the ACOR | Biennial (or at the direction of the ACOR) |
| Presentations or White Papers on Program Elements | Format to be approved by the ACOR | As requested by the ACOR (not more than two per contract year) |
| ASER Update | Format to be approved by the ACOR | Annually |
| Groundwater Deliverable Monthly Meeting Status Report | Format to be approved by the ACOR | Monthly |

CLIN 4 Activity 6 – Industrial Hygiene Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The Industrial Hygiene Program Support Services Activity is a firm fixed-price Activity.
   3. **Description:** Industrial Hygiene Program Support Services
   4. **Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
   5. **Travel:** Travel is anticipated, including regular management visits to the ALB, MGN, and PGH sites and staff visits for infrequent support of extensive surveys/assessments. The Contractor will coordinate travel to minimize overall travel costs.
   6. **Training:** Training is anticipated to maintain certifications required to perform the scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.
2. **GENERAL REQUIREMENTS**
   1. This Activity is covered by the Service Contract Act.
   2. This Activity does require on-call support based on approval by the ACOR. T*he historical average of on-call support is 5 for all three NETL sites.*
   3. A Certified Industrial Hygienist (CIH) shall be part of the on-site Contractor’s support staff.
   4. The historical data included in this PWS is provided to support the typical conditions of the work covered in this PWS. All data is subject to change and should be verified by the contractor.
3. **DESCRIPTION OF SERVICES**
   1. The Contractor shall provide Industrial Hygiene Program Support Services as defined in this PWS. Industrial Hygiene Program Support Services include:
      1. Industrial Hygiene (IH)
      2. Personal Exposure and Workplace Monitoring
      3. Ventilation Program
      4. Radiation Monitoring and Protection Support
      5. Personal Protective Equipment (PPE)
      6. Hazard Communication (HazCom)
      7. Chemical Hygiene Program
      8. Toxic GasAlarm Systems
4. **SCOPE**
   1. **Industrial Hygiene**

The Contractor shall provide support and maintain the industrial hygiene program activities in accordance with DOE, Federal, State, Local, and NETL directive requirements. Responsibilities include:

* + 1. Performing sampling and monitoring for various hazards
       1. Provide sampling for various hazards such as air toxins, mold, radon, lead, noise, and other suspect hazards, to determine potential contaminants in workplace conditions are properly recognized, evaluated, controlled, and that no employee is exposed to hazards at unsafe levels.

*Historical average for samples collected annually for all three NETL sites are:* ***Mold****: 20 samples;* ***Lead****: 100 samples;* ***Mercury****: 26 samples;* ***Polychlorinated Biphenyls (PCBs):*** *2 samples;* ***Radio Frequency (RF):*** *4 surveys (ranging between 10-20 readings);* ***Unique Requested Reports:*** *12 reports with surveys (e.g., equipment contamination surveys, disposition surveys, etc.).*

4.1.1.2 Provide sampling and monitoring for asbestos to which presumed or suspect asbestos-containing materials (ACM) are properly assessed in the determination of the presence or absence of ACM, to prevent the release of asbestos fibers, and that no employee is exposed to ACMs at unsafe levels. *Historical average for samples collected annually for all three NETL sites is 300.*

* + 1. Maintaining and calibrating equipment
       1. Calibrate and maintain all portable industrial hygiene monitoring equipment used in the execution of work described in this Activity to support the effort of equipment functionality.
       2. Maintain the equipment necessary to perform annual respiratory fit testing, and tracking records/notifying employees and supervisors of the need for annual fit testing, to support the effort of equipment functionality and the accuracy of maintaining records.
    2. Maintaining industrial hygiene-related programs
       1. Maintain the respiratory protection and hearing conservation programs with assistance from the Occupational Health Program Support Services CLIN 4 Activity 2 to determine appropriate surveillance of work area conditions are properly assessed and controlled.
       2. Provide industrial hygiene-related safety training, as requested, to support the effort of having employees receive the proper instruction required to perform their work safety, competently, and in compliance with all regulatory requirements.
    3. Updating industrial hygiene-related inventories
       1. Maintain and update an inventory of testing results for asbestos-containing materials (ACM), in order to provide the accuracy of maintaining re-assessment condition checks of known ACM. Updates include quarterly responses to the Active Facility Data Collection System (AFDCS).
       2. Maintain and update an inventory of testing results for lead-contaminated materials in order to provide the accuracy of maintaining records.
  1. **Personal Exposure and Workplace Monitoring**

The Contractor shall provide support and maintain the personal exposure and workplace monitoring program activities that are compliant with DOE, Federal, State, Local, and NETL directive requirements. Responsibilities include:

* + 1. Performing personal exposure and workplace environment monitoring
       1. Conduct noise monitoring to determine whether employees are properly entered into the hearing conservation program, and that no employee is exposed to noise levels above the OSHA permissible exposure limits (PELs). *Historical average for samples collected annually for all three NETL sites is 6.*
       2. Conduct chemical monitoring, including nanomaterials, lead, and asbestos, to determine whether employees are properly entered into NETL's medical surveillance monitoring program, and that no employee is exposed to unsafe levels of chemicals, asbestos, or other potentially hazardous materials per DOE, Occupational Safety & Health Administration (OSHA) regulations, American Conference of Industrial Hygienists (ACGIH) guidelines, National Institute for Occupational Safety and Health (NIOSH) recommendations, or other consensus standards.
       3. Conduct carcinogen and reproductive hazard monitoring to determine whether employees are properly entered into the medical surveillance monitoring program and to ensure that no employee is exposed to carcinogens or reproductive hazards at unsafe levels. The Contractor will list and track the carcinogenic and reproductive hazards at NETL. The tracking list will be made available to the ACOR upon inquiry.
       4. Conduct light surveys to determine whether adequate, effective, and well-balanced levels of illumination are established in workplace conditions. *Historical average for surveys annually conducted for all three sites is 4.*
       5. Provide sampling and analysis of potentially hazardous materials/exposures related to construction/renovation/project activities to determine whether potential contaminants in workplace conditions are properly recognized, evaluated, controlled, and that no employee is exposed to hazards at unsafe levels.
    2. Maintaining and calibrating personal monitoring equipment
       1. Personal monitoring equipment will be supplied to personnel working in environments with potential exposures to noise, radiation, chemicals, and other personal safety hazards. Negative exposure assessments can be utilized (if practical) to minimize exposure monitoring costs.
  1. **Ventilation Program**

The Contractor shall provide support and maintain ventilation program activities that are compliant with DOE, Federal, State, Local, and NETL directive requirements. The ventilation program support laboratory and process engineering function activities include the following elements:

* + 1. Provide exhaust ventilation surveys, evaluating ventilation, and providing recommendations for improvements to determine the functionality of engineering controls;
    2. Provide face velocity or other measurements on existing and new hoods before their use and at least annually to coincide with the Safety Analysis Review System (SARS) assessment date to support the effort of compliance with NETL policy and to determine the functionality of engineering controls. The Contractor will alert the responsible DOE representative and project personnel of deficiencies in hood performance and tag out noncompliant hoods. An approximate break-down of in-service exhaust ventilation at all three NETL sites are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhaust Ventilation Systems** | **ALB Site** | **MGN Site** | **PGH Site** |
| In Service | 98 | 123 | 132 |
| Not Required/ Out-of-Service | 87 | 5 | 12 |

***Note****: A list of existing exhaust ventilation systems currently evaluated in performance of this Activity are provided in Attachment 1 of this PWS. Out-of-service systems that are brought back into operation and/or new exhaust ventilation systems that are to be installed, shall be included in Attachment 1 of this PWS for inspection and evaluation.*

* + 1. Assess performance of ventilation flow alarm systems in each fume hood and hazard control ventilation systems to determine the functionality of engineering controls.
    2. Assess performance of local ventilation systems and devices for compliance with DOE determinations for proper performance level and alerting the designated DOE representative to any deficiencies to determine the functionality of engineering controls. The Contractor will provide expert consultation and assistance to correct deficiencies.
    3. Provide indoor air quality monitoring and consulting services to determine whether potential contaminants in workplace conditions are properly recognized, evaluated, controlled, and that no employee is exposed to hazards at unsafe levels. The Contractor shall monitor indoor air quality and interpret results in response to complaints or concerns and provide recommendations for corrective actions. *Historical average of indoor air quality samples collected annually for all three NETL sites is 20.*
    4. Support the design of new or modified ventilation systems to determine the effectiveness of identified engineering controls.
  1. **Radiation Monitoring and Protection Support**

The Contractor shall provide support and maintain radiation program support activities that are compliant with DOE, Federal, State, Local, and NETL directive requirements. Responsibilities include providing radiation monitoring (ionizing and non-ionizing), radiation protection support, assess the risks/impact to human health based on exposure monitoring/dosimetry results, and maintaining an inventory of radioactive materials and known naturally-occurring radioactive materials/technologically enhanced naturally-occurring radioactive materials (NORM/TE-NORM). The radiation support activities shall include the following elements:

* + 1. Conduct leak testing of radiation sources (that meet the criteria outlined in 10 CFR 31.5), shielding, and control areas to determine the accountability of operating with radioactive sources as well as to prevent unplanned exposures and loss of sources.
    2. Provide radiation surveys and inspections to determine the integrity and adequacy level of radiological safety and compliance with 10 CFR 835.
    3. Provide dosimetry calculations to determine whether detected and confirmed intakes are adequately evaluated and that the occupational dose will not exceed limitations.
    4. Conduct exposure monitoring and record keeping to determine whether the integrity and adequacy level of radiological safety and compliance with 10 CFR 835.
    5. Conduct microwave leak/field strength monitoring (periodically and annually) of research and general use microwaves to determine the accountability of operating with radioactive sources as well as to prevent unplanned exposures and loss of sources. *Historical average for samples collected annually for all three NETL sites is 157.* A list of existing microwaves currently evaluated for leak/field strength monitoring in performance of this Activity are provided in Attachment 2 of this PWS.
    6. Provide updates to site radiation source inventory information to determine the physical location of each source; verify the presence and adequacy of associated postings and labels; and to establish the adequacy of storage locations, containers, and devices.
    7. Administer the dosimeter/radiation film badge program, as requested, to determine whether the maximum occupational dose will not exceed limitations. Negative exposure assessments can be utilized (if practical) to minimize exposure monitoring costs. *Historical average for samples collected quarterly for all three NETL sites for radiation dosimetry (rings/badges) is 150.*
    8. Provide radiation safety training, as requested, to support the effort of having employees receive the proper instruction required to perform their work safety, competently, and in compliance with all regulatory requirements.
  1. **Personal Protective Equipment (PPE)**

The Contractor shall provide support and maintain the personal protective equipment program activities that are compliant with DOE, Federal, State, Local, and NETL directive requirements including:

* + 1. Evaluating and proposing PPE use as part of the SARS processes or as requested by the ACOR.
    2. PPE will be maintained via distribution pools to minimize overall cost of the PPE program. High cost PPE (greater than $100) will be managed via training to ensure costs are reasonable, with supervisory review and ACOR review (e.g., safety shoes should last a minimum of a year with proper maintenance and should be allocated accordingly, unless approved by an individual’s supervisor with ACOR review).
    3. The PPE support activities shall include the following elements:
       1. Provide consultation services related to chemical hygiene and the use of PPE to determine whether the implementation of protection is adequately selected for identified safety and health hazards (e.g., physical, chemical, environmental, and electrical).
       2. Provide PPE training, as needed, for:
          1. NETL employees before they start new work activities with potential risks for exposure to hazards.
          2. New employees when they begin work at NETL.
       3. Provide respirator fit testing for employees whose job duties require the use of respiratory protection equipment to determine respirator functionality.
       4. Identify hazards, processes, or tasks that require PPE and provide specifications for PPE that is compliant with OSHA regulations or consensus standards for use, materials, and construction to determine the adequate level of protection.
       5. Maintain, inspect, and clean PPE equipment to support the effort of maintaining the condition and functionality of equipment.
  1. **Hazards Communication (HazCom)**

The Contractor shall provide support and maintain the hazardous communication program activities that are compliant with DOE, Federal, State, Local, and NETL directive requirements. Responsibilities include supporting a hazards communication program and providing support to maintain compliance with HazCom requirements including the following elements:

* + 1. Estimate exposure risk and recommend and implement mitigation actions based on exposure risk to determine whether employees who are working with hazardous materials or are under hazardous conditions have received proper communication of such hazards.
    2. Implement ES&H-related signs, labels, and identifier requirements to support the effort of appropriate issuance and postings at NETL for specific hazards that have the potential to lead to employee injury and/or create damage should employees be unaware of those hazards. *Historical average of ES&H-related signs/labels/identifiers is 2,000 items (including adhesive pockets, laminated sheets, and special-order signs) annually for all three NETL sites (with pooled inventories to manage costs).*
    3. ES&H-related signs, labels, and identifiers include, but are not limited to:
       1. Notice Signs
       2. No Smoking Signs
       3. Hearing Protection Signs
       4. Laser Safety Signs
       5. Fire Extinguisher Signs
       6. Emergency Eyewash & Safety Shower Signs
       7. Exit Signs (e.g., ‘EXIT’ and ‘NO EXIT’)
       8. Satellite Accumulation Area Labels
       9. Hot Surface Labels
       10. Radiation Labels
       11. Chemical Labels (e.g., diesel tank, gasoline tank, carcinogen, etc.)
       12. Asbestos-Containing Material Warning Labels
       13. “For Food Only” Stickers
    4. Provide specialized training/instruction on specific topics such as, showing maintenance crews how to cut lead-based painted metal, to support the effort of having employees receive the proper instruction required to perform their work safely, competently, and in compliance with all regulatory requirements.
  1. **Chemical Hygiene Program**

The Contractor shall provide support and maintain the chemical hygiene program activities that are compliant with DOE, Federal, State, Local, and NETL directive requirements. The chemical hygiene activities shall include the following elements:

* + 1. Provide expertise, assessment services, and consultation for safe chemical use, handling, and storage to support the effort of proper mitigation controls (e.g., engineering, administrative, and PPE) are implemented in the workplace.
    2. Provide consultation for materials covered by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), OSHA, Toxic Substance Control Act (TSCA), Resource Conservation and Recovery Act (RCRA), and Emergency Planning and Community Right-to-Know Act (EPCRA) to support the effort of employee awareness in such that employees are informed of recognized chemical hazards and necessary control measures in order to protect workplace conditions at an acceptable level.
    3. Provide chemical hygiene-related safety training, as requested, to support the effort of having employees receive the proper instruction required to perform their work safety, competently, and in compliance with all regulatory requirements.
  1. **Toxic Gas Alarm Systems**

The Contractor shall provide oversight and management of the calibration and maintenance of the toxic gas alarm system program activities to help ensure compliance with DOE, Federal, State, Local, and NETL directive requirements. Responsibilities include:

* + 1. Determine whether proper mitigation controls are implemented in the workplace relating to the fixed toxic gas sensors, and to help ensure no employee is exposed to hazards at unsafe levels.
    2. Review the instrumentation maintenance inventory to determine the accuracy of records.
    3. Maintain and calibrate portable toxic gas alarm equipment, in accordance with manufacturer’s recommendations, such as the MSA Altair and PortaSens II monitors.

The current inventory of hazardous gas alarm system is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sensor Type / Condition | | ALB Site | MGN Site | PGH Site |
| Facility and R&D Sensors | In Service | 86 | 156 | 147 |
| Not Required/ Out-of-Service | 5 | 18 | 41 |
| Project Sensors | In Service | 44 | 11 | 0 |
| Not Required/ Out-of-Service | 1 | 20 | 0 |

1. **SUPPORTING FUNCTIONS:**
   1. **Directives Support**

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

* 1. **Training**

5.2.1 Delivery of lecture-based industrial hygiene-related training, per NETL procedures.

* 1. **Corrective Action**

5.3.1 The Contractor shall support on-site corrective/preventive actions, per NETL procedures, associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

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

5.4.1 The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities include:

* + - 1. Participating in planning and closeout meetings of internal audits; and
      2. Assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.
  1. **Weekly or Monthly Update Reports**

5.5.1 Reports shall include, at minimum, a summary of the activities performed under the Industrial Hygiene Program Support Services Activity for the week or month for the following work:

* + - 1. Asbestos Containing Material Sampling;
      2. Excess Equipment Inspections;
      3. Hazard Communication Training;
      4. IH Equipment Sent for Calibration;
      5. Indoor Air Quality Complaints;
      6. Laboratory Hood Flow Verification;
      7. Lead Paint Sampling;
      8. Offsite Contractor Construction/Renovation/Project Activity Sampling;
      9. Radiation Protection and Training; and
      10. Toxic Gas Alarm Systems (e.g., Portable Gas Detector) Maintenance

1. **CONTRACTOR FURNISHED ITEMS AND SERVICES:**

The Contractor shall provide all consumable supplies and materials necessary to satisfactorily perform work in the areas identified in this PWS. All equipment being provided by the Government for performance of this Activity is identified under the government-furnished property section of the contract.

* 1. **Industrial Hygiene**
     1. The Contractor shall purchase consumable supplies and materials necessary to satisfactorily perform industrial hygiene-related sampling and monitoring for the ALB, MGN and PGH sites. Industrial hygiene consumable supplies and materials, which are currently being used in performance of this Activity, are listed in Attachment 3 of this PWS. Requests for any new items not on the approved list must be submitted to the ACOR for approval prior to purchase. The Contractor shall be responsible for providing all consumable industrial hygiene supplies and materials once the current remaining inventory is depleted.
     2. The Contractor shall implement preventive maintenance and calibrate DOE-owned industrial hygiene equipment, in accordance with manufacturer’s recommendations.
     3. The Contractor shall purchase any industrial hygiene-related equipment for rental. If IH equipment rental is necessary to complete a survey, contact the ACOR for disposition/planning. *Historical basis is 6-8 rentals per year for all three NETL sites.*
     4. The Contractor shall assist in obtaining cost estimates for asbestos and/or lead abatement and remediation activities.
     5. The Contractor shall procure the services of a qualified persons or laboratories, with proficiency demonstrated by current successful participation in a nationally recognized testing program or an equivalent nationally recognized round robin testing program, for analysis of industrial hygiene samples required in the performance of this PWS (in accordance with applicable controlling regulations).
     6. For any additional sampling in quantities exceeding the historical information, it is recommended that the Contractor provide unit costs.
  2. **Personal Exposure and Workplace Monitoring**
     1. The Contractor shall purchase consumable supplies and materials necessary to satisfactorily perform personal exposure and workplace-related monitoring for the ALB, MGN, and PGH sites. Requests for any new items not on Attachment 3 must be submitted to the ACOR for approval prior to purchase. The Contractor shall be responsible for providing all consumable personal exposure and workplace monitoring supplies and materials once the current remaining inventory is depleted.
     2. The Contractor shall purchase and maintain the annual preventive maintenance agreement for DOE-owned personal exposure and workplace monitoring equipment.
     3. For any additional sampling in quantities exceeding the historical information, it is recommended that the Contractor provide unit costs.
  3. **Ventilation Program**
     1. The Contractor shall purchase consumable supplies and materials necessary to satisfactorily perform ventilation program activities for the ALB, MGN, and PGH sites. Requests for any new items not on Attachment 2 must be submitted to the ACOR for approval prior to purchase. The Contractor shall be responsible for providing all consumable ventilation program supplies and materials once the current remaining inventory is depleted.
     2. The Contractor shall maintain and calibrate ventilation program equipment, in accordance with manufacturer’s recommendations, such as, Alnor instruments for hood capture velocities.
     3. The Contractor shall purchase and maintain the annual preventive maintenance agreement for DOE-owned ventilation program equipment.
     4. For any additional sampling in quantities exceeding the historical information, it is recommended that the Contractor provide unit costs.
  4. **Radiation Monitoring and Protection Support**
     1. The Contractor shall purchase consumable supplies and materials necessary to satisfactorily perform radiation program activities for the ALB, MGN, and PGH sites. Requests for any new items not on Attachment 3 must be submitted to the ACOR for approval prior to purchase. The Contractor shall be responsible for providing all consumable radiation program supplies and materials once the current remaining inventory is depleted.
     2. The Contractor shall maintain and calibrate radiation equipment, in accordance with manufacturer’s recommendations, such as, microwave leakage testers, dosimeters and dosimeter badges, and Geiger counters.
     3. The Contractor shall purchase and maintain the annual preventive maintenance agreement for DOE-owned radiation equipment.
     4. For any additional sampling in quantities exceeding the historical information, it is recommended that the Contractor provide unit costs.
  5. **Personal Protective Equipment (PPE)**
     1. The Contractor shall purchase PPE (managed via pooled inventories) for all SOS-4 contractor employees, whose job functions require PPE, including:
        1. Foot Protection
        2. Eye Protection
        3. Head Protection
        4. Hand Protection
        5. Hearing Protection
        6. Respiratory Protection
        7. Body Protection
        8. Specialty Protection pertaining to electrical and welding activities
        9. Fall Protection Equipment
     2. Inclement weather and uniforms considered non-PPE garments are excluded. Requests for such items should be referred to the individual’s employing organization or supervisor for purchase.
     3. The Contractor shall ensure that:
        1. All PPE meets requirements of applicable OSHA, ANSI, and ASTM standards identified in NETL directives.
        2. All job hazards, processes, and activities that require PPE are identified.
        3. A record of all PPE purchased is maintained. The documentation shall include: brand, item/model number, description, vendor, cost, and date purchased.
  6. **Hazards Communication (HazCom)**
     1. The Contractor shall purchase consumable supplies and materials necessary to satisfactorily perform hazard communication program activities for the ALB, MGN, and PGH sites. Requests for any new items not on Attachment 3 must be submitted to the ACOR for approval prior to purchase. The Contractor shall be responsible for providing all consumable hazard communication program supplies and materials once the current remaining inventory is depleted.
     2. For any additional signage, labels, and identifiers in quantities exceeding the historical information, it is recommended that the Contractor provide unit costs.
  7. **Chemical Hygiene Program**
     1. The Contractor shall purchase consumable supplies and materials necessary to satisfactorily perform chemical hygiene program activities for the ALB, MGN, and PGH sites. Requests for any new items not on Attachment 3 must be submitted to the ACOR for approval prior to purchase. The Contractor shall be responsible for providing all consumable chemical hygiene program supplies and materials once the current remaining inventory is depleted
  8. **Toxic Gas Alarm Systems**
     1. The Contractor shall purchase consumable supplies and materials necessary to satisfactorily perform toxic gas alarm system program activities for the ALB, MGN, and PGH sites. Requests for any new items not on Attachment 3 must be submitted to the ACOR for approval prior to purchase. The Contractor shall be responsible for providing all consumable toxic gas alarm system program supplies and materials once the current remaining inventory is depleted.
     2. The Contractor shall maintain and calibrate Toxic Gas Alarm System equipment, in accordance with manufacturer’s recommendations, such as, hazardous and toxic gas monitors (e.g., Gas Monitors, MSA Altair Gas Monitors, and PortaSens II).
     3. The Contractor shall purchase and maintain the annual preventive maintenance agreement for existing DOE-owned toxic gas alarm system equipment, including:
        1. Facility Sensors: Hazardous gas sensor(s) that are required by a safety process other than an R&D SARS package;
        2. R&D Safety Sensors: Hazardous gas sensor(s) that are required by an R&D SARS package as a mitigation to a hazard; and
        3. R&D Project Sensors: Hazardous gas sensor(s) that are installed as project interlock(s) for an R&D SARS package and are not alarmed to security.
        4. Sensor Heads: Infrastructure for toxic gas alarm systems, which includes alarm panels, conduit, wiring, and mounting of hazardous gas monitors/sensors. Connections to and actual project interlock/warning systems will not be maintained via this PWS.
     4. For any additional toxic gas alarm systems in quantities exceeding the historical information, it is recommended that the Contractor provide unit costs.

1. **GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES:**

The Government will provide the following equipment and services as follows:

* 1. **Equipment:**
     1. The Government shall furnish the following industrial hygiene program support service equipment and associated accessories (equipment costs are provided for reference only):
        1. Industrial Hygiene Equipment listed in Attachment 4 of this PWS.
        2. Personal Exposure and Workplace Monitoring Equipment listed in Attachment 5 of this PWS.
        3. Ventilation Program Equipment listed in Attachment 6 of this PWS.
        4. Radiation Equipment listed in Attachment 7 of this PWS.
        5. Toxic Gas Alarm System Equipment listed in Attachment 8 of this PWS.
     2. The Government shall replace required equipment that breaks or which cannot be repaired or of which cannot be calibrated to manufacturer specifications.
     3. Requests for any new equipment must be submitted to the ACOR for approval.
  2. **Services:**
     1. The Government shall procure DOE-owned equipment repairs.
     2. The Government shall procure asbestos and/or lead abatement and remediation activities.
     3. The Government shall provide a review of technical content and approval of industrial hygiene-related training, with the appropriate subject matter expert(s), to provide to the Contractor, per NETL directives.
     4. The Government shall provide a review on draft deliverables generated in performance of this PWS. Comments on draft deliverables will be made:
        1. Within 3 business days for weekly/bi-weekly deliverables
        2. Within 10 business days for monthly deliverables
        3. Within 15 business days for quarterly deliverables
        4. Within 30 business days for annually or on-time deliverables
  3. **Shipping:**
     1. The Government shall provide funding for shipping samples/equipment to other NETL sites or vendors as necessary. Examples include, shipping industrial hygiene samples for analysis and shipping of industrial hygiene equipment.
  4. **Facilities:**
     1. The Government shall furnish the necessary workspace for the Contractor staff to provide the support outlined in this PWS.

1. **DELIVERABLES**
   1. The following table contains the deliverables associated with the Industrial Hygiene Program Support Service Activity. The list is not all inclusive and additional deliverables may be necessary as requirements change. A copy of each deliverable shall be provided to the ACOR.
   2. The historical average for the following deliverables associated with this Activity are:
      1. **Asbestos Inspection/Re-Inspection Forms:** An average of 12 unique and changed conditions, 249 annual inspections for all three NETL sites, and 1 annual deliverable with all inspections/re-inspections attached.
      2. **Chemical Hygiene Reports:** An average of 1 annually for all three NETL sites.
      3. **Directives Review and Generation:** An average of 4 annually for all three NETL sites.
      4. **Equipment Calibrations:** 70 annually for all three NETL sites.
      5. **Exposure Monitoring Reports:** An average of 6 unique requested reports, and 31 annually for all three NETL sites.
      6. **IH Analyses/Surveys:** An average of 43 annually for all three NETL sites, including 12 unique requested reports.
      7. **Other Inspection and Assessment Results:** 193 annually for all three NETL sites.
      8. **Personal Protective Equipment (PPE) Hazard Assessments:** 1 annually for all three NETL sites.
      9. **Radiation Monitoring:** 18 leak tests for radiation generating devices (RGDs) annually for all three NETL sites, and 1 annual deliverable report (could be required every six months per NETL Procedure 440.1-01.53, Albany Radiological Control Manual, at ACOR request for 34 leak tests and 2 combined deliverable reports).
      10. **Radiation Surveys:** An average of 40 annually for all three NETL sites.
      11. **Radiological Work Permits:** 3 annually for all three NETL sites.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| **Industrial Hygiene** | | |
| IH Analyses/Surveys | As determined by the ACOR | Per analysis, as needed |
| Asbestos Inspection/Re-inspection Form | NETL Form | Per finding of previously unknown ACM, and per finding of change of condition of maintained-in-place ACM |
| Asbestos inventory | As determined by the ACOR | Annually |
| Asbestos AFDCS Spreadsheet | As determined by the ACOR | Quarterly |
| Lead-Based Paint inventory | As determined by the ACOR | Annually |
| Equipment calibrations | As determined by the ACOR | As needed or requested |
| Other inspection and assessment results | Information/audit reports | As requested |
| Conduct reviews and provide input to industrial hygiene-related NETL directives | E-mail response to ACOR | Annually for each directive as requested by ACOR |
| Conduct lecture-based industrial hygiene-related training (including asbestos awareness, nanomaterial safety and health, etc.) | Attendance Lists | As required by the ES&H training database |
| **Personal Exposure and Workplace Monitoring** | | |
| Exposure monitoring reports | As determined by the ACOR | Per exposure, as requested per category (e.g., noise, indoor air, dosimetry, lead, asbestos, radon, mold, lighting, etc.) |
| **Ventilation Program** | | |
| Exhaust Ventilation Surveys | As determined by the ACOR | Per analysis, as needed |
| **Radiation Monitoring and Protection Support** | | |
| Radiation inventory | As determined by the ACOR | Annually |
| Radiation monitoring | As determined by the ACOR | Leak testing results, as required |
| Employee monitoring/  dosimetry reports | As determined by the ACOR | Quarterly monitoring, quarterly and annually reporting, and annual employee notification. |
| Radiation Surveys | As determined by the ACOR | As requested |
| Radiological Work Permits | As determined by the ACOR | As requested |
| Naturally-Occurring Radioactive Material (NORM) or Technically Enhanced Naturally Occurring Radioactive Material (TE-NORM) inventory (with R&D SARS packages) | As determined by the ACOR | Annually (during SARS assessments) |
| Conduct reviews and provide input to radiation-related NETL directives | E-mail response to ACOR | Annually for each directive as requested by ACOR |
| Conduct lecture-based radiation-related training (including General Radiological and Radiological Worker) | Attendance Lists | As required by the ES&H training database |
| **Personal Protective Equipment (PPE)** | | |
| Personal protective equipment (PPE) hazards assessment | NETL Form or similar format | As required by SARS assessments |
| Conduct reviews and provide input to personal protective equipment-related NETL directives | E-mail response to ACOR | Annually for each directive as requested by ACOR |
| Conduct lecture-based personal protective equipment-related training | Attendance Lists | As required by the ES&H training database |
| **Hazard Communication (HazCom)** | | |
| Conduct reviews and provide input to HazCom-related NETL directives | E-mail response to ACOR | Annually for each directive as requested by ACOR |
| Conduct reviews and provide input to HazCom-related online-learning center (OLC) training (including Detailed HazCom and NETL Globally Harmonized System) | E-mail response to ACOR | As required by the ES&H training database |
| **Chemical Hygiene Program** | | |
| Chemical Hygiene reports | As determined by the ACOR | As requested |
| Conduct reviews and provide input to chemical hygiene-related NETL directives | E-mail response to ACOR | Annually for each directive as requested by ACOR |
| Conduct reviews and provide input to chemical hygiene-related training (including Cryogenics) | E-mail response to ACOR | As required by the ES&H training database |
| **Toxic Gas Alarm Systems** | | |
| Conduct reviews and provide input to gas monitoring and gas alarm system-related NETL directives. | E-mail response to ACOR | Annually for each directive as requested by ACOR. |
| **Other Deliverables** | | |
| Weekly or monthly update reports | As determined by the ACOR. Information will include activities, results, and effects on NETL. | Weekly reports by close of business each Friday. Monthly reports by the end of the first week of the month for prior month’s activities. |

1. **REFERENCES**
   1. **NETL Directives** (use the most updated version, including conversion to manuals)
      1. NETL Procedure 231.1-00.02, Injury/Illness Investigation and Reporting
      2. NETL Order 420.1, Safety Analysis and Review System
      3. NETL Order 440.1, ES&H Management System
      4. NETL Operating Plan 440.1-01, Industrial Hygiene Program
      5. NETL Manual 440.1-02, Chemical Hygiene Program
      6. NETL Manual 440.1-01.03, Occupational Medicine Program Implementation
      7. NETL Procedure 440.1-01.06, Indoor Air Quality and Ventilation
      8. NETL Procedure 243.1-00.07, Records Management
      9. NETL Procedure 436.1-03.16, Calibration and Maintenance of Instruments that Monitor and Measure Key ES&H Characteristics
      10. NETL Procedure 440.1-01.13, Hazard Communication Program
      11. NETL Procedure 440.1-01.17, Radiation Protection Program
      12. NETL Manual 440.1-01.28, Asbestos Control and Abatement
      13. NETL Manual 440.1-01.29, Lead Control and Abatement Program
      14. NETL Manual 440.1-01.32, Environmental Noise Monitoring
      15. NETL Procedure 440.1-01.43, Handling Compressed Gases
      16. NETL Manual 440.1-01.45, Ergonomic Program Manual
      17. NETL Manual 440.1-01.52, Respiratory Protection
      18. NETL Procedure 440.1-01.53, Albany Radiological Control Manual
      19. NETL Manual 440.1-01.61, Hearing Conservation Program
      20. NETL Procedure 440.1-01.64, Working in Temperature Extreme Environments
      21. NETL Procedure 440.1-02.01, Safety Data Sheets
      22. NETL Manual 440.1-02.02, Chemical Inventory
      23. NETL Manual 440.1-02.04, SARA Title III Reporting
      24. NETL Procedure 440.1-02.03, Installation of Gas Alarms
      25. NETL Procedure 440.1-03.16, Confined Space Entry
      26. NETL Manual 440.1-04.44, Signs, Labels, Tags, Identifiers, and Safety Warning Devices
      27. NETL Manual 440.1-04.54, Personal Protective Equipment
      28. NETL Manual 456.1-00.01, Nanomaterial Safety and Health
      29. OSHA Technical Manual
2. **DEFINITIONS**
   1. ACGIH: American Conference of Governmental Industrial Hygienists
   2. ACM: Asbestos-Containing Materials
   3. AFDCS: Active Facility Data Collection System
   4. ANSI: American National Standards Institute
   5. ASTM: American Society for Testing Materials
   6. CFR: Code of Federal Regulation
   7. CIH: Certified Industrial Hygienist
   8. ES&H: Environmental, Safety, and Health
   9. EPCRA: Emergency Planning and Community Right-to-Know Act
   10. Facility Sensors: Hazardous gas sensor(s) that are required by a safety process other than an R&D SARS package.
   11. FIFRA: Federal Insecticide, Fungicide, and Rodenticide Act
   12. HazCom: Hazard Communications
   13. IH: Industrial Hygiene
   14. ISO: International Organization for Standardization
   15. Minor Installation: Installation of sensor heads (alarm panels, conduit, wiring, and mounting hazardous gas monitors) for: (1) a new minor laboratory; or (2) the augmentation of an existing lab, using new purchases or reconditioned equipment. Installations shall be within the requirements of the Service Contract Act (SCA).
   16. NIOSH: National Institute of Occupational Safety and Health
   17. NORM: Naturally-Occurring Radioactive Material
   18. OHSAS: Occupational Health and Safety Advisory Services
   19. OLC: Online-Learning Center
   20. OSHA: Occupational Safety and Health Association
   21. PCB: Polychlorinated Biphenyls
   22. PPE: Personal Protective Equipment
   23. PWS: Performance Work Statement
   24. R&D: Research & Development
   25. R&D Project Sensors: Hazardous gas sensor(s) that are installed as project interlock(s) for an R&D SARS package and are not alarmed to security.
   26. R&D Safety Sensors: Hazardous gas sensor(s) that are required by an R&D SARS package as a mitigation to a hazard
   27. RCRA: Resource Conservation and Recovery Act
   28. RF: Radio Frequency
   29. SARS: Safety Analysis Review System
   30. Sensor Heads: Infrastructure for toxic gas alarms, which include alarm panels, conduit, wiring, and mounting of hazardous gas monitors/sensors.
   31. TE-NORM: Technically Enhanced Naturally-Occurring Radioactive Material
   32. TSCA: Toxic Substance Control Act

CLIN 4 Activity 7 – Chemical STORAGE and REGULATED Waste PROGRAM Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The Chemical Storage and Regulated Waste Program Support Services Activity is a firm fixed-price Activity.
   3. **Description:** Chemical Storage and Regulated Waste Program Support Services
   4. **Location:** Albany, OR (ALB); Morgantown, WV (MGN); Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
   5. **Travel:**  Travel is anticipated among the ALB, MGN, and PGH sites and for training (as required by current regulations) for this Activity and associated administrative oversight but will be coordinated to minimize overall travel costs.
   6. **Training:**  Employees working with hazardous substances and wastes shall have appropriate Hazardous Waste Operations and Emergency Response (HAZWOPER) and other training as prescribed by regulations, including 40 CFR 265.16. Other training is anticipated related to maintaining certifications required to perform scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.
2. **GENERAL REQUIREMENTS**
   1. This Activity is covered by the Service Contract Act.
   2. This Activity includes supporting NETL in implementing associated permitting, compliance, monitoring, ES&H training, and surveillance requirements in accordance with applicable regulations, codes and standards.
   3. This Activity includes all labor, training, travel, consulting and reporting associated with this Activity and CLIN 5 Activity 2 – Chemical Storage and Regulated Waste Disposal Services. Materials, supplies, and subcontracted work/vendor activities are provided under CLIN 5 Activity 2 – Chemical Storage and Regulated Waste Disposal Services.
   4. The Government shall supply a cart for the on-site transportation of chemicals and wastes. The use of GSA vehicles off-site shall be limited to official Government business as coordinated with the ACOR. The Contractor shall be responsible for identifying any major maintenance requirements and shall report these requirements to the ACOR/Contracting Officer’s Representative (COR). All major maintenance work shall be coordinated and approved by the COR. The necessary documentation and recordkeeping (including a thorough maintenance log) shall be maintained and submitted to NETL annually or as requested.
3. **SCOPE**
   1. The Contractor shall implement the Chemical Storage and Regulated Waste Programs as described in NETL Policies and in accordance with DOE, Federal, state, and local requirements. Regulated wastes include Resource Conservation and Recovery Act (RCRA) hazardous waste, universal wastes, radioactive waste, Toxic Substances Control Act (TSCA) waste, medical waste, nanoparticle waste, and other hazardous substances or industrial waste generated at the NETL sites.
   2. The Contractor shall maintain a safe and clean environment in the facilities it maintains and operates.
   3. The Contractor shall use appropriate containers for chemicals and wastes as described in NETL policies and respective Federal, State and local regulations.
   4. The Contractor shall comply with all record keeping and reporting requirements specified in 40 CFR 262.40-44. All records shall be kept on the NETL Sites and made available upon request or per regulations.
   5. The Contractor shall immediately report to the ACOR all activities that are suspected to be non-compliant with applicable Federal, State, and local regulations. The Contractor shall recommend to the ACOR methods to better assure compliance and safe handling of chemicals and wastes.
   6. The Contractor shall be responsible for the following:
      1. Operation and Maintenance of the Hazardous Waste Facilities at the ALB, MGN, and PGH sites. The MGN and PGH sites are large quantity generators. The ALB site is a small quantity generator. Elements include:
         1. Support of Hazardous Waste Accumulation Areas
            1. The Contractor shall accumulate hazardous waste in each site’s identified hazardous waste accumulation area to allow for efficient and economical waste management and disposal in accordance with regulations.
            2. The amount of waste permitted to accumulate will be based on the types and quantities of waste.
            3. Hazardous waste will be accumulated and stored in designated hazardous waste accumulation areas including: Building 19 at ALB, Building 33 at MGN, Building 92 at PGH, the compressed gas storage areas, and the drum storage pads. Access to these areas shall be restricted to authorized personnel only.
            4. The Contractor shall ensure compliance with all requirements specified in 40 CFR 262.34 and other applicable regulations.
            5. Hazardous waste accumulated shall not exceed the allowable accumulation time limits or the amounts specified in 40 CFR 262.34.
            6. The Contractor shall conduct weekly inspections of all designated hazardous waste accumulation areas. Inspections shall be documented using the Facility Checklist for Hazardous Waste Accumulation Areas (NETL Form 435.1-2), and the checklists will be maintained in an inspection log for at least 3 years from the date of inspection.
            7. The Contractor shall maintain internal hazardous waste inventories for each hazardous waste accumulation area as described in the regulations. At the ALB site, the Contractor shall also inventory the wastes in the satellite accumulation areas (SAAs) and determine the ALB site’s generator status at the end of every month. When waste arrives at the hazardous waste accumulation areas, the Contractor shall enter the waste into the internal hazardous waste inventories for each hazardous waste accumulation area. The initial entry shall at least document:

a description or name of the waste

the physical state

the point of generation and responsible person

the quantity

the date the waste arrived at the designated hazardous waste accumulation area

* + - * 1. The Contractor shall comply with NETL’s chemical inventory process and provide timely updates to the site’s chemical inventory system or Chemical Inventory Site Manager. The Contractor shall have available a Safety Data Sheet or specific characterization analytical results for each hazardous waste stored or handled.
        2. The Contractor shall ensure compliance with all requirements specified in 40 CFR 265.17 for storage/accumulation of ignitable, reactive, or incompatible wastes. The Contractor shall ensure that all hazardous wastes are properly contained, stored, and identified per the regulations. Proper containment includes placing the hazardous waste in a compatible container that can be closed tightly and properly labeling the container to reflect its contents (secondary containment may also be necessary). The Contractor shall ensure all wastes are stored in appropriate environments and shall address compatibility issues among wastes.
        3. The Contractor shall ensure that all containers are appropriately labeled for all waste in the hazardous waste accumulation areas and all SAAs. The Contractor shall ensure that the containers are suitable for onsite transportation and interim storage at the designated hazardous waste accumulation areas and must comply with all of the requirements specified in 40 CFR 265.170-177. Containers used for hazardous waste must be in good condition, free of leaks or defects, and made of or lined with materials that will not react with, and are otherwise compatible with, the stored hazardous waste.
      1. Support of Satellite Accumulation Areas (SAAs)
         1. SAAs will comply with all requirements specified in 40 CFR 262.34(c). The Contractor shall recommend appropriate locations for new SAAs if needed, and ensure appropriate containers, labels, and signs are being used as stated in all applicable NETL policies and hazardous waste Federal, state, and local regulations. The Contractor shall ensure that SAAs are labeled “Satellite Accumulation Area — Hazardous Waste” or “Hazardous Waste – Satellite Accumulation Area.” These labels can be obtained from the hazardous waste coordinator.
         2. The Contractor shall maintain a list of current SAAs with Responsible Persons designated, supplies used, and wastes generated.
         3. The Contractor shall provide annual training to NETL personnel who generate waste and/or use the SAAs. The training shall include the process described in NETL policies and relevant regulations.
         4. The Contractor shall collect wastes from SAAs weekly, or as appropriate, based on hazardous waste generation rates or when the generator requests a pick up.
         5. The Contractor shall safely transport the waste from the SAAs to the hazardous waste accumulation area. The Contractor shall use appropriate secondary transport containers.
      2. Elementary Neutralization of Corrosive Waste
         1. The Contractor shall operate and maintain the hazardous waste neutralization process in Building 35 at the ALB site. An elementary neutralization unit is used to neutralize corrosive wastes before disposal to the sanitary sewer, as allowed by 40 CFR 270.1(c)(2)(v). The Contractor shall ensure that these systems meet the definition of elementary neutralization as defined in 40 CFR 260.10, and shall log all operational and maintenance activities associated with the process. The Contractor shall notify the ACOR five days in advance of discharge of the tank.
      3. Hazardous Waste Sample Analysis Collection and Preparation
         1. Chemical/sample analysis is necessary to identify, characterize, and classify a waste or regulated substance. The collection and preparation of a sample of waste for chemical analysis shall be performed in compliance with the requirements specified 40 CFR 261 and EPA Standard SW-846.
      4. Hazardous Waste Preparation for Transportation and Disposal
         1. The Contractor shall prepare hazardous waste for transportation offsite to appropriate treatment, storage, and disposal facilities (TSDFs) or other appropriate facilities (e.g., recovery or recycling facilities) in accordance with the pre-transport requirements specified in 40 CFR 262.30-33. The Contractor shall package the hazardous waste in accordance with the applicable DOT regulations on packaging under 49 CFR 173, 178, and 179. In addition, the Contractor shall label and mark each package of hazardous waste in accordance with the applicable DOT regulations on hazardous materials under 49 CFR 172. Each container of 110 gallons or less used for the transportation of hazardous waste offsite must be marked with the following words and information displayed in accordance with the requirements specified in 49 CFR 172.304:

*HAZARDOUS WASTE — Federal law prohibits improper disposal. If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency.*

*Generator’s name and address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*Manifest document number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

* + - * 1. For each waste shipment, the Contractor shall prepare hazardous waste manifests, land disposal restriction documents, accurate and complete waste profiles for each waste stream at each NETL Site, and all other required documents per regulations and NETL policies for waste transportation and disposal to appropriate treatment, storage, and disposal facilities. The Contractor shall ensure that NETL complies with all manifest requirements applicable to generators of hazardous waste as specified in 40 CFR 262.20-23. All manifests will be approved and signed by NETL’s Hazardous Waste Manager.
      1. Hazardous Waste Regulatory Compliance and NETL Report Generation
         1. NETL will comply with all requirements specified in 40 CFR 265, Subpart D, with regard to contingency plans and emergency procedures.
         2. The Contractor shall generate regulatory waste reports as required by Federal, state, local, and DOE requirements. All required reports shall be submitted to the ACOR 20 days before they are due to the regulator or DOE HQ. If the ACOR requires changes, the Contractor shall process the changes within five days of the request.
         3. The Contractor shall maintain internal inventories for all waste stored in the hazardous waste accumulation areas as described in the regulations.
         4. The Contractor shall coordinate with the site’s Chemical Inventory and Safety Data Sheet Manager (CISM) regarding each site’s chemical inventory and shall work in conjunction with the CISM to ensure that the Waste Module portion of the chemical inventory system is maintained/updated with information pertaining to waste management and removal, as necessary.
         5. The Contractor shall prepare and submit the Biennial Reports, annual Pennsylvania Waste Residual Summary Report, annual Oregon Waste Report, and quarterly waste reports. The quarterly waste reports include a categorized list with descriptions and quantities of all wastes handled at each Site (14-15 reports annually).
         6. The Contractor shall maintain the RCRA Contingency Plan that meets the requirements of 40 CFR 264.51. The contingency plan shall be updated annually or as necessary.
         7. The Contractor shall implement the Chemical Storage & Hazardous Waste Programs as described in NETL policies and in accordance with DOE, Federal, state, and local requirements. In the context of NETL P 436.1-02.09 (or subsequent procedure/manual/policy), the Contractor shall perform the duties of the Hazardous Waste Coordinator and the Hazardous Waste Management Personnel. Wastes shall include RCRA hazardous waste, universal wastes, radioactive waste, TSCA waste, medical waste, nanoparticle waste, and other hazardous substances or industrial waste generated at the NETL site.
         8. The Contractor shall complete NETL Form 435.1-6, Pre-Transport Hazardous Waste Manifest Checklist, quarterly or as needed, prior to any shipments. Any issues with the shipment must be corrected before the shipment occurs.
         9. The Contractor shall update the appropriate sections of the Annual Site Environmental Report (ASER), including figures and tables. The update shall be provided to the ACOR.
         10. The Contractor shall inspect all spill kits on a quarterly basis and complete NETL Form 450.1-10 for each inspection.
    1. Operation and Storage of Non-Waste Chemicals elements include:
       1. Operation of the Chemical Storage Areas
          1. The Contractor shall operate and maintain a chemical storage area, as appropriate, and as facility capabilities allow.
          2. The Contractor shall safely store chemicals using appropriate containment (i.e., secondary containers), and dispense chemicals as requested per the NETL ES&H Handbook and all other applicable NETL policies.
       2. Chemical Storage Area Support, Regulatory Compliance, and Report Generation
          1. The Contractor shall conduct weekly inspections of the designated chemical storage areas in conjunction with the hazardous waste accumulation area inspections (see section 3.6.1.1.6). Results of these inspections shall be included with results of the hazardous waste accumulation area inspections on NETL Form 435.1-2. The checklists will be maintained in an inspection log for at least 3 years from the date of inspection.
          2. The Contractor shall maintain internal chemical inventories for all chemicals stored and dispensed as described in the regulations.
          3. The Contractor shall comply with NETL’s chemical inventory process and provide timely updates to the site’s chemical inventory system or Chemical Inventory Site Manager per NETL M 440.1-02.02, Chemical Inventory and NETL M 440.1-02.04, SARA Title III (Emergency Planning and Community Right-to-Know Act) Notification and Reporting (or subsequent procedure/manual) for any chemicals received and/or dispensed. The Contractor shall have available a Safety Data Sheet or specific characterization analytical results, as appropriate, for each chemical stored, handled, or dispensed.
    2. Chemical Storage and Regulated Waste Disposal Services Support
       1. All labor associated with regulated waste identification, characterization, classification, packaging and shipping/disposal activities will be provided under this Activity. Close coordination between this Activity and CLIN 5 Activity 2 – Chemical Storage and Regulated Waste Disposal Services will be required.

1. **Supporting Functions**
   1. **Policy Support**
      1. The Contractor shall assist with reviewing and revising NETL policies to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.
   2. **Hazardous Waste Annual Program Review/Audit**
      1. The Contractor shall use NETL Form 435.1-7, Final Hazardous Waste Management Program Inspection Checklist, to review NETL’s Hazardous Waste Program and Procedure 436.1-02.09, RCRA Hazardous Waste Management, at least annually. This audit and any findings shall be entered into the Corrective and Preventative Action Tracking System.
   3. **Corrective Actions**
      1. The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.
   4. **International Organization for Standardization (ISO) 14001/OHSAS 18001 Certification Initiatives and Internal Audits**
      1. The Contractor shall support NETL’s efforts to maintain ISO 14001 and OHSAS 18001certifications as part of the ES&H Management System and shall participate in NETL’s internal audits and assessments. Support activities include participating in planning and closeout meetings of internal audits and assisting in identifying and implementing aspects, targets, objectives, and ES&H Management Plans.
   5. **Consulting Support**
      1. The Contractor shall provide consulting services related to the services rendered and products delivered or to be delivered under this Activity. Consulting shall be provided by telephone, teleconference, e-mail, or in face-to-face meetings if there are incidental or no travel costs involved. Consulting service might include providing presentations, providing waste disposal or chemical storage data, attending relevant Activity Hazard Analysis meetings or other ES&H meetings, providing input during a spill or leak of hazardous substances, providing input to or conducting relevant training, conducting inspections of waste activities, and being the subject of internal or external audits, reviews, or inspections.
2. **DELIVERABLES**

The following table contains the deliverables associated with this Activity. The list is not all inclusive and additional deliverables may be necessary as requirements change. A copy of each deliverable shall be provided to the ACOR and ES&H Records, as well as stored on the common drive, as appropriate. The format of each deliverable shall be approved by the ACOR.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| **Inventories** | | |
| Satellite Accumulation Area Inventory (one for each Site) | Electronic | Weekly or as needed |
| Hazardous Waste Accumulation Area Inventory (one for each Site) | Electronic | Daily or as needed |
| Chemical Storage Area Inventories (one per Site) | Electronic and issued to the CISM, as appropriate | Daily |
| **Reports** | | |
| Hazardous Waste Biennial Reports (one per Site) | Regulatory Report | Once every two years |
| Pennsylvania Waste Residual Summary Report | Regulatory Report | Once every two years |
| Oregon Department of Environmental Quality Waste Report | Regulatory Report | Annually |
| Update to the Annual Site Environmental Report | Report updates  (Word, Excel, or as appropriate) | Once per year |
| Quarterly Waste Reports (one per Site) | Electronic | Quarterly |
| RCRA Contingency Plan Updates (one per Site) | Report updates  (Word, Excel, or as appropriate) | Annually or as needed |
| Waste Transportation/Shipping Records including the Pre-Transport Hazardous Waste Manifest Checklist, waste manifests, certificates of disposal, exception reports, land disposal restriction notices, and waste determination documentation | Regulatory Report or NETL Form; hard copy of all information kept on-site per regulatory requirements | One set per each waste shipment |
| Waste Analyses Results Report - Report shall include actual lab results, summary, and a review of QA/QC | Regulatory Report | One per each sampling event |
| **Other Deliverables** | | |
| Training for Site personnel who generate hazardous waste | As described in NETL P 436.1-02.09 or subsequent procedure/manual/policy | Annually or as requested |
| Advance notification of the discharge of the ALB neutralization process tank | Email | As needed |
| Hazardous Waste Transportation - Sub-Contractor Audit Report shall include annual audit results and any necessary corrective actions. | Report updates  (Word, Excel, or as appropriate) | Annually |
| Planning and Completion (Evaluation/Processing) Reports concerning Non-Routine Excess Chemicals from the NETL Sites | Email/Spreadsheet and other Regulatory Reports | As requested by the ACOR for Non-Routine Excess Chemicals |
| **Other Records** | | |
| Spill Kit Inspection Report | NETL Form 450.1-10 | Quarterly |
| Hazardous Waste Accumulation Area and Chemical Storage Area Inspection Records | NETL Form 435.1-2 | Weekly |
| Final Hazardous Waste Management Program Inspection Checklist | NETL Form 435.1-7 |  |
| Training records for Activity personnel | Hard copy maintained on-site. | Annually or as needed. |

CLIN 5 – Environmental Remediation/Disposal Support Services (Cost-Reimbursement CLIN)

CLIN 5 Activity 1 – Off-Site Remediation Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The Off-Site Remediation Program Support Services Activity is a Cost-Plus-Fixed-Fee Activity.
   3. **Description:** Off-Site Remediation Program Support Services
   4. **Location:** Rock Springs Oil Shale Retort Site, Rock Springs, WY.
   5. **Travel:**  Travel is anticipated for this Activity and associated administrative oversight but will be coordinated to minimize overall travel costs.
   6. **Training:**  Employees working with hazardous substances and wastes shall have appropriate Hazardous Waste Operations and Emergency Response (HAZWOPER) and other training as prescribed by regulations. Other training is anticipated related to maintaining certifications required to perform scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer’s Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.
2. **GENERAL REQUIREMENTS**
   1. This Activity is covered by the Service Contract Act.
   2. Maintaining site-specific knowledge base and operational capabilities are imperative for any remediation effort; however, this goal should be balanced with appropriate cost saving measures and deferment of activities, as approved by the ACOR.
   3. This Activity includes all supplies, materials, and equipment necessary for the maintenance, operation, and required groundwater sampling during remediation efforts.
3. **SCOPE**
   1. The Contractor will perform remediation activities at five Rock Springs, WY, sites that are currently in active groundwater remediation.
   2. Rock Springs sites will undergo a combination of groundwater pumping and air-sparging remediation activities. Benzene is the only contaminant of concern for all sites.
   3. The remediation activity dates, durations, and operational requirements mentioned below may be adjusted by the ACOR as follows:
      1. As required to meet requests from the Regulator, the Wyoming Department of Environmental Quality (WYDEQ)
      2. To avoid conflict with long-term groundwater monitoring
      3. Due to field conditions beyond the contractor’s control
      4. As requested by the contractor and approved by the ACOR
   4. Activities include:
      1. Rock Spring Oil Shale Retort Remedial Activities
         1. The Contractor will operate and maintain the NETL leased facilities. Any supplies or equipment necessary for the maintenance and operation of the remediation activities will be cost reimbursable.
         2. The Contractor will perform a combination of air sparging/groundwater pumping remediation activities followed by a rebound period at each site as identified and approved by the ACOR and the WYDEQ.
         3. The Contractor will also sample and analyze groundwater from nine wells for each groundwater sampling event. Groundwater monitoring will be conducted and scheduled to best evaluate contaminant rebound.
         4. The Contractor will also submit a quarterly *Rock Springs Remediation Progress Report* describing the remediation activities, rebound information, observed results, and interpretation of the results.
         5. For all air sparging activities, the contractor will sample and analyze vent gases to comply with the air permit waiver for Rock Springs.
      2. Regulatory Requirements
         1. The Contractor will meet all regulatory requirements related to the work performed under this PWS. This includes quarterly remediation progress reports and quarterly air permit waiver reports as required by the WYDEQ. The contractor will submit a draft of any required deliverable to the ACOR at least two weeks before the deliverable is due to the Regulator. The contractor will make any changes requested by the ACOR and resubmit within five days of the ACOR’s request for changes.
      3. Semiannual Meetings
         1. The Contractor will attend and present at a maximum of two meetings per year with the Regulator.
         2. The Contractor will submit to the ACOR draft presentations at least two weeks before the meetings.
         3. The contractor will make any of the ACOR’s requested changes.
      4. Other Reports for Remediation Activities
         1. The Contractor will update the appropriate sections of the Annual Site Environmental Report, including figures and tables. The update will be provided to the ACOR.
         2. The Contractor will submit a detailed plan for remediation activities and groundwater sampling to be conducted at each Rock Springs Site in the *Rock Springs Remediation Plan* to the ACOR for approval annually (February). The plan shall be edited as necessary/requested by the ACOR or required by WYDEQ. The plan will include sampling schedules, list of wells to be sampled, remediation actions suggested, and a detailed schedule of remediation actions and rebound periods for each site.
         3. The Contractor will submit to the ACOR a summary of all the week’s activities. The weekly report will include the planned activities for the next two weeks.
4. **Equipment and Supplies**
   1. Unless otherwise specified, all supplies, materials, equipment, and vehicles needed to perform the work described in this PWS shall be furnished by the Contractor. The use of GSA vehicles off-site will be limited to official Government business as coordinated with the ACOR.
5. **Safety and Health**
   1. The contractor shall implement their integrated safety management (ISM) plan as related to the services performed under this Activity and in accordance with DOE P 450.4, Safety Management Policy and Integrated Safety Management System Guide, DOE G 450.4-1, Volumes 1 and 2.
   2. Training: Employees working with hazardous substances shall have appropriate HAZWOPER and other training as prescribed by regulations.
   3. Personal Protective Equipment (PPE): The contractor is responsible for purchasing, maintaining, inspecting, and cleaning of all PPE for all employees whose job functions require PPE. The contractor shall ensure that:
      1. All PPE meets requirements of applicable OSHA, ANSI, and ASTM standards.
      2. All job hazards, processes, and activities that require PPE are identified.
      3. A record of all PPE purchased is maintained. The documentation shall include:
         1. Brand
         2. Item/model number
         3. Description
         4. Vendor
         5. Cost
         6. Date purchased
6. **Consulting Support**
   1. The contractor shall provide consulting services related to the services rendered and products delivered or to be delivered under this Activity.
   2. Consulting will be provided by telephone, teleconference, e-mail, or in face-to-face meetings if there are incidental or no travel costs involved.
   3. Consulting service might include providing presentations, providing data, attending relevant meetings, providing input to NETL generated reports, and being the subject of internal or external audits, reviews, or inspections.
7. **Deliverables**

The following table contains the deliverables associated with this Activity. The list is not all inclusive and additional deliverables may be necessary as requirements change. A copy of each deliverable shall be provided to the ACOR. Many of the deliverables will be kept on the common drive and/or posted to the intranet, as determined by the ACOR. The contractor will make any changes requested by the ACOR and resubmit within five days of the ACOR’s request for changes.

|  |  |
| --- | --- |
| **DELIVERABLE** | **FREQUENCY** |
| Rock Springs Remediation Plan | Once in the month of February; edited as needed or requested by ACOR |
| Rock Springs Remediation Progress Reports | Quarterly, before the 15th day after each quarter |
| Rock Springs Quarterly Air Quality Report | Quarterly by calendar year, before the 15th day after each quarter |
| Regulatory Meeting Presentations | Twice per year – As scheduled by the ACOR |
| Weekly Summary of Activities | Weekly |
| Waste Analyses Results Report - Report shall include actual lab results, summary, and a review of QA/QC | One per each sampling event |

CLIN 5 Activity 2 – Waste Disposal Support Services

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance:** February 1, 2020 to January 31, 2025 (2-year base with three 12-month options)
   2. **Type of Activity:** The Waste Disposal Support Services Activity is a Cost-Plus-Fixed-Fee Activity.
   3. **Description:** Waste Disposal Support Services
   4. **Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
   5. **Travel:** Travel is covered under CLIN 4 Activity 7 – Chemical Storage and Regulated Waste Program Support Services.
   6. **Training:** Training is covered under CLIN 4 Activity 7 – Chemical Storage and Regulated Waste Program Support Services.
2. **GENERAL REQUIREMENTS**
   1. This Activity is covered by the Service Contract Act.

* 1. This Activity includes supporting NETL in implementing associated compliance, ES&H training, and surveillance requirements in accordance with applicable regulations, codes and standards.
  2. Regulated waste identification/characterization/classification tasks under this Activity will include proper review and recommended disposition (reclamation, re-use, or disposal) of non-routine legacy chemicals (gas cylinders, excess laboratory materials, etc.) that have been identified as high priority excess chemicals based on a risk analysis. Within current scope, processing of these non-routine legacy chemicals shall proceed as funding is made available and in compliance with applicable regulations. If these chemicals are reclaimed or dispositioned as Resource Conservation and Recovery Act (RCRA) hazardous waste, universal wastes, low-level radioactive waste, Toxic Substances Control Act (TSCA) waste, medical waste, nanoparticle waste, industrial waste or other hazardous waste, then waste transportation and disposal or reclamation/recycling activities will also be required.
  3. All labor, training, travel, consulting and reporting associated with this Activity will be provided via CLIN 4 Activity 7 – Chemical Storage and Regulated Waste Program Support Services.
  4. The following materials, supplies, equipment, and subcontracted work tasks will be provided under this Activity:
     1. All supplies, materials, and equipment necessary for the maintenance and operation of the hazardous waste accumulation areas, satellite accumulation areas (SAAs), and chemical storage areas at all three sites.
     2. All supplies, materials and subcontracted work necessary for chemical/sample analysis of any waste generated at all three sites.
     3. All supplies, materials, and subcontracted work necessary for regulated waste transportation and disposal of any waste generated at all three sites.
     4. The Contractor shall be responsible for minor preventive and corrective maintenance of Government-supplied equipment.

1. **SCOPE**
   1. The Contractor shall implement the Chemical Storage and Regulated Waste Disposal Services as described in NETL Policies and in accordance with DOE, Federal, state, and local requirements. Regulated wastes include RCRA hazardous waste, universal wastes, radioactive waste, TSCA waste, medical waste, nanoparticle waste, and other hazardous substances or industrial waste generated at the NETL sites.
   2. The Contractor shall maintain a safe and clean environment in the facilities it maintains and operates.
   3. The Contractor shall use appropriate containers for chemicals and wastes as described in NETL policies and respective Federal, State and local regulations.
   4. The Contractor shall comply with all record keeping and reporting requirements specified in 40 CFR 262.40-44. All records shall be kept on the NETL sites and made available upon request or per regulations.
   5. The Contractor shall immediately report to the Activity Contracting Officer’s Representative (ACOR) all activities that may not comply with applicable Federal, State, and local regulations. The Contractor shall recommend to the ACOR methods to better assure compliance and safe handling of wastes.
   6. The Contractor shall be responsible for the following Regulated Waste Management Services:
      1. Regulated Waste Identification, Characterization, and Classification
         1. The Contractor shall obtain chemical/sample analysis where needed to identify, characterize, and classify a waste or regulated substance.
         2. The Contractor shall be responsible for shipping chemical/sample to an approved, certified external chemical laboratory for analysis.
      2. Regulated Waste Transportation and Disposal
         1. The Contractor shall ensure that only a licensed hazardous or other regulated waste transporter will be used to transport regulated waste offsite to appropriate treatment, storage, disposal facility (TSDF) or other appropriate waste management facilities (e.g., reclamation or recycling facilities).
         2. The Contractor shall ensure that appropriate documentation, reviews, and/or assessments are completed prior to, during, and after shipment per the regulations.
      3. Satellite Accumulation Area (SAA) Services
         1. The Contractor shall ensure all SAAs have appropriate containers, labels, and identified storage areas as needed. Containers used for hazardous waste must be in good condition, free of leaks or defects, and made of or lined with materials that will not react with, and are otherwise compatible with, the stored hazardous waste.
         2. The Contractor shall maintain/replace spill kit material for all SAAs as necessary.
      4. Chemical Storage Area Services
         1. The Contractor shall ensure all stored chemicals in identified chemical storage areas have appropriate containers, secondary containment as needed, labels, and identified storage areas as needed. Containers must be in good condition, free of leaks or defects, and made of or lined with materials that will not react with, and are otherwise compatible with, the stored chemical.
         2. The Contractor shall maintain/replace spill kit material for all chemical storage areas as necessary.
2. **DELIVERABLES**

The following table contains the deliverables associated with this Activity. The list is not all inclusive and additional deliverables may be necessary as requirements change. A copy of each deliverable shall be provided to the ACOR and ES&H Records, as well as stored on the common drive, as appropriate. The format of each deliverable shall be approved by the ACOR.

| **DELIVERABLE** | **FORMAT** | **FREQUENCY** |
| --- | --- | --- |
| **Reports** |  |  |
| Waste Transportation/Shipping Records including the Pre-Transport Hazardous Waste Manifest Checklist, waste manifests, certificates of disposal, exception reports, land disposal restriction notices, and waste determination documentation. | Regulatory Report or NETL Form; hard copy of all information kept on-site per regulatory requirements | One per each waste shipment |
| Waste Analyses Results Report - Report shall include actual lab results, summary, and a review of QA/QC | Regulatory Report | One per each sampling event |
| **Other Deliverables** |  |  |
| Hazardous Waste Transportation - Sub-Contractor Audit Report shall include annual audit results and any necessary corrective actions. | Report updates  (Word, Excel, or as appropriate) | Annually |

CLIN 6 – IDIQ (Tasks can be either Cost-Reimbursement or Fixed-Price)

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance**: TBD – TBD (Period of performance will be determined at the task level)
   2. **Type of CLIN**: The Task Orders issued under this CLIN may be either Cost-Reimbursement or Fixed-Price.
   3. **Description**: Indefinite-Delivery-Indefinite-Quantity (IDIQ) Support
   4. **Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites or other location within the U.S. under jurisdiction of or agreement with NETL.
   5. **Travel**: Travel will be determined at the task level.
   6. **Training**: Training requirements will be determined at the task level.
2. **GENERAL REQUIREMENTS**
   1. The Indefinite-Delivery-Indefinite-Quantity (IDIQ) Support CLIN will be utilized to provide additional within scope support for supplies and/or services that are not captured in other CLIN’s.
3. **SCOPE**

This CLIN is an IDIQ CLIN for the overall general scope of facility maintenance support. The intent of this CLIN is to provide an avenue for task orders to be issued for unanticipated items that fall outside of the specific CLIN scopes of the other areas of performance.

* 1. DOE may issue the following types of task order(s) under this CLIN:
     1. Cost-Plus-Fixed-Fee (CPFF) task orders may be issued by one of two methods by which the Contractor can earn fixed fee pursuant to FAR 16.306(d)(2):
        1. Term-type
           1. Term type task order(s) will be issued when the scope of work is defined in general terms and the Contractor shall be required to devote a specified level of effort for a stated time period.
        2. Completion-Type
           1. Completion task order(s) will be issued when the scope of work defines a specific task (or tasks).
     2. Firm-fixed-price (FFP) task order(s) will be issued when acquiring services on the basis of definite or detailed scope of work and fair and reasonable prices can be established at the outset.
  2. Performance under this CLIN is subject to the following order procedure:
     1. The Contractor shall incur costs under this CLIN only in the performance of task orders and revisions to task orders issued in accordance with this ordering procedure. No other costs are authorized without the express written consent of the Contracting Officer (CO).
     2. All funding will be placed on the contract at the CLIN level and identified as to which task order the funding is to be applied. Each task order is subject to FAR 52.232-22 “Limitation of Funds” clause and as further restricted by the identified funding per task order.
     3. NETL will issue task order requests electronically. The Contractor shall designate an individual(s) to be the point of contact for task orders and submission of task order responses.
     4. From time-to-time during the period of performance of this CLIN, task orders will be issued in writing by the Contracting Officer (or his/her designee). The task order request shall consist of:
        1. Type of task order
        2. Task to be performed (within the general scope of facility maintenance)
        3. Schedule of performance
        4. Any identified special provisions such as government-furnished property or special instructions
        5. A due date for task order response
     5. The Contractor shall respond electronically with a Task Management Plan. Each Task Management Plan shall consist of:
        1. Technical approach (how the work will be conducted/performed)
        2. Cost plan (cost reimbursement) or price plan (fixed price)
        3. Travel and training necessary to perform the work
        4. Other pertinent information (subcontracts, equipment, supplies, etc.).
     6. The Government will then review the response, determine if discussions are necessary, and then approve or reject the task order. Once approved, task order performance shall commence.
     7. Task Orders may be issued within any area of facility maintenance operations support. Changes in programmatic support to meet changing needs may result in a task order being issued. The scope of work under this CLIN may involve effort in any area under Facility Operation and Maintenance support services and encompasses all the various operational and maintenance support necessary to maintain the facility infrastructure that are not specifically covered in the other CLINs of this contract.

CLIN 7 – Transition (Fixed-Price CLIN)

**PERFORMANCE WORK STATEMENT (PWS)**

1. **REQUEST INFORMATION**
   1. **Period of Performance**: TBD – TBD (90 calendar days prior to the effective date of the contract)
   2. **Type of CLIN**: The Transition Services CLIN is a firm fixed-price CLIN.
   3. **Description**: Transition Services
   4. **Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
   5. **Travel**: Travel (between sites) is anticipated.
   6. **Training**: NETL specific training related to site access and computer access is anticipated.
2. **GENERAL REQUIREMENTS**
   1. This is the Transition CLIN required to transition work from incumbent contract to the contract issued to the Contractor for similar or changed requirements.
   2. The Contractor is expected to complete the orderly, efficient, and effective transition within the period of performance of this CLIN.
3. **SCOPE**
   1. The Contractor shall provide to NETL all supervision, personnel, tools, equipment and services (excluding those items identified under the Government-furnished section of the contract) to satisfactorily perform work in the areas identified in this PWS.
   2. This PWS is for the orderly, efficient, and effective transition of all contract activities from the incumbent contractor to the successor contractor and includes the following elements:
      1. Transition Management
         1. Transition Oversight and Coordination – The Contractor shall provide clearly defined interfaces between its team and NETL Contracting Officer (CO), and Contracting Officer Representative (COR). The Contractor shall provide clear and continuous lines of communication using direct, one-on-one, and group meetings, telephone and e-mail, and regular status reporting. Coordination mechanisms shall include:
            1. Internal status meetings to discuss the status of actions and emerging issues.
            2. CLIN-specific electronic status updates to confirm/verify the status of specific actions related to the transition.
            3. Transition management meetings to evaluate risks and issues to make decisions on mitigation/corrective actions.
            4. Contract status meetings to discuss contract-related issues identified during transition.
            5. Deliverable meetings to verify receipt and confirm acceptance of transition deliverables.
      2. Transition Plan
         1. The Contractor shall provide a detailed and comprehensive plan for transitioning the work and the workforce in an effective and cost-efficient manner from the beginning of the transition period through assumption of full contract responsibility. The plan must describe the Contractor's management approach to all transition activities and discuss how continuity of operations will be maintained throughout the transition period.
         2. The Contractor shall read all CLIN PWSs carefully to ensure they understand the CLIN type, and requirements.
         3. CLINs shall be issued for a variety of on-going core-type work and are either a fixed-price or cost-plus-fixed-fee type.
         4. All current CLINs will be communicated to the Contractor during the transition period and it is expected that the operation of all CLINs be under the full operational control of the successor Contractor by the effective date of the contract.
         5. Include the following activities among the transition activities discussed in the plan, and a strategy for:
            1. Accepting and responding to CLIN requests.
            2. Assuming operational control of all facilities.
            3. Assuming responsibility for ES&H functions and activities.
            4. Staffing, relocating, orienting, and training Key Personnel and other than Key Personnel positions and a staffing schedule.
            5. Accepting assignment of incumbent contractor's subcontracts, and other agreements and commitments including regulatory permits; if determined by the CO or proposed by the Contractor.
            6. Inventorying and assuming responsibility of Government Furnished Property
            7. Assuming control of all business and management systems (e.g., accounting, property, procurement, Human Resources (HR), Information Technology (IT), safeguards and security, etc.).
            8. Contacting, interviewing, and hiring qualified staff to respond to the various requirements of multiple CLIN’s within the short duration of the transition period.
            9. Establishing positive labor-management relations and employee relations at the point of transition, including addressing employee benefits, employee concerns, and applicable collective bargaining agreements.
            10. Avoiding disruption of service during transition.
         6. The plan should include a milestone schedule (see schedule below) of transition activities and address interaction with the incumbent contractor and Government personnel. It should also address:
            1. Key issues and milestones associated with the transition.
            2. Identification of potential barriers to a smooth transition and/or any potential impacts on continuity of operations.
            3. Plans for their elimination or mitigation.
         7. The narrative shall clearly indicate the end of the transition period and assumption of normal operations.
      3. Transition Execution: The Contractor shall provide a seamless transfer of responsibility for ongoing and new work assignments during the transition period including:
         1. Uninterrupted delivery of CLIN assignments
         2. Sustained, high quality execution of assignments
         3. Government Property responsibilities
         4. Accountable and sensitive property currently accountable to the incumbent contractor for contract performance will be provided to the Contractor for performance of CLINs issued under this contract. During the transition period, a wall-to-wall physical inventory is expected to be completed and an acceptance of the full accountability for the accountable and sensitive property at the end of transition.
         5. A copy of the Contractor’s property management systems procedures is to be provided for review and concurrence to the Government Property Administrator.
      4. Schedule: At a minimum, the following is a list of items that should be addressed in the Milestone schedule:
         1. Responding to contract level reporting requirements
         2. Attending a kick-off meeting with NETL Management
         3. Risk Management Plan
         4. Knowledge and Data Transfer Plan
         5. QA/QC Program Plan
         6. CLIN Portfolio Transfer Strategy & Plan
         7. HR Sourcing & Selection
         8. HR Relocation, On-boarding & Orientation of Key Staff and corresponding support staff
         9. Staff badges and entrance into Personnel System
         10. Mandatory Federal training of the staff (i.e., computer security training, Environmental Safety & Health Training, Privacy Act, etc.)
         11. Verification and assumption of operational responsibility
4. **DELIVERABLES**
   1. The following table contains the deliverables associated with this CLIN. All deliverables shall be submitted to the CLIN COR. The list is not all inclusive and additional deliverables may be necessary as requirements change.

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

1. **ASSUMPTIONS**
   1. The Contractor shall review the historical information identified in solicitation and the minimum qualifications as identified in Section J, Attachment D – Position Qualifications of the master contract for the type and number of staffing historically utilized.
   2. The Contractor shall develop the Transition Plan based on the expectation of having the following CLINs issued during the transition period:
      1. CLIN 1 – R&D Support Services (Fixed-Price CLIN)
      2. CLIN 2 – R&D Equipment/Materials (Cost-Reimbursement CLIN)
      3. CLIN 3 – Engineering & Facilities Support Services (Fixed-Price CLIN)
      4. CLIN 4 – ES&H Support Services (Fixed-Price CLIN)
      5. CLIN 5 – Environmental Remediation/Disposal Support Services (Cost-Reimbursement CLIN)
      6. CLIN 6 – IDIQ (Activities can be either Cost-Reimbursement or Fixed-Price)
      7. CLIN 7 – Transition (Fixed-Price CLIN)