Statement of Work

Building Automation System Repairs

U.S. DEPARTMENT OF STATE

BUREAU OF OVERSEAS BUILDINGS OPERATIONS

Post Location:	Stockholm, Sweden
Organization:	The US Department of State, Bureau of Overseas Building Operations, OPS/FAC/PS BAS Support
Preparation Date:	April 3, 2025
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Acronyms and Abbreviations

The following are commonly used acronyms and abbreviations in this document.

1. AHU = Air Handling Unit
2. ASHRAE
3. ARSO = Assistant RSO
4. BAS = Building Automation System
5. BMS = Building Management System
6. CAA = Cleared Access Area (Secure Area)
7. CFSM = OBO Construction, Facilities, and Security Management
8. CH = Chiller
9. CHW = Chilled Water
10. CHWV = Chilled Water Valve
11. CLIN = Contract Line Item
12. CMR = Chief of Mission Residence
13. CO = Contracting Officer
14. COR = Contracting Officer's Representative
15. DHW = Domestic Hot Water
16. DOS = Department of State
17. DS = Diplomatic Security
18. EPA = Environmental Protection Agency
19. FAC = Facilities or OBO/CFSM Facilities
20. FM = Facility Manager
21. FMS = Facility Maintenance Staff
22. GSO = General Services Officer
23. GWA = General Work Area (Unsecured Area)
24. HVAC = Heating, Ventilation, and Air Conditioning
25. HW = Hot Water
26. HWV = Hot Water Valve
27. IMO = Information Management Officer
28. IBC = International Building Code
29. IRM = Information Resource Management
30. LAA = Limited Access Area (Unsecure)
31. MSGQ = Marine Security Guard Quarters
32. NEC = New Embassy Compound or National Electrical Code
33. NFPA = National Fire Protection Association
34. NCC = New Consulate Compound
35. NOB = New Office Building
36. OBO = Bureau of Overseas Building Operations
37. O&M = Operations and Maintenance
38. PAA = Public Access Area (Unsecured Area)
39. Post = Department of State Overseas Embassy, Consulate, or Mission
40. RSO = Regional Security Officer
41. SME = Subject Matter Expert
42. TCN = Third Country National
43. TDP = Technical Data Package
44. TDY = Temporary Duty (Work Travel OCONUS)
45. WHE = Warehouse

1. Purpose

1.1. Post requires Building Automation System (BAS) repair services. The Contractor shall repair the control system(s) at Post as described in this Statement of Work. The Contractor shall repair the Building Automation System(s) in a safe, reliable and efficient manner. The Contractor shall also provide inventory, documentation, and reporting services to OBO, the Post Facility Manager (FM), and Post Facility Maintenance Staff (FMS).

1.2. Post has identified numerous system deficiencies that require repair for adequate system operation. Multiple HVAC equipment is currently operating in manual mode due to failed devices and controllers.

1.3. The objective of this repair work is to

1.3.1. Allow the BAS normal, full, and complete system operation. The BAS repair work required shall include, but is not limited to:

1.3.1.1. The purchase and shipment to Post of the required material to repair and/or replace BAS and associated components and equipment
1.3.1.2. The setup, installation, and checkout of repaired/replaced equipment
1.3.1.3. Adjustments to improve system operation
1.3.1.4. Trend & Alarm configuration
1.3.1.5. Graphics creation/modification
1.3.1.6. As-Built and O&M creation/modification
1.3.1.7. Training/demonstration of work

1.3.2. Result in all systems repaired under this agreement being in good operational condition when the work is completed.

1.4. The Contractor shall provide all necessary managerial, administrative, and direct labor personnel as well as all transportation, tools, instrumentation, equipment, and supplies required to perform the BAS repair services defined in this Statement of Work. The Contractor shall provide the services of qualified, trained, manufacturer-certified BAS technicians to perform the required BAS repairs procedures.

1.5. All work shall be accomplished in a manner which conforms to the intent of all applicable IBC, ASHRAE, NFPA/NEC, U.S. EPA, and DOS policy, procedures, and directives; causes no damage to buildings or property; endangers none of the building occupants or workers during these tasks; and leaves the areas safe for occupancy.

1.6. Contracting Officer's Representative (COR) and COR's Subject Matter Expert (SME):

1.6.1. The Contracting Officer will assign a COR at the time the contract is awarded to manage the Contract. All project related activities and coordination shall be addressed through the COR.

1.6.2. The OBO/CFSM/FAC/PS BAS Support SME for this project shall be Burke B. Gower.

1.6.3. If, while in the process of fulfilling the requirements of this Statement of Work, the Contractor is denied access to spaces, equipment or systems covered by this Statement of Work or is in any other way hindered from fulfilling the requirements of this Statement of Work, the Contractor is required to contact the COR and/or the SME to report the problem and request assistance. To the extent possible, the COR and/or SME will attempt to provide assistance or offer alternative approaches to fulfilling the Statement of Work requirements so that the Contractor can fulfill their obligations.

1.6.4. The COR and SME do not have the authority to obligate or to change the terms/conditions associated with the Contract. If the Contractor receives direction from any source that changes contract requirements or exceeds the scope of the Contract, the Contractor shall immediately notify the Contracting Officer in writing with a detailed explanation of the change requested and an estimate of any additional costs. At no time will any additional expenses, beyond those included in the signed Contract, be honored without the Contracting Officer's approval.

2. Period of Performance

2.1. The period of performance shall be 60 calendar-days from the date of award.

2.1.1. All work on-site and off-site shall be completed within the period of performance.

2.1.2. The work shall be considered deficient if the Contractor fails to provide the services outlined in this scope within the period of performance.

3. Systems Impacted by the Scope of Work

3.1. GWA BAS

4. Scope of Work

4.1. Parts and Materials

4.1.1. General:

4.1.1.1. Licenses: All licenses shall be made out to the “The U.S. Department of State”. Licenses shall allow the Government to work directly with the BAS,

software, and hardware manufacturers. It shall not be necessary after the project warranty period for DOS to work through installing Contractor to obtain new or modified licenses, parts, upgrades, and technical support from BAS manufacturer.

4.1.1.2. Spares: The Contractor shall provide one (1) or ten percent (10%), whichever is greater, spares for all items with the exception of Operator Workstations, Laptops, and those parts specifically stated to not require spares by this Statement of Work.

4.1.1.3. Parts Selection: Parts selected shall match existing parts already installed and in spare stock at Post unless otherwise directed by the Statement of Work. The Contractor is responsible for obtaining The diversity of part types and product numbers at Post shall be kept to a minimum.

4.1.1.4. Substitution: Should the Contractor elect to use a part or material other than that outlined by this Statement of Work, the Contractor shall submit a 'Material Substitution Request Form' to the COR and SME for review and approval. Parts substituted by the Contractor shall not impose any additional costs onto the Government or extend the Period of Performance. Submission of a material substitution request does not guarantee the Contractor that the suggested material will be accepted.

4.1.2. The Contractor shall procure, ship or deliver to Post, install, and test the following material and parts:

4.1.2.1. CC02 Controller: Replace the failed Controller and associated I/O Modules in Cabinet CC02, which controls AHU1 and AHU5. The existing controller is currently operating as a stand-alone but shall be seamlessly integrated to the existing BAS as a part of this project. The new controller shall have a local display to allow viewing of controller performance and I/O Point values.

4.2. Troubleshooting

4.2.1. Not applicable.

4.3. Repairs

4.3.1. The Contractor shall perform the following repairs at Post:

4.3.1.1. Replace the failed Controller and associated I/O Modules in Cabinet CC02, which controls AHU1 and AHU5. All existing I/O Points will be terminated to the new controller, programmed, commissioned and documented. Contractor shall coordinate with the Post Facility Manager and/or Facility Management Staff to create and configure Time Schedules, Alarms, Trends, and Graphics for each system affected by this work.

4.4. Training

4.4.1. Provide Facility Maintenance staff with a minimum of 3 hours of hands-on training in the operation and maintenance of the installed BAS components. Training shall include:

4.4.1.1. Graphics/Local Interface navigation
4.4.1.2. System start-up and shut down
4.4.1.3. Creating and reading Trends and Reports
4.4.1.4. Identifying, acknowledging, troubleshooting, and clearing Alarms
4.4.1.5. Modifying Setpoints for major control function variables used to control, fans, air handling units, heating/cooling systems and other building system components
4.4.1.6. Troubleshooting system communications and sensor problems
4.4.1.7. Replacement of failed controllers
4.4.1.8. BAS Controller backup and restoration procedures
4.4.1.9. Special training for System Administrator only: Creation and removal of BAS User Accounts

4.5. Execution Schedule

4.5.1. The Contractor shall create an Execution Schedule, outlining the key milestones and approximate timeline of the project. This schedule is informal and can be created in the body of an email.

4.6. Deliverables

4.6.1. General: The Contractor shall be responsible for producing schedules and documenting work and activities performed while on site. The deliverables required by this Statement of Work shall be submitted to the Post Facility Manager/COR at Post and also to OBO/CFSM/FAC/PS - “BAS Support” for review and approval as well as record keeping purposes.

4.6.1.1. All deliverables shall be uploaded to FAN.gov in accordance with the COR’s instructions. Exceptions include backups, and mirrored or cloned disks. If the Contractor does not have a FAN.gov account, one can be attained by contacting BAS Support: BASSupport@state.gov.
4.6.1.2. Deliverables that cannot be submitted through FAN.gov, such as large backups, and mirrored or cloned disks, shall be submitted as follows:

4.6.1.2.1. One (1) set of Deliverable disk(s) shall be submitted by the Contractor to the Post Facility Manager.
4.6.1.2.2. One (1) set of Deliverable disk(s) shall be submitted by the Contractor to OBO/CFSM/FAC/PS - “BAS Support”.

4.6.2. Document Creation, Classification and Handling Requirements: Each submission shall consist of the appropriate documentation as required herein.

4.6.2.1. Drawings and other documents prepared for or used for this work shall become the property of the Government. The Government reserves the right to reproduce, in part or whole, the deliverables for internal Government purposes.

4.6.2.2. All Contractor deliverables shall be provided as electronic media. No paper deliverables are required.

4.6.2.3. Electronic media documentation shall be submitted in the form of searchable PDF files. These documents shall also be submitted in their native file formats (AutoCAD, Word, Excel, Power Point, Project, etc.).

4.6.2.3.1. The quality of electronic media prints and plots will, at a minimum, be 600 dpi.

4.6.2.3.2. All new documentation shall be provided in the English language.

4.6.2.3.3. All new documents shall include a Table of Contents. The Table of Contents shall include all sections of the document and any addendums included with the document.

4.6.2.3.4. The pages in all new documents shall be numbered. The numbering in the associated Table of Contents shall be coordinated to ensure the correct page numbers are used.

4.6.2.4. New drawings, if required, will be set up in accordance with OBO A&E Design Guidelines and Criteria. Drawings will be set up to plot on 11" x 17" media.

4.6.2.5. The Contractor shall be responsible for reviewing all documentation generated under the contract against the “Security Classification Guide for Design and Construction of Overseas Facilities” (SCG) to ensure appropriate classification, marking and handling. This shall include but not be limited to reports, submittals, manuals, drawings, etc.

4.6.3. As-Built Drawings: The Contractor shall create, or update existing, As-Built drawings for all work performed. Drawings shall include, but are not limited to:

4.6.3.1. Control Diagrams: Control diagrams for each system controlled or monitored shall be provided on an individual and separate drawing complete with a schematic diagram, a bill of materials, a sequence of operation and tagging information.

4.6.3.1.1. Schematic diagrams shall show each sensor and control device associated with that system and the individual components associated with the system (e.g., fans, pumps, coils, dampers, valves, etc.). Sensors, control devices and system components will be shown on the schematic diagrams in the relative position where they are installed.

4.6.3.1.2. Control points shall be labeled with their associated point tagging information. Sensors and control devices shall be graphically shown, with wiring. Power, signal and control wiring shall be shown.

4.6.3.1.3. Control diagrams shall include set points, reset ranges, throttling ranges, differentials, operating ranges and failure positions.

4.6.3.1.4. Each diagram shall be representative of one (1) system. The Contractor will not utilize one diagram to represent more than one system, even if they are identical. The only allowable exception to this requirement is for Terminal Units (e.g., VAV boxes, Fan Coils Units, etc.). where ten or more identical systems are represented.

4.6.3.1.5. All new devices and components shall be marked so that they are easily identifiable using notations and/or revision clouds.

4.6.3.2. Control Panel Diagrams: Scale drawings of control panel layouts, both inside and face plate, which show all components installed. Include labeling, mounting locations and terminal strip termination information.

4.6.3.3. Sequences of Operation:

4.6.3.3.1. Provide on the control diagram for each system a complete written sequence of operation pertaining to the diagram.

4.6.3.3.2. Write sequence in similar steps to the sequence of operation presented in the existing As-Built Documents. At a minimum, all control processes shall be clearly shown in a text narrative form. Sequences shall be written in the contractor's own words in order to demonstrate a clear understanding of how the system is to operate and to be specific to the control system equipment used. Copying/duplication of the sequences presented in the existing As-Built documentation is not acceptable.

4.6.3.3.3. Modifications shall be made to reflect any changes made to the Sequences of Operation by the Contractor and any permanent changes to the Sequences of Operation discovered by the Contractor while evaluating the existing programming, but not previously documented.

4.6.3.3.4. Incorporate device tags from the Control Diagrams and Point Lists into the sequences.

4.6.3.4. Point Lists (Sensor/Device Tag Schedules): Provide Point Lists that at a minimum indicate sensor/device type, tag identifier, terminal connection points for wiring on the controller, BAS software point name, complete BAS point address and BAS expanded point description. BAS software point names and associated BAS expanded point descriptions shall incorporate the device tags used. A separate point listing shall be provided for each controller.

4.6.3.5. Wiring Diagrams:

4.6.3.5.1. Terminal Wiring Diagrams: Complete point-to-point terminal drawings shall be provided for each controller and the electrical devices connected to the system controls. Include voltage, currents, and terminal strip termination information. Power, signal, interlock and control wiring shall be shown.

4.6.3.5.2. Ladder Wiring Diagrams: Wiring diagrams which show all wiring associated with a power source, transformer, or power supply in a “ladder” format. Include voltage, currents, and terminal strip termination information.

4.6.3.5.3. Composite Wiring Diagrams: Submit complete, detailed control and interlock wiring diagrams. Show mechanical and electrical equipment and all electrical interlocks, indicating terminal designations for all equipment. Clearly differentiate between factory-installed and field-installed wiring. Include voltage, current, and terminal strip termination information. This shall include Motor Starters, Variable Frequency Drives, Chiller Control Panels, etc.

4.6.3.5.4. Sensor and End Device Diagrams: Submit typical detail drawings for each sensor and end device used. These detail drawings shall show installation details and sensor/end device wiring, including terminal designations.

4.6.4. Product Data: Include manufacturer's technical literature for every part used in the BAS. Indicate dimensions, capacities, performance characteristics, electrical characteristics, finishes for materials, and installation and startup instructions for each type of product indicated.

4.6.4.1. Include technical data for Operator Workstation equipment, interface equipment, control units, transducers / transmitters, sensors, end devices, actuators, valves, relays / switches, control panels, operator interface equipment and anything else used as part of the installation.

4.6.4.2. When a manufacturer’s data sheet refers to a series of parts rather than a specific part model, data specifically applicable to the project shall be highlighted or clearly indicated by other means. Mark catalog sheets which show two or more devices or model types of a part to indicate the specific model and the associated options and accessories being used.

4.6.4.3. Control System Software Information:

4.6.4.3.1. Include technical data for BAS Software, operating system software, operator interface, color graphics, and other third-party applications.

4.6.4.3.2. Submit all licensing information for all software installed on the Operator Workstations (servers, desktop computers and laptops).

4.6.4.3.3. Submit all licensing information for all hardware that requires licensing, such as supervisory controllers.

4.6.5. User Account Retention: The Contractor shall create a listing of the User Accounts that exist within each BAS. The Contractor shall create tables listing the Operating

System User Accounts, BAS User Accounts, Controller Interface User Accounts, and encryption software User Accounts that are used to access each BAS workstation, server, and controller at Post.

4.6.5.1. If there are User Accounts that are generic in nature, the Contractor shall also gather the passwords associated with these generic accounts. The Contractor will not attempt to gather password information for User Accounts that are set up for specific individuals.

4.6.5.2. The User Account tables shall include the following four (4) columns.

4.6.5.2.1. User Account Name
4.6.5.2.2. Name of Person Associated with the User Account
4.6.5.2.3. User Account Password (if applicable)
4.6.5.2.4. Type of User Account (Administrator, Standard User, etc.)

4.7. Deliverable Schedules

4.7.1. Pre-Work Deliverables: The Execution Schedule shall be emailed to, and approved by, Post Personnel and BAS Support prior to the start of on-site work.

4.7.2. Post-Work Deliverables: The items described under Section "4.6. DELIVERABLES" must be submitted within thirty (30) calendar-days following the completion of all on-site work.

5. Contractor's Responsibility

5.1. General

5.1.1. Performance will be accomplished in strict conformance with the contract clauses, provisions, and conditions contained herein.

5.1.2. The Contractor shall be responsible for all methods, techniques, and procedures used and for coordinating the work following the proposed schedule. Portions of the facility not directly affected by work activities shall remain functional.

5.1.3. The Contractor shall be responsible to the Government for acts and omissions of the Contractor's employees, subcontractors and their employees, and other persons performing any of the work under contract with the Contractor.

5.1.4. If the Contractor performs any work contrary to U.S. laws, ordinances, or regulations, the Contractor shall assume full responsibility and shall bear all costs attributable thereto.

5.1.5. The Contractor shall save, defend, keep harmless and indemnify the U.S. Department of State, officers, departments, agencies, agents, and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (e.g., court costs and attorney's fees), charges, liability of exposure, however caused, on account of any copyright, patented or un-patented invention, process

or article manufactured or used in the performance of this Contract, including its use by the Department of State. If the Contractor uses a design, device, or materials covered by license, patent, or copyright, it is mutually agreed and understood that the Contract price, without exception, includes all royalties or costs arising from the use of such design, device, or materials in any way involved with the work.

5.1.6. The Contractor's work schedule shall be as directed by the Post Facility Manager. When not indicated otherwise, work shall occur during one 8-hour shift per day, 5 days per week. Weekends and holidays shall be considered work days provided access to the worksite is available, these specific workdays are needed to complete the work, and approval to work these specific days has been granted by the Post's Facility Manager. The proposed work schedule is subject to Post's Facility Manager (FM), General Services Officer (GSO) and/or the Management Officer's approval. The work schedule shall be determined prior to the scheduling of site visit activities at Post.

5.2. Codes and Regulations

5.2.1. U.S. Government codes and regulations, the applicable laws, codes, and standards of foreign countries, and industry standards apply and are incorporated herein by reference and made part of the contract.

5.2.2. Contractor shall adhere to work practices and procedures set forth in applicable codes, regulations, and standards, including obtaining permits, licenses, inspections, releases, and similar documentation, as well as payments, statements and similar requirements associated with codes, regulations, and standards.

5.2.3. Except to the extent that more explicit or more stringent requirements are written directly into the contract, all applicable U.S. EPA and U.S. OSHA codes, regulations, and standards have the same force and effect (and are made a part of the contract by reference) as if copied directly into the contract, or as if published copies are bound herewith.

5.2.4. The Contractor shall assume full responsibility and liability for compliance with all applicable U.S. EPA and U.S. OSHA regulations and shall hold the U.S. Government and its representatives harmless for failure to comply with any applicable work, hauling, disposal, safety, health or other regulations on the part of the Contractor, their employees, or subcontractors.

5.3. Authorization to Visit Site

5.3.1. The Contractor is responsible for obtaining proper passports, visas, emergency medical evacuation insurance, Defense Base Act insurance and immunizations.

5.3.2. A "Notice to Proceed" cannot be issued for a site visit until the Contracting Officer has received verification / proof that the Contractor is covered by Defense Base

Act (DBA) insurance for the site visit. No authorization to travel will be given if this information is not provided.

5.3.3. The following describes the minimum clearance requirements that must be met for BAS work performed at Post as part of this contract.

5.3.3.1. Contractor personnel performing Contract requirements in General Work Areas (GWA) and Public Access Areas (PAA) do not require a clearance.

5.3.3.2. Information for Un-cleared personnel must be submitted to the Post Resident Security Officer (RSO) for screening and approval prior to being granted access to Post.

5.3.4. The Contractor shall submit a Country Clearance Request (CCR) to the COR at least fifteen (15) business days prior to the Contractor's departure for Post. Submission of the CCR information will result in official electronic Country Clearance (eCC) to Post and official certification of Contractor personnel security clearance levels to the Regional Security Office (RSO) of the Post to be visited. Subsequent changes in personnel or schedules will not be permitted unless specifically authorized by the COR. The Contractor shall not depart to Post without a Diplomatic Security (DS) verified Country Clearance.

5.4. Contractor and Personnel Qualifications

5.4.1. The Contractor shall employ a competent On-Site Supervisor, satisfactory to the Government, to work, at all times, with the authority to act for the Contractor.

5.4.2. The Contractor shall utilize competent BAS engineers, technicians, programmers, etc., satisfactory to the Government, to perform the work and services required by the contract. BAS Engineers, technicians, programmers, etc. shall have a minimum of five (5) years of experience performing the type of work described within the Statement of Work.

5.4.2.1. The personnel engaged in providing PM Services for the DOS shall be trained and certified by the BAS Manufacturer on the Manufacturer's Product Line(s) being serviced by that employee. Certifications shall be current and maintained throughout the life of the contract.

5.4.2.2. Biographical data (a resume), a list of recently completed projects demonstrating five (5) years of BAS experience and proof of training and certification from the BAS hardware and software manufacturer shall be submitted for personnel providing BAS PM Services under this statement of work. The manufacturer shall certify that installer has been trained on the proper installation of the manufacturer's BAS and is an approved installer.

5.4.2.3. Personnel not trained and certified by the manufacturer of a BAS will not be permitted to work on that BAS. Exceptions to this requirement will be made on

a case-by-case basis for older BAS that are no longer produced or supported by the Manufacturer or for which the Manufacturer no longer exists.

5.4.2.4. The Contractor shall not change the proposed personnel without permission from the COR. The Contractor shall submit such a request in writing with justification for change to the COR.

5.4.2.5. The Contractor shall provide a means of transportation to bring personnel, supplies, tools and equipment to and from Post. The Contractor shall be responsible for providing this service. The costs shall be included in the Contractor's proposal.

5.4.2.6. The Contractor shall be responsible for providing all tools required to perform the work at Post. If the Contractor requires Post to provide tools or equipment, written permission shall be required in advance of the trip.

5.4.2.7. The Contractor shall, at all times, enforce strict discipline and good order among all persons utilized to work and shall not utilize any unfit persons not skilled in the tasks assigned to them.

5.5. Materials and Equipment

5.5.1. The Contractor shall obtain the approval of a Procurement Plan and/or a Shipping Plan from the Post Facility Manager prior to undertaking either activity.

5.5.2. All parts, materials, components, equipment, systems, and products furnished by the Contractor shall be new, unused and shall not be remanufactured in any manner. Used or remanufactured parts or components are not allowed nor are they acceptable for use. All replacement or warranty parts shall be new and equal to or better than manufacturer recommended replacements. Exception: BAS Controllers may be provided that are refurbished or repaired if they are no longer produced by the BAS Manufacturer and the BAS Manufacturer no longer has any new stock for sale.

5.5.3. The Contractor shall ship all materials and equipment in accordance with current Government regulations governing carrier usage (contact Post General Service Officer (GSO) for specific entry guidance).

5.5.4. The Contractor shall deliver all materials and supplies to the site in the original packaging bearing the name of the manufacturer and details for proper storage and usage. The Contractor shall pack all project materials and equipment to protect them from damage that can be caused by shipment, transit and rough handling. Damaged or deteriorated materials and supplies must be promptly removed from the premises and new materials and supplies sent to Post to replace the damaged or deteriorated materials and supplies.

5.5.5. The Contractor shall complete a line-item inventory for materials received and validate that received materials are correct.

5.5.5.1. The Contractor shall furnish to the Post Facility Manager a line-item list of material ordered (to include quantities and cost) and a line item receiving report

of material received by the Contractor (to include quantities and cost) prior to shipment of any material to Post.

5.5.5.2. The Contractor shall furnish to the Post Facility Manager a line-by-line packing list (to include quantities and cost) of materials being shipped to Post by the Contractor.

5.5.6. The Contractor shall submit to the Post Facility Manager MSDS sheets for all HAZMAT. The Contractor shall pack HAZMAT per DOT requirements and provide line-item inventory and packing list(s) for all packages containing HAZMAT.

5.5.7. Upon arrival at Post, storage of all materials will be subject to security restrictions and inspections in accordance with Diplomatic Security (DS) mandated requirements.

5.6. Contractor Use of Premises

5.6.1. The Contractor shall confine operations to the areas permitted under the Contract. Portions of the site beyond areas in which work is indicated are not to be disturbed. All persons shall report directly to the Facility Manager (FM) or General Services Officer (GSO) upon arrival and participate in a security briefing provided by the Regional Security Officer (RSO). The Contractor's personnel shall conform to Post's security rules and regulations affecting the work while engaged in the effort and regarding personal behavior. No cameras, computers, phones or other electronic equipment will be permitted at Post without prior approval by the Regional Security Officer (RSO). The RSO will identify any other site restrictions to the Contractor.

5.6.2. The Contractor shall, at all times, keep the site free from accumulation of waste materials or rubbish generated by the work. At the completion of the work, the Contractor shall remove all such waste materials and rubbish as well as tools, equipment, and surplus materials.

5.6.3. The Contractor must adequately protect and work around equipment or other fixed items that cannot be moved out of the work area.

5.6.4. The Contractor shall keep existing driveways and entrances serving the premises clear and available to Post personnel and the public at all times, and not unreasonably encumber the site with materials or equipment. Stockpiling of equipment and materials shall be confined in a construction trailer or other area approved by the Post Facility Manager. All public areas such as hallways, stairs, elevator lobbies, and toilets are to be kept free from accumulation of waste, rubbish and debris.

5.6.5. The Contractor shall take all precautions necessary to protect the building and its occupants during work at Post, and repair damages caused during execution of the work.

6. Attachments

6.1. List any attachments here.