Attachment 1

PERFORMANCE WORK STATEMENT (PWS)

GROUNDSKEEPING, MINOR MAINTENANCE & FACILTIES SERVICES

FOR
DLA INSTALLATION OPERATIONS, EUROPE & AFRICA

KAISERSLAUTERN, GERMANY

1.0 INTRODUCTION: This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

2.0 ESTIMATED MONTHLY LABOR HOURS: Based on the last four years of past performance, the estimated monthly labor hours expended to satisfactorily complete services as detailed in the PWS averaged 130 hours per month. The time expended on successful completion of all tasks is the U.S. Government best faith estimate and is in no way a determination of the average hours required. Contractors shall provide a quote that will enable successful completion of all tasks as stated in the PWS.

3.0 PLACE OF PERFORMANCE: Kleber Kaserne, Kaiserslautern, Germany, Buildings 3209, 3222, 3224, 3227, 3228, 3229, 3230; Rhine Ordnance Barracks (ROB) building 320; and Sembach building 214, see Exhibit 3 through 3.6 for overview of sites.

4.0 PERFORMANCE PERIOD: The contract term is for a three (3) year period and shall commence in accordance with the terms of the contract.

5.0 SCOPE OF WORK: The Contractor shall provide all necessary labor, supplies and materials, hoses, sprinklers, ladders, hand tools, vehicle(s), lawn mowers, hardware items (ex. nails, hooks, etc.), and other equipment to provide groundskeeping, minor maintenance and facility services as described within this PWS. The Contractor shall provide transportation and supervision of Contractor employees involved in the execution of required services at the location(s) in para 3.0, see Exhibit 1 - Building & Grounds Maintenance Areas and Estimated Square Meters Matrix. It is the incumbent Contractor's responsibility to become familiar with all grounds and facility areas covered within this scope of work.

SECTION I-DESCRIPTION OF SERVICES

6.0 GROUNDSKEEPING SERVICES to include but not be limited to: grass cutting; fertilization; weed control; aeration; over seeding; watering; edging; planting and plant replacement; raking; trimming and pruning plants; mulching; cleaning; sweeping; preservation and painting of outside benches, tables, and planters; cleaning of outside benches and tables from debris and bird dropping; and disposal of related items such as clippings, trimmings, brushes, branches, and leaves.

6.1 LANDSCAPING/MOWING: The Contractor shall ensure the lawn and grassed areas are mowed when the grass has reached an average height of nine (9) cm. Before mowing the lawns, remove all stones, debris, trash, and branches. After each mowing session remove any resultant debris within and outside the area, including grass cuttings visible on the lawn surface, walks and parking areas. Trim grass around trees and shrubs, along sidewalks, hedges, fences, posts, picnic tables, sports fields and playground equipment, buildings, and other bordering structures after each mowing to the same height as the surrounding grass. All materials and debris removed shall become the property of the Contractor and shall be disposed of immediately. The Contractor may dispose of material at the recycling facility at Kleber Kaserne, Kaiserslautern if the material is of a type that can be accepted by the recycling facility (such as, paper, plastics, mixed trash, biological items, and bulk items). Material is accepted at the recycling facility at no cost. Materials that cannot be accepted at the base recycling point shall be disposed of at German public facilities as part of grounds service. Hazardous items such as and not limited to paints, solvents and alkaline batteries may be turned in free of cost to USAG-RP HAZMAT collection points.

6.2 FERTILIZING: The Contractor shall fertilize the lawns/flower beds twice a year during the spring months (March to April) and again in fall months (October to November). Fertilize all lawns with slow-release fertilizer; minimally 50g/sqm (or better depending on conditions).

6.3 WEEDING: Flower beds, borders, plant containers and sidewalks shall be maintained free of weeds. Weed removal shall be completed once a week during the peak summer months of June, July and August and other months at a reduced frequency but not less than monthly.

6.4 FOLIAGE AND LANDSCAPING DEBRIS: The Contractor, during the months of November through March, shall ensure that the entire work site, excluding the planted bed areas, are clear of foliage and plant debris to prevent safety hazards caused by layers of wet leaves or other plant debris. Cleaning shall be done in a way that ensures walkways, paved parking areas, steps, entrances, and basement window wells are free of leaves and debris. Foliage, pinecones, or sticks raked from grassy areas can be retained on site in the wooded area between B3222 and B3228 and/or in the area adjacent to the DLA mower storage garage. Foliage and debris shall remain on site for no more than 14 days unless authorized by the Contracting Officer Representative (COR) to allow for decomposition and more efficient loading in Contractor provided disposal bins or vehicles. All materials and debris removed shall become the property of the Contractor and shall be disposed of accordingly. Foliage and debris collected at building 320 (ROB) shall be removed within seven (7) days unless previously coordinated with the COR. Bulk removal of autumn leaves shall be accomplished during the months of October and November, contingent upon leaf shedding, using Contractor procured bins to maximize leaf removal efficiencies. The Contractor shall remove debris and bird droppings from fire escapes at building 3227 and 3230 and ensure all storm drains surrounding DLA Kleber Kaserne facilities are free/clear of debris on a weekly basis.

6.5 OUTDOOR FLOWER BEDS AND CONTAINERS: During the months of April through October, the Contractor shall keep the flower beds clean and free of weeds. The Contractor shall water, fertilize, clip, trim, and shape plants, as required. Plant containers requiring replacement shall be identified by the Contractor and referred to the COR. Plant container replacements shall be approved and paid for by DLA Installation Support using the Government Purchase Card (GPC). Plant replacement (Exhibit 2) in bedding areas and areas of low ground cover shall be approved by the COR prior to procurement and payment by the Contractor as part of regularly expended material and supplies.

6.6 SWEEPING: The Contractor shall sweep the entrance steps and the surrounding area to all buildings, not to exceed three meters distance, three (3) times per week; check the grounds for trash and litter three times per week; sweep common basement areas once per month; inspect and remove insect webs and alike from the corners and wall crevices of basement storage areas in B3227 and B3229 on a quarterly basis; and clean two Contractor occupied garages, and the Installation Support storage area located in B3227 on a quarterly basis.

6.7 WINTER MAINTENANCE: During inclement winter weather months (October through April) the Contractor shall shovel and salt the walkways and building entryways, as well as the staircases, of DLA occupied buildings on Kleber Kaserne. Salting of the campus and parking lot areas will also be necessary in the same weather conditions, on an as needed basis. Sidewalk areas measure 136 meters in length and vary in width from 1.2 to 1.5 meters; paved road area (quad)/sidewalks include areas between B3222 and B3227, B3222 and B3228 and B3222 and B3229, see Exhibit 3. Entrance areas include the handicap ramps on B3230 (front and side), B3227 (north) and B3228 (north); steps on B3227 (north and south), B3228 (east, north and south), B3229 (east and west) and B3230 (west); entries include B3209 (north and west); and stairwells B3227 (east and west) and B3229 (south). Sidewalks and steps shall be completely shoveled and salted, while campus and parking lot areas should be completely salted, no later than 0600 CET Monday through Friday if snow or ice accumulated overnight. Areas shall also be serviced once every 2 hours during the day during periods of persistent snow accumulation. The Contractor shall also place government provided salt containers at DLA building entries at the beginning of winter, refilling with salt as required. Salt containers shall be returned to on-site storage in the third week of April.

7.0 MINOR MAINTENANCE AND FACILITIES SERVICES TASKS: The Contractor shall maintain and, if required repair all items to include but not limited to:

- sweeping/power washing parking lot and building entrance
- cleaning exterior stairwell and basement window well
- indoor hallway plant maintenance (watering and fertilizing) and plant replacement, as required and authorized by the COR
- move office furniture/items (maximum weight disassembled (30 kg/ 65 lbs). Furniture/items including but not limited to desks, chairs, filing cabinets, monitors, docking stations, etc. The types of movement may include within (floors) and between any DLA building located on Kleber Kaserne (buildings 3227, 3228, 3229, 3230, and 3209). If movement includes

necessary disassembling of office furniture/items, reassembly will be necessary after movement to final location.

- pickup and transport of office print cartridges, alkaline batteries, and other bulk office recyclables to designated bins, base recycling point(s) or German public facilities
- re-rolling and/or straightening of hallway carpets;
- maintain (clean and straighten) doorway entry mats;
- replace Government provided entry mats;
- fix doorway entry mats in place with double backed tape to prevent slippage;
- hanging office pictures, blinds, shades, and other display items, as needed;
- replace drinking/cooler water filters, semi-annually
- replace defective temperature dehumidifier meters;
- replace defective portable room dehumidifiers (Government provided);
- clean and disinfect dehumidifier tank /replace dehumidifier filter;
- unlock and lock storage areas/DLA building doors for other contracted workmen to facilitate repair personnel access, when requested by the COR;
- maintain fire extinguishers on a monthly basis (updating mandatory fire extinguisher card for each extinguisher) and transport Fire Extinguishers to USAG-RP DPW for replacement;
- repair and touch-up paint office/common areas;
- basement venting and dehumidifiers (para 7.1);
- service requests (para 7.2);
- specialized contractor personnel and material (para 7.3);
- miscellaneous (para 7.4);
- other minor maintenance and facilities services tasks, as requested by the COR;

Note: Recycling of office wastepaper and plastics is the responsibility of the custodial Contractor and not part of this PWS.

7.1 BASEMENT VENTING AND DEHUMIDIFIERS (B3227 & B3229): Work includes opening and closing five windows to vent basement as required to achieve optimal lower humidity readings; checking thirty-two (32) basement relative humidity meter readings; turning on thirty-two (32) dehumidifiers; emptying dehumidifier water containers as needed; changing monitor batteries and placing of disinfectant tablet in portable dehumidifier tanks. Objective is to safely and sanitarily maintain humidity levels below 55% relative humidity in the basements.

7.2 SERVICE REQUESTS: Normal service requests during regular working hours will be coordinated with building tenants and/or COR. Services required outside of normal hours shall be requested electronically via e-mail no less than three (3) working days in advance. The Contractor shall confirm outside of normal hours request within 24 hours of receiving the request either via e-mail or via telephone.

Emergency service where a three (3) day lead time for electronic notification is not feasible shall be acknowledged by telephone using a number provided by the Contractor or in-person.

The Contractor shall provide a central communication system such as an answering service to receive 24-hour work request notification calls or emergency calls when available telephone lines are occupied or out of the service area. The Contractor shall acknowledge via e-mail or by telephone to the COR within 24 hours of receipt.

7.3 SPECIALIZED CONTRACTOR PERSONNEL, MATERIAL AND INVOICING: The need for specialized contractor personnel and/or work required to be subcontracted or specially ordered shall be discussed in advance with the COR.
Specialized work may include landscape design, repair/replacement of flower containers, bedding borders, outdoor fountains, fountain pumps and associated solar panels used for pumps and lighting energy.

The Contractor shall notify the COR when said items are required, provide the COR a list of materials required, and provide material sourcing in conjunction with the COR.

The above listed specialty work will be paid for by the DLA Installation Support Office. The contractor shall be responsible for pickup within the local area and placement on site, unless delivery is part of the procurement cost, after DLA Installation Support Office purchases the necessary material. The Contractor is solely responsible for the procurement and payment of material and specialty service normally required for maintenance of lawns, grounds, and building interiors as described within the specification. Material shall include but not be limited to minor amounts of topsoil, mulch, leaf bags, fertilizers, seeds and seeding material,

interior and exterior plants, interior pots, shrubs, hoses, watering cans and nozzles, bedding plants, weed controllers; vehicle oils, gas, belts, sharpening and tune up service and spark plugs; water filters, humidifier filters, sanitizing tablets, picture hooks and hardware, salt, miscellaneous paints, sealants and hardware for outside furniture, material for constructing or repairing hallway display boards, and any materials needed in the normal performance service outlined in this contract.

7.4. MISCELLANEOUS TASKS to include but not be limited to:
1) setting up and taking down of DLA's portable public address (PA) system for courtyard functions; 2) setting up and taking down agency lawn tents and chairs; 3) opening and closing storage areas and building doors for other contracted workmen and as approved by the COR; and 4) other minor maintenance and enhancement work as requested by the COR.
Miscellaneous work is on an infrequent, as needed or seasonal basis.

The Contractor will be responsible for all repairs of damaged grounds or facilities due to Contractor personnel fault such as neglect, improper maintenance, or failure to adhere to checklists/manufacturer's instructions/or other codes and guidance.

8.0 CONTRACTOR INSPECTIONS: Inspections are limited to checking date indicators, checking asset operational lights, pushing a button, turning a key, and alike minor tasks in order to check for operational function and/or a visual inspection of overall conditions. Work items identified during inspections, requiring repair and/or substitution shall be reported to the COR, in writing, within 24 hours, using COR provided inspection sheets (see sample Exhibit 5). Proposed repaired and/or substitution shall be approved by the COR.

8.1 INSPECTIONS TASKS includes but not be limited to (see sample Exhibit 4 for frequency):

- operational status of handicap lifts (2 units);
- inspection of emergency exit lights (45 units) and exterior lighting;
- checking building common areas and hallways for infrastructure deficiencies including windows and window handles; door closure, thresholds and closure fixtures; flooring and baseboards;
- radiators knobs and leakage;
- inspection of 85 common area and storage room light sensors;
- common area fire extinguishers date indicator and pressure meter;
- functionality of electronic locks;
- visual inspections (walk through) of buildings 3222, 3224, 3227, 3228, 3229, and 3230 to identify any potential hazards, structural irregularities and other facilities infrastructure items;
- visual inspections of grounds surrounding buildings 3222, 3224, 3227, 3228, 3229, and 3230 to identify and remove any debris, trash, vegetation and during winter months snow/ice (see para 6.7);
- checking of basement humidity monitors, monitoring dehumidifiers and adjusting readings as necessary to maintain basement areas between 40 and 55 percent relative humidity; (Para 7.1);
- inspect corners and walls of basement storage areas in B3227 and B3229;
- building 320 (ROB) surrounding grounds, contractor shall identify any debris for removal to include trash and vegetation;
- Sembach building 214, as requested by the COR

9.0 Contractor shall use the most current recurring Grounds and Facility maintenance schedule, sample found in EXHIBIT 4 – Sample Recurring Grounds and Facility Maintenance Schedule, as maintained and provided by the COR. Additionally, the awarded Contractor shall complete tasks in accordance with locally developed EXHIBIT 5 – Sample Recurring/Inspection Worksheets, manufacturer's instructions, and U.S./host nation standards, whichever is most stringent.

10.0 TASK REQUIREMENTS: The Contractor shall maintain and repair all items (task requirements) specified in this instrument and annotated in a report that shall be presented to the COR at the monthly meeting as outlined in Para 18.0. Any items found by the Contractor requiring repair, and not listed in the PWS, shall be brought to the attention of the COR for a determination as to the applicability within the scope of work. The Contractor shall instruct his personnel to report all potential hazards, unsafe conditions, and/or structural and grounds deficiencies found during performance of their work immediately to the COR.

11.0 MATERIALS AND SUPPLIES: The Contractor shall provide all materials, tools, vehicles and supplies required in the performance of this contract except as otherwise noted. All materials supplies and repair/replacement parts shall be new, clean, non-counterfeit, free of defects, corrosion, damage, and fitted for size/design. The characteristics of materials, supplies and repair/replacement parts shall be for the use intended and of an equal or better quality, capacity and efficiency as the originals, as well as be produced by manufacturers regularly engaged in the manufacture of these products.

Materials acquired shall become property of the U.S. Government when repaired, installed, and completed. Plants, seeds, grasses, fertilizers, topsoil and groundcover bedding shall comply with Host Nation environmental and agricultural regulatory guidelines. Paints, cleaners and other grounds keeping type solvents or salts shall comply with Host Nation regulatory mandates for application, storage, use and disposal.

11.1 WARRANTIES: The Contractor shall make maximum use of the provisions of manufacturer's warranties for Government property, as applicable. The Contractor shall maintain a file(s) of warranties on grounds equipment that are under warranty and under the management of this contract. These files shall identify the item, part and model numbers, the nature and expiration date of the warranty, and the name and address of the firm to contact concerning the Government's entitlement under the warranty. Copies of all warranties shall be provided to the Government at the time of purchase.

In the event of an equipment failure or other problem covered by the warranty, the Contractor shall verify expiration date and immediately inform the COR of the status.

SECTION II- PERFORMANCE STANDARDS

12.0 PERFORMANCE STANDARDS: The following standards are the performance objectives under this contract.

12.1 QUALITY ASSURANCE: The Government will evaluate the Contractor's performance under this contract using the method of surveillance as specified in Exhibit 4 – Sample Recurring Grounds and Facility Maintenance Schedule. The COR will provide a monthly inspection schedule Exhibit 5 report to the Contractor to document performance. All surveillance observations recorded as a defective performance shall be reviewed by the COR and Contractor at the monthly meeting as stipulated in section 18.1 for written corrective action. Uncorrected deficiencies shall be forwarded to the Contracting Officer for follow-on action.

12.2 QUALITY CONTROL: The Contractor shall establish and maintain an inspection and surveillance system within ten (10) days after contract award, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The Contractor's proposed inspection and surveillance system shall be submitted to the Contracting Officer via the COR for review and acceptance. The quality inspection and surveillance system file shall be the property of the Government and maintained in a centralized location within DLA Installation Support. The file shall be turned over to the Contracting Officer within five (5) calendar days of termination of the contract.

12.3 WEEKLY WORK SCHEDULE: The Contractor shall provide the COR a written weekly proposed schedule stating the contractor's objectives for the week; this shall be submitted via email or in person before 1100 hours (CET) the first work day of the week. The Contractor and the COR shall discuss work priority and assess the quality of the service to be delivered. The Contractor shall make necessary adjustments as directed by the COR.

12.4 PERFORMANCE OBJECTIVES/RESPONSE TIMES: The Contractor shall respond and commence performance within 48 hours after receipt of the service request.

SECTION III- GENERAL INFORMATION

13.0 CONTRACTING OFFICER (KO)/CONTRACTING OFFICER REPRESENTATIVE (COR): As determined by the KO, a COR will be appointed and identified by a letter of designation, a copy of which will be provided to the Contractor by the KO. The designation letter states the responsibilities and limitations of the COR. The COR is not authorized to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract nor in any way direct the contractor or its subcontractors to operate in conflict with the contract terms and conditions. If the work is not written in the contract, the COR is not authorized to request new work. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, monitor Contractor's performance and notifies both the KO and

Contractor of any deficiencies, coordinates availability of U.S. Government property, and coordinates site entry of Contractor personnel.

The KO is the sole authority for the contract and is the only person with the authority to authorize work performed in relation to the awarded contract.

14.0 CONTRACT MANAGER AND ALTERNATE CONTRACT MANAGER: The Contractor shall provide a contract manager and alternate who shall have full authority to act for the Contractor in all contractual matters, and is responsible for the performance of the work under this contract. The name of the contract manager and the alternate, who shall act for the Contractor when the manager is absent, shall be designated in writing to the contracting officer prior to the contract start date. The Contractor shall notify the contracting officer of any change in contract manager or alternate within 24 hours of the change. The contract manager or alternate shall be available Monday through Friday during normal duty hours, 0730-1600 hours CET, via telephone and e-mail. Automated answering machines and non-personal answering services are not acceptable. The contract manager and alternate shall be able to speak, read and write English at a professional level.

14.1 KEY PERSONNEL: Key personnel are defined as personnel having supervisory or administrative duties in performance of this contract, where reading, understanding, writing and verbal communication are integral parts of an employee's duties. The employee shall be able to speak, read and write English at an adequate level unless designated otherwise in writing by the KO.

14.2 EMPLOYEE IDENTIFICATION AND UNIFORMS: Contractor personnel shall be easily identifiable through the display of badges. The Contractor (to include subcontractors) shall provide each of their employees an easily readable identification badge. The badge shall include the employee's name, the contractor's company name, and a recent color photograph of the employee. Companies with U.S. Government contracts will require their employees to wear these badges visibly when performing work at U.S. Government workplaces unless this would be impractical due to safety considerations. The Contractor shall collect all ID Badges upon completion of the contract or termination of an employee and send to the COR within five (5) calendar days from completion.

15.0 CONTRACTOR ACCESS TO ARMY INSTALLATIONS: The Contractor shall request installation and vehicle passes in a timely manner for all Contractor personnel in the performance of this contract.

15.1 The Contractor shall provide a Personal Data for Installation Pass worksheet with each pass request within five (5) days of contract award. A sample form will be provided to the Contractor by the COR. The Contractor shall be responsible for reproducing copies of the worksheet for their own use. This pass request shall be supported with a valid Police Conduct Certificate (Polizeiliches Führungszeugnis) for all employees assigned in the performance of the contract. For other than German national employees, a resident permit and work permit (if applicable) shall be attached to the pass request. A copy of the personal identification document (Personalausweis or Reisepass) shall be attached to the pass request. The Police Conduct Certificate shall not be older than 12 months of issuance date. The Contractor shall submit to the COR a pass request for each employee involved in the performance of this contract. The pass request will be screened by the COR and forwarded for processing. The Contractor is required to comply with USAREUR Regulation 604-1, Personnel Security Screening, Army in Europe (AE) Regulation 190-13, The Army Physical Security Program, and AE Regulation 190-16, Installation Access Control. In case of questions concerning the regulations, the Contractor shall contact the COR. The Simply Security Check Questionnaire and the Declaration of Consent to a Simply Security Check shall be filled out and signed by the Contractor, the Contractor employee and, as applicable, the employee's spouse, registered partner or cohabitant.

15.2 All installation pass applicants for the Kaiserslautern area will be registered in the Installation Access Control System (IACS), having the proper information readily available.

15.3 During the performance of the contract, the Contractor shall be responsible for requesting and obtaining required identification for newly assigned personnel prior to start of the work assignment.

15.4 Within five (5) work days upon completion or termination of the contract or expiration of the identification passes, the Contractor shall ensure all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

15.5 Prior to submitting an invoice for final payment, the Contractor shall obtain a clearance certificate from the issuing office which states all base identification passes have been turned in and accounted for. This certification shall be submitted to the contracting officer prior to submission of the final invoice for payment. Failure to comply with these requirements may result in the government withholding final payment from the Contractor.

16.0 SAFETY REQUIREMENTS: The Contractor shall be responsible for the safety of Contractor personnel as well as U.S. Government personnel impacted by the performance of services. The Contractor shall also be responsible for the safe operation and application of both Contractor-owned and U.S. Government furnished equipment/property and material. Specific guidance is contained in the attached DLA Kaiserslautern Instruction SOP 6055.01 dated 2017.

17.0 HOURS OF OPERATIONS: Contractor personnel shall perform required work during normal duty hours, Monday through Friday 730 to 1630 CET, and shall be available in person and on site during this time for all tasks outlined in this PWS. Unusual or emergency situation work may require performance outside normal duty hours (Monday to Friday) and/or on German or U.S. Holidays, refer to para 6.7.

17.1 Contractor shall notify the COR of any non-emergency work requirements necessitating weekend or other non-duty hour performance, such as and not limited to VIP visits, maintenance of parking lot and some landscaping, no less than three (3) working days prior to needed service delivery.

17.2 HOLIDAYS: The Contractor is not required to provide services on U.S. and German holidays.
When a service falls on a holiday, the work shall be accomplished on the day following or preceding the holiday, in coordination with the COR.

U.S. Holidays		German Holidays	
1 January *	New Year's Day	1 January	Neujahr (New Year's Day)
3rd Monday in January	Martin Luther King Day	**	Karfreitag (Good Friday)
3rd Monday in February	President's Day	**	Ostermontag (Easter Monday)
Last Monday in May	Memorial Day	1 May	Tag der Arbeit (Labor Day)
4 July *	Independence Day	**	Himmelfahrt (Ascension Day)
1st Monday in September	Labor Day	**	Pfingstmontag (Whit Monday)
2nd Monday in October	Columbus Day	**	Fronleichnam (Corpus Christi)
11 November *	Veteran's Day	3 October	Tag der Deutschen Einheit (Day of German Unity)
4th Thursday in November	Thanksgiving Day	1 November	Allerheiligen (All Saints Day)
25 December *	Christmas Day	25 December	Weilhnachten (Christmas)
		26 December	Weihnachten (Christmas)

*When the holiday is on a Saturday, the preceding Friday will be the US government holiday. When the holiday is on a Sunday, the following Monday will be the US government holiday.

**Indicates date changes each year.

18.0 MEETINGS: The Contractor shall, at a minimum, be required to attend monthly meetings. The following outlines the minimum required expectations:

18.1 The COR and the Contractor shall attend monthly meetings the last Thursday of every month unless previously coordinated between the COR and the Contractor due to holiday or vacation.

During regular monthly meetings the Contractor shall present a written document in English with clear information, indicating the completed task requirements (Para 10.0), work to be performed and any pending future work expected within the monthly performance period.

18.2 The KO, COR and Contractor shall meet quarterly, to discuss any contract issue(s). All contract issues requiring KO resolution shall be promptly brought to the KO's attention to be addressed.

19.0 RECORDS: The Contractor shall maintain all inspections records, work schedules, repair records, invoices, and material receipts in a format that the information can be readily available to the COR, Contracting Officer and DLA staff as needed. Prior to the start of on-site repairs or maintenance services the Contractor shall provide the COR all necessary records.

20. CONTRACTOR PAYMENT: The Contractor will be paid monthly upon the submission of a proper invoice for acceptable services performed during the preceding month. The Contractor shall submit the invoice, utilizing the Wide Area Work Flow (WAWF) system, now called iRAPT (Invoicing, Receipt, Acceptance and Property Transfer).

20.1 Unacceptable performance shall be deducted from the Contractor billing for the month in which the contracting officer makes the determination that a reduction is appropriate, regardless of the period in which the performance occurred. Payment reductions or withholding shall be reflected in the COR's monthly receiving report. The reduction amount shall be coordinated with the Contractor. Only acceptable services within the performance thresholds shall be invoiced.

SECTION IV – U.S. GOVERNMENT FURNISHED PROPERTY/MATERIALS

21.0 **GOVERNMENT PROPERTY** The Government will provide the Contractor use of two (2) garages/B3222, and, storage areas located in buildings B3227 and B3229.

The Contractor shall be responsible for safeguarding all government property provided for Contractor use. At the end of each work period, all government facilities shall be secured. No alterations to the facilities shall be made without specific written permission from the Contracting Officer. The Contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications are accepted. Government facilities shall only be used in performance of this contract. The Contractor shall not store any items in any other DLA facility location.

21.1 **GOVERNMENT MATERIALS:** The Government will provide the Contractor containers/bins for salt; room dehumidifiers (replacement); floor mats; plants (replacement) and plant containers (para 6.5).

DELIVERABLES SCHEDULE

Deliverable	*Frequency*	*Submit To*
1. Quality Control (para 12.2)	*Once within 10 days after contract award and no later than 30 days prior to any anticipated changes.*	*The Contracting Officer through the COR*
2. Issues or potential issues (para 8.0)	*Within 24 hours of identifying those issues.*	*The Contracting Officer through the COR*
3. Contractor Weekly Work Schedules (para 12.3.)	*First workday of the week*	*The Contracting Officer through the COR*
4. Personal Data Installation Worksheets (para 15.0)	*Once within 5 days after contract award*	*The Contracting Officer through the COR*

Deliverable	*Frequency*	*Submit To*
5. Updated Personal Data Installation Worksheets (para 15.3)	*Within 5 days of update*	*The Contracting Officer through the COR*
6. Installation Access clearance certificate (para 15.5)	*Prior to submission of final invoice*	*The Contracting Officer through the COR*
7. Contract manager and alterate, Key personnel (para 14.0 & 14.1)	*Prior to contract start date*	*The Contracting Officer*
8. Exhibit 4 (Gov't) (para 9.0)	*Periodic/TBD*	*The COR NLT seven (7) calendar days after completion*
9. Exhibit 5 (Gov't) (para 9.0)	*Periodic/Monthly*	*The COR NLT seven (7) calendar days after inspection*
10. Records (para 19.0)	*Through the life of the contract and/or as requested by the KO/COR*	*The COR*

Note: If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

EXHIBIT 1

Sample Building & Grounds Maintenance Areas and Estimated Square Meters Matrix. The frequency for service delivery of outside work is on an as needed basis. Interior and exterior visual inspections of DLA Kleber facilities are on a daily basis.

Area / Fixture	General Task Description	Estimated Size or Number
Sidewalks	Sweeping, Weeding, Edging, Shoveling & Salting	540 m2
Grass (Kleber & ROB)	Mowing, Raking, Weeding, Fertilizing, Watering, Leaf Removal, Seeding, Edging &Aerating	2,735 m2
Grass Slope & Treed Areas	Mowing, Raking, Leaf Removal, Weeding, Fertilizing &Watering	1,910 m2
Bedding Areas & Planters (Kleber & ROB)	Cleaning, Weeding, Planting, Watering, Fertilizing, Mulching, Trimming, Cutting, Edging, Shaping, Raking, Leaf Removal	500 m2
Parking and Roads (Kleber & ROB)	Sweeping, Cleaning, Leaf Removal, Litter Removal, Storm Drain & Lighting Inspection (sweeping / cleaning is limited to using a gasoline powered grounds blower)	6,810 m2
Building Entrances (B3209, B3227, B3228, B3229, B3230)	Sweeping, Shoveling, Salting, Lighting & Handicap Lift Inspection, Salt Container Placement, Filling & Storage	12
Basement Halls & Rooms (B3227, B3229)	Venting, Sweeping & Inspection (lights & sensors, extinguishers, alarms, emergency exit lights, walls & baseboards)	34
Basement Dehumidifiers (B3227, B3229)	Monitoring Temp/Humidity Meters, Dehumidifier Turning On/Off, Emptying, Cleaning, Sanitizing (limited to placement of anti-bacterial additive to Water containers) & Filter Cleaning	32
Building Hallways, Stairwells & Common Areas (B3209, B3224, B3227, B3228, B3229, B3230, ROB B320)	Inspections (walls, baseboards, fire extinguishers, alarms, emergency lights, area lights & sensors, water fountains, emergency exits & general facilities conditions), Carpet Runner Straightening & Changing Fountain Filters	3,185 m2
Exterior Fountains (2) & Window Wells B3227 (4)	Cleaning, Filling (fountains), Winterizing	6
Indoor Plant Maintenance (B3209, B3227, B3228, B3229, B3230)	Watering, Fertilizing, Leaf Deadheading & Replacement	20

EXHIBIT 2 - Sample Exterior Plant List

Plant Type	Plant Type
Ahorn (Acer)	Akelei (Aquilegia)
Fächerahorn, Japanischer Ahorn (*Acer palmatum*)	Gladiolen
Buchs (Buxus sempervirens)	Astern (Aster)
Tuja Lebensbaum	Lavendel (lavendula)
Glockenblume (Campanula)	Herbstaster, Herbstchrysantheme, Winterastern (Dendranthema, Chrysanthemum)
Iris - Schwertlilie	Duft Pflox Div.Sorten
Kiefer (Pinus)	Sommeraster, Gartenaster (Callistephus chinensis)
Lilie (Lilium)	Christrosen (Helleborus)
Hortensien Div. Sorten	Jakobsleiter (Polemonium)
Kirschlorbeer Red robin	Küchenschelle (Pulsatilla vulgaris)
Kirschlorbeer (*Prunus laurocerasus*)	Rittersporn (Delphinium elatum)
(Sequoia sempervirens)	Storchschnabel (Geranium)
Hosta Div.Sorten	Silberkerze (Actaea, syn. Cimicifuga)
Mohn, Mohnblumen (Papaveraceae)	Sonnenbraut (Helenium)
Geranien Div. sorten	Staudensonnenblume (Helianthus decapetalus)
Petunien Div.sorten	Taglilie (Hemerocallis)
Bodendecker Div.Sorten	Tagetes
Pfingstrosen, Päonien (Paeonia)	Allium, Lauch (Allium)
Rhododendron: Rhododendren & Azaleen (Rhododendron)	Canna, Indisches Blumenrohr (Canna indica)
Park Rosen Div.Sorten	Dahlien (Dahlia)
Edel Rosen Div. Sorten	Hyazinthen (Hyacinthaceae)
Rosen div. Sorten	Iris (Iris)
Kletter Rosen	Krokus (Crocus)
Schwertliliengewächse (Iridaceae)	Narzissen, Osterglocken (Narcissus)
Fingerhut (Digitalis)	Tulpen (Tulipa)
Hornveilchen (Viola cornuta)	Sommerflieder, Schmetterlingsflieder (Buddleja davidii)
Marienglockenblume (Campanula medium)	Bambus (Fargesia nitida)
Stiefmütterchen, Gartenstiefmütterchen (Viola x wittrockiana)	Wollgras (Eriophorum)
Stockrose (Alcea)	Kleter hortensie
Vergissmeinnicht (Myosotis)	Efeu (Hedera helix)
Magarite	Schwarzäugige Susanne (*Thunbergia alata*)
Kapuzinerkresse	Staudenwicke (Lathyrus latifolius
Asphodelus)	Engels Trompetenblume, (Campsis radicans)

EXHIBIT 3.
Overview of buildings, B3209, B3227, B3228, B3229 and B3230

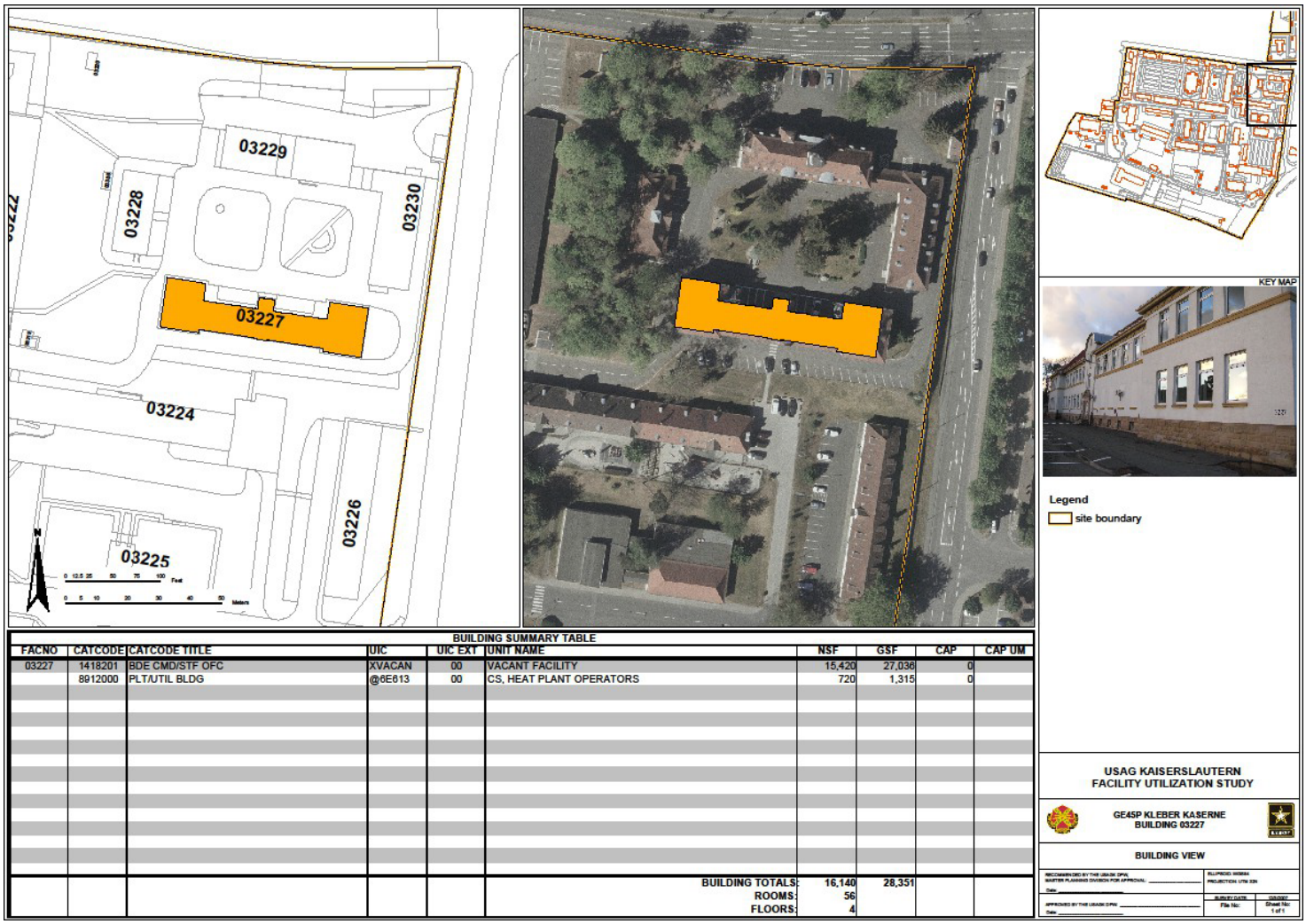
EXHIBIT 3.1

Overview B3209

Fig 1: B3209

EXHIBIT 3.2

Overview B3227



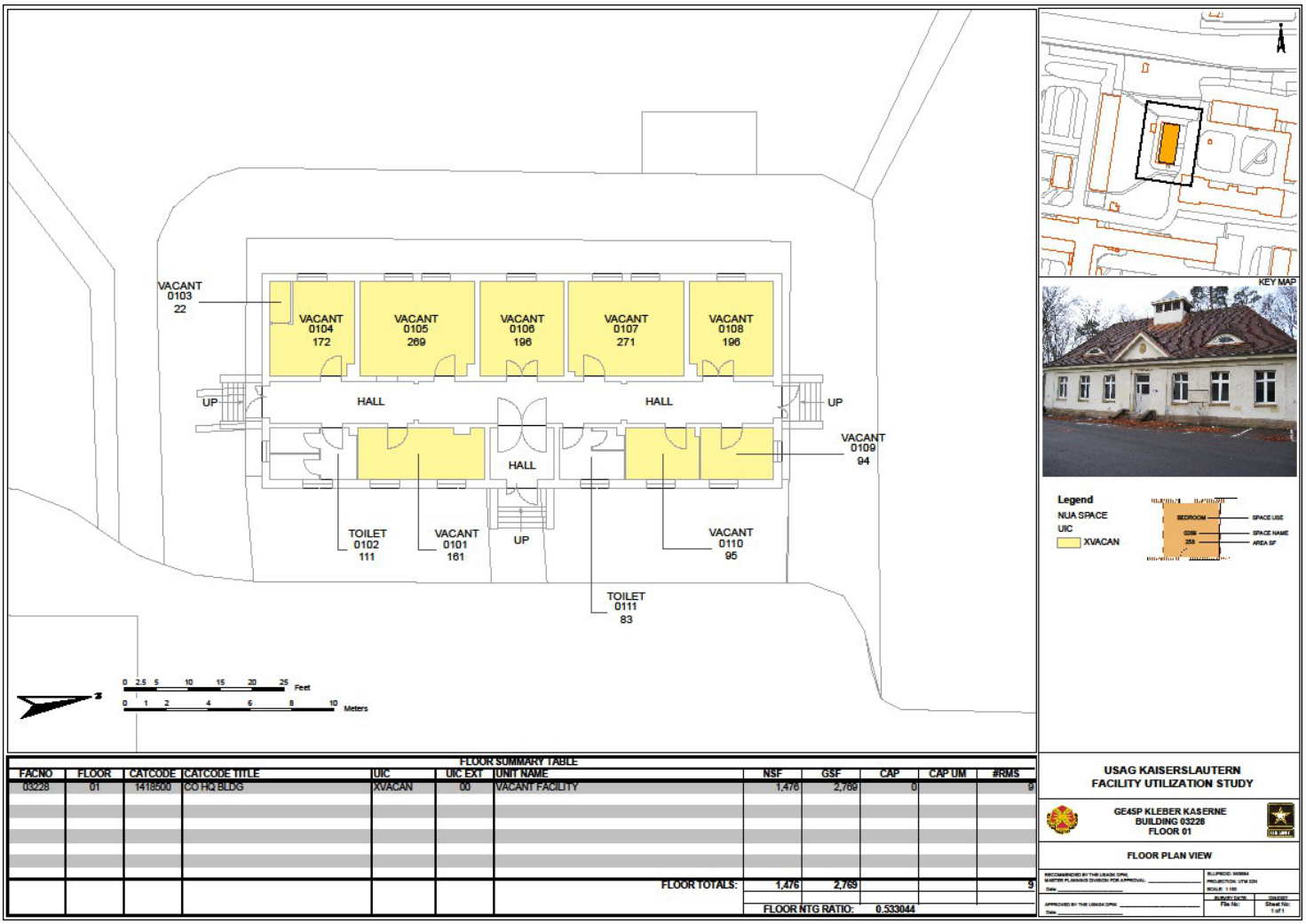
BUILDING SUMMARY TABLE

FACNO	CATCODE	CATCODE TITLE	UIC	UIC EXT	UNIT NAME	NSF	GSF	CAP	CAP UM
03227	1418201	BDE CMD/STF OFC	XVACAN	00	VACANT FACILITY	15,420	27,036	0	
	8912000	PLT/UTIL BLDG	@6E613	00	CS, HEAT PLANT OPERATORS	720	1,315	0	
					BUILDING TOTALS:	16,140	28,351		
					ROOMS:	56			
					FLOORS:	4			

Fig 2: B3227

EXHIBIT 3.3

Overview B3228



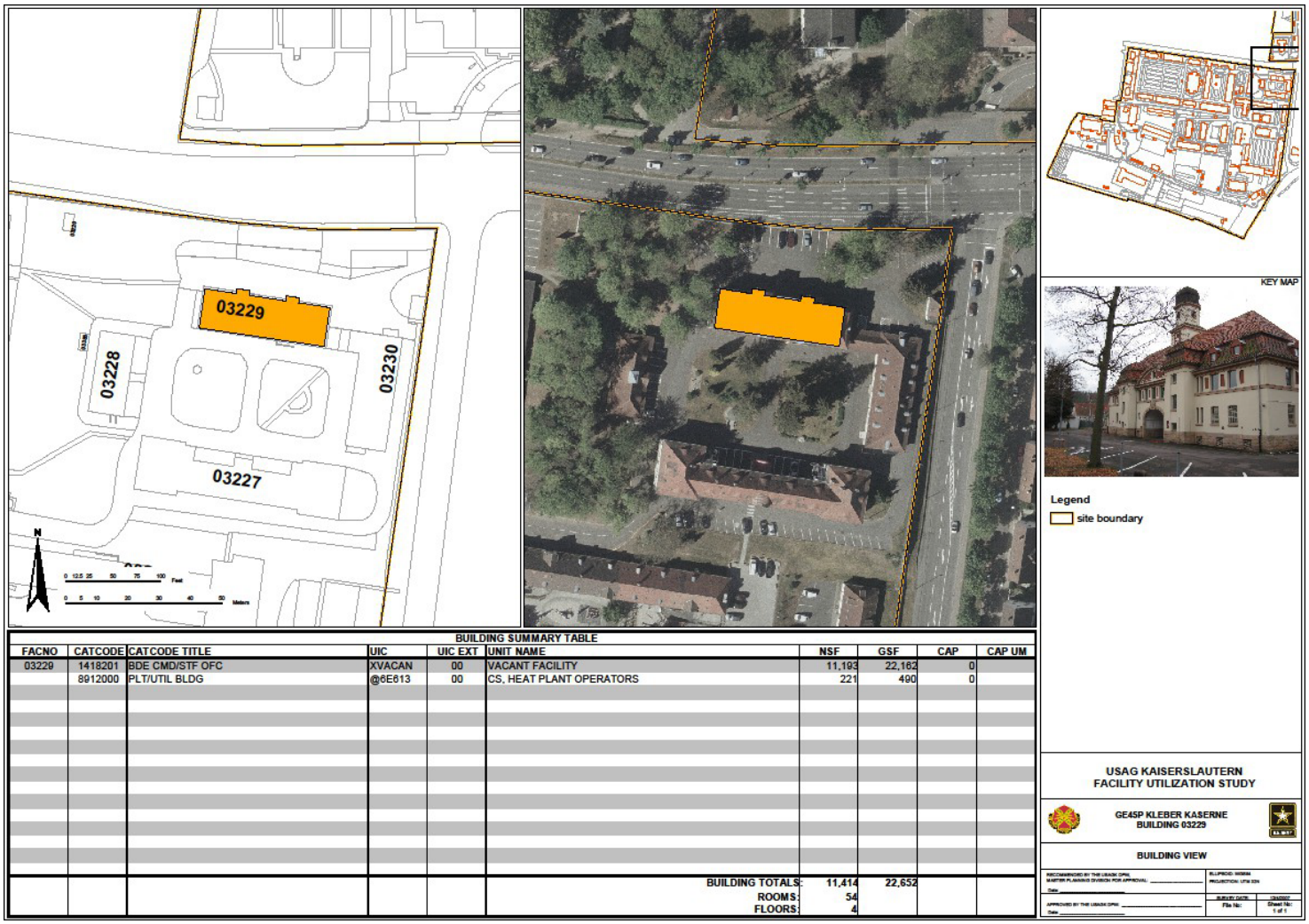
FLOOR SUMMARY TABLE:

FACNO	FLOOR	CATCODE	CATCODE TITLE	UIC	UIC EXT	UNIT NAME	NSF	GSF	CAP	CAP UM	#RMS
03228	01	1418500	CO HQ BLDG	XVACAN	00	VACANT FACILITY	1,476	2,769	0		9
						FLOOR TOTALS:	1,476	2,769			9
						FLOOR NTG RATIO:	0.533044				

Fig 3: B3228

EXHIBIT 3.4

Overview B3229



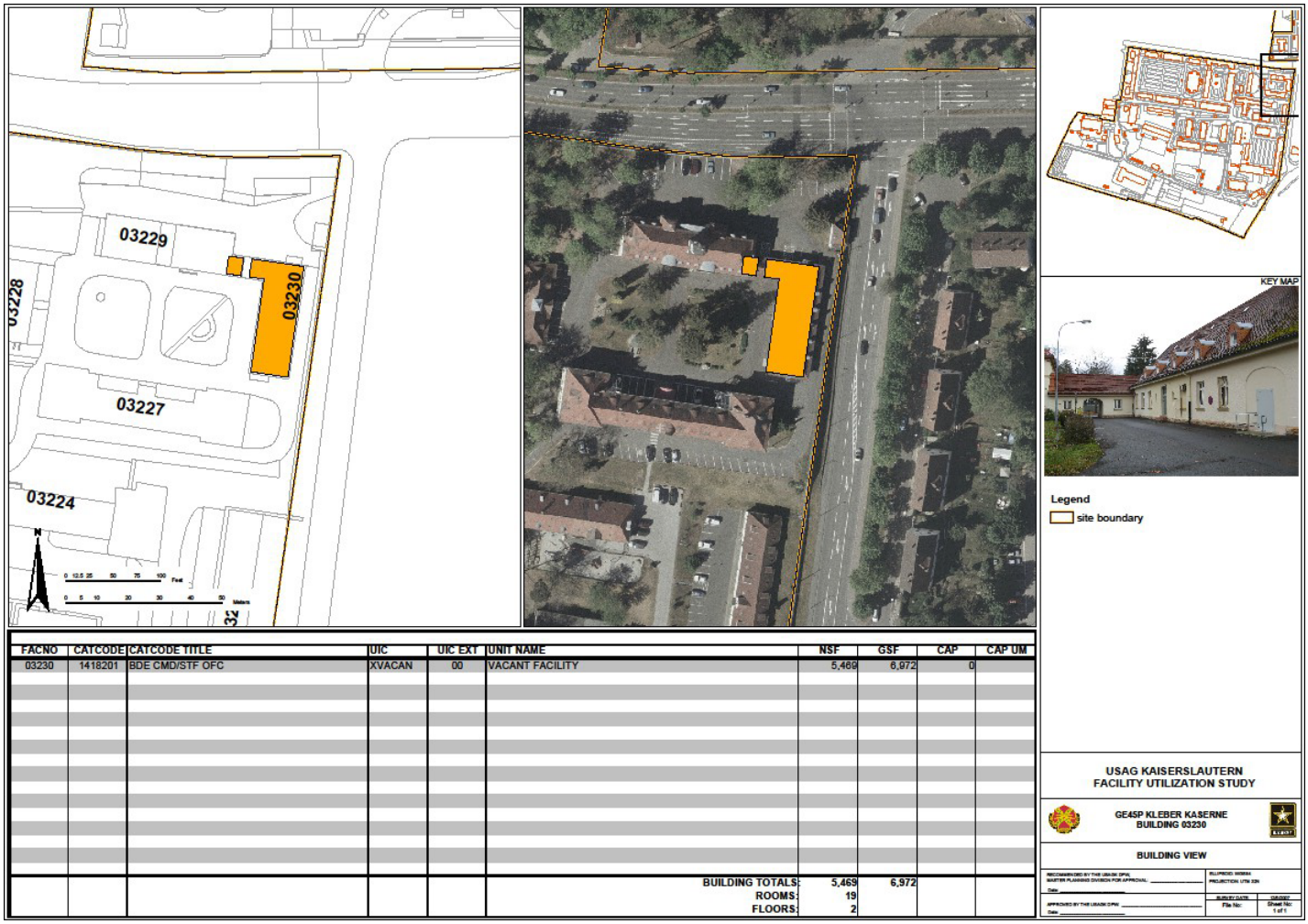
BUILDING SUMMARY TABLE

FACNO	CATCODE	CATCODE TITLE	UIC	UIC EXT	UNIT NAME	NSF	GSF	CAP	CAP UM
03229	1418201	BDE CMD/STF OFC	XVACAN	00	VACANT FACILITY	11,193	22,162	0	
	8912000	PLT/UTIL BLDG	@6E613	00	CS, HEAT PLANT OPERATORS	221	490	0	
					BUILDING TOTALS:	11,414	22,652		
					ROOMS:	54			
					FLOORS:	4			

Fig 4: B3229

EXHIBIT 3.5

Overview B3230

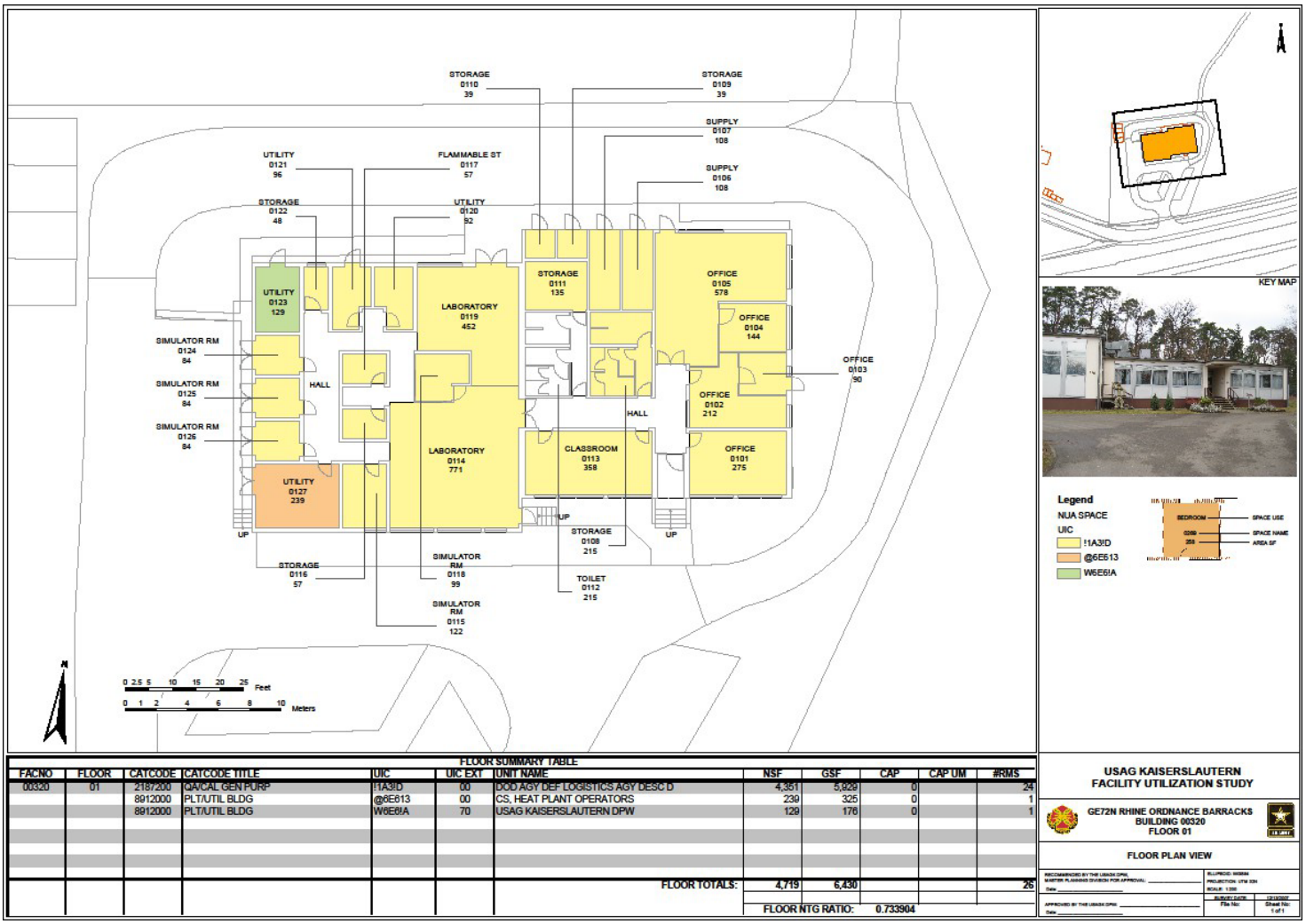


FACNO	CATCODE	CATCODE TITLE	UIC	UIC EXT	UNIT NAME	NSF	GSF	CAP	CAP UM
03230	1418201	BDE CMD/STF OFC	XVACAN	00	VACANT FACILITY	5,469	6,972	0	
					BUILDING TOTALS:	5,469	6,972		
					ROOMS:	19			
					FLOORS:	2			

Fig 5: B3230

EXHIBIT 3.6

Overview B320



FLOOR SUMMARY TABLE:

FACNO	FLOOR	CATCODE	CATCODE TITLE	UIC	UIC EXT	UNIT NAME	NSF	GSF	CAP	CAP UM	#RMS
00320	01	2187200	QA/CAL GEN PURP	!1A3!D	00	DOD AGY DEF LOGISTICS AGY DESC D	4,351	5,929	0		24
		8912000	PLT/UTIL BLDG	@6E613	00	CS, HEAT PLANT OPERATORS	239	325	0		1
		8912000	PLT/UTIL BLDG	W6E6!A	70	USAG KAISERSLAUTERN DPW	129	176	0		1
						FLOOR TOTALS:	4,719	6,430			26
							FLOOR NTG RATIO:	0.733904			

Fig 6: B320

EXHIBIT 4

Sample of recurring Grounds and Facility Maintenance Schedule

Grounds Maintenance and Facility Services – Month _____

Task	Frequency	Week 1	Week 2	Week 3	Week 4
Visual Interior – Exterior Walkthrough	Daily				
Sweeping external (3 x weekly)	Weekly 3x				
Venting B3227/B3229 (3x weekly)	Weekly 3x				
Sweeping hallways	Weekly				
Humidity meters (32 units)	Weekly				
Trash external	Weekly				
Handicap lifts (2 units)	Weekly				
Weeding (Jun-Aug)	Weekly				
Flower beds (Apr – Aug)	Weekly				
Storms Drains	Weekly				
Sweeping basements	Monthly				
Common areas	Monthly				
Door handles	Monthly				
Flooring	Monthly				
Baseboards	Monthly				
Radiators	Monthly				
Emergency exit lights	Bimonthly				
Emergency light checks (45 units)	Bimonthly				
Common area inspections	Bimonthly				
Insect cobwebs	Quarterly				
Sensors light (85 units)	Quarterly				
Garage cleaning /B3222	Quarterly				
Water cooler filter change	Semi-annually				
Fertilizing (Spring/Fall)	Semi-annually				
Fire Extinguishers (20 units)	Monthly				
Indoor plants	As required				
Leaves/Foliage (Nov-Mar)	As required				
Decorations Holiday	As required				

EXHIBIT 5

Sample Recurring/Inspection Worksheets

Monthly Checklist

Month Year	Frequency	Week 1	Week 2	Week 3	Week 4
Visual Inspection (Interior)	Daily				
Visual Inspection (Exterior)	Daily				
Sweeping External	Weekly (3x)				
Venting/Dehumidifiers	Weekly (3x)				
Remove Spider/Cobwebs	Weekly				
Humidity Meters	Weekly				
Flushing of Water Dispensers (5L)	Weekly				
Trash/Cleaning Drain Covers	Weekly				
Function Check Handicap Lifts	Weekly				
Weeding	Weekly				
Flower Beds	Weekly				
Water Indoor Plants	Weekly				
Sweeping Basements	Monthly				
Common Areas	Monthly				
Function Check Door Handles (common)	Monthly				
Inspect Carpets/Flooring	Monthly				
Inspect Baseboards	Monthly				
Function Check Radiators/AC	Monthly				
Annotate any other Bi-Monthly, Quarterly, Semi-Annually, or as needed work accomplished					

Please bring a copy of the checklist to the COR by 12:00 the last Thursday of each month.

Initial each block to indicate that the task has been completed.

If you have any questions, please contact the COR at _____or the KO at _____