

May 9, 2024

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager

FROM: Victoria Yarbrough, Assistant City Manager

SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT
RESOLUTION 2024-030, Entering Into an
Intergovernmental Support Agreement with Fort Huachuca
to provide Washing Machine & Dryer Maintenance and
repair services

RECOMMENDATIONS:

The City Manager recommends approval.
The Assistant City Manager recommends approval.
Chief Procurement Officer recommends approval.

BACKGROUND:

As the City already performs needed repairs and maintenance of city-owned washing machines and dryers, Fort Huachuca approached the City inquiring about the possibility of forming an Intergovernmental Support Agreement (IGSA) where the City would perform all repairs and maintenance of the installation's 1,055 washers, dryers, and stacked dryers.

As Fort Huachuca was seeking a ten-year agreement, the City offered a 10-year proposal that included hiring two additional Public Works Facilities Tech I, the purchase of one additional work truck, with a second work truck purchased in year 6. The proposal also included potential salary increases to align with the City's future market adjustments.

Several weeks ago, the City received notice that Fort Huachuca has accepted the City's offer to provide the services and the offer to enter into an IGSA. The IGSA documents are presented for City Council review and possible approval. The term is for one year with nine successive one year renewals, or up to ten total years. It may be terminated by mutual agreement at any time upon 180 days written notice, except as otherwise specified.

BUDGET APPROPRIATION:

All labor, mileage, and materials costs for the Ft. Huachuca washing machine and dryer repair services shall be reimbursed at the values established by the City of Sierra Vista's final submitted proposal, dated November 14, 2023, as accepted by Fort Huachuca. Years 1 and 6 include purchase of one new work truck:

Contract Years	TOTAL ANNUAL COST
1	\$259,215
2	\$175,627
3	\$180,739
4	\$186,004
5	\$191,426
6	\$285,562
7	\$202,765
8	\$208,691
9	\$214,794
10	\$221,081

Option years, if granted, shall be reimbursed at base year pricing plus 3% escalation. Included in the fees above is a 10% Administration Fee to cover the costs for billing reconciliation by the Public Works department, Finance invoicing and receiving, and Procurement services.

RESOLUTION 2024-030

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL SUPPORT AGREEMENT WITH THE UNITED STATES ARMY GARRISON, FORT HUACHUCA, FOR WASHING MACHINE AND DRYER MAINTENANCE AND REPAIR SERVICES AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the United States Army Garrison, Fort Huachuca, requires repair and maintenance of its approximately 1,055 washing machines and dryers on the installation; and

WHEREAS, the Secretary of the Army is authorized by federal law codified at 10 U.S.C. 2679 to enter into Intergovernmental Support Agreements on a sole source basis with a local government to receive installation support and services; and

WHEREAS, Intergovernmental Support Agreements assist Fort Huachuca in enhancing mission viability and improving quality of service while reducing operations and service costs; and

WHEREAS, the City of Sierra Vista has a history of close partnership with Fort Huachuca, and seeks to support the mission of the Fort wherever feasible; and

WHEREAS, the City of Sierra Vista currently repairs and maintains the City's washing machines and dryers and, with enhanced staff described in the IGSA document, can accomplish the repair and maintenance services for the Installation.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

That the City of Sierra Vista will provide repair and maintenance services of washing machines and dryers to the United States Army Garrison, Fort Huachuca, and will bill the Fort Huachuca for these services at the rates adopted in the Intergovernmental Agreement, Exhibit B.

SECTION 2

That the City Manager, City Clerk, City Attorney or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 9TH DAY OF MAY, 2024.

CLEA McCaa II
Mayor

Approval as to Form:

Attest:

NATHAN J. WILLIAMS
City Attorney

JILL ADAMS
City Clerk

Prepared by:
Kennie Downing, Chief Procurement Officer

INTERGOVERNMENTAL SUPPORT
AGREEMENT (IGSA) BETWEEN THE
UNITED STATES ARMY GARRISON FORT
HUACHUCA
AND
THE PUBLIC PARTNER, ARIZONA
FOR
Washer and Dryer Repair and Maintenance

W91QUS-IGSA-A60TC-24-0001

This is an Intergovernmental Support Agreement (hereafter referred to as the IGSA or Agreement) between the United States and the City of Sierra Vista, Arizona, a municipal corporation hereafter PUBLIC PARTNER is used for brevity throughout this model, is entered into pursuant to federal law codified at 10 USC 2679 and Arizona Law A.R.S 11-952. The Federal statute authorizes the Secretary of the Army to enter into an IGSA on a sole source basis with a state or local government to receive installation support and services. The Secretary of the Army has delegated authority to COL Johnny Ives (hereafter GC) to execute agreements on behalf of the United States.

The purpose of this IGSA is to outline the roles and responsibilities of the parties, identify the services to be furnished by the PUBLIC PARTNER, the prices to be paid by the United States, and the appropriate reimbursement and quality control procedures. The parties undertake this Agreement to provide services, supplies or construction to the United States, to achieve cost savings for the Department of the Army, and to provide additional revenues to local governments and their work forces.

RESPONSIBILITIES OF THE PARTIES:

1. Fort Huachuca AZ will:
 - a. Identify a Point of Contact (POC) as the Intergovernmental Support Agreement Manager (IGSA-M) who will serve as the installation's liaison with the PUBLIC PARTNER regarding concerns pertaining to the IGSA.
 - b. Appoint a subject matter expert as IGSA Technical Representative (TR) who will provide management and oversight of the Washer and Dryer Repair and Maintenance services on Fort Huachuca AZ.
 - c. Supervise and manage its personnel and bear all the responsibilities involved with its personnel, such as pay and benefits.
 - d. Not expect or request that the PUBLIC PARTNER employees or any contractors it engages for this IGSA act in any way on behalf of Fort

Huachuca AZ or the larger federal government.

- e. Approve rates for services for the upcoming fiscal year and incorporate agreed upon rates in the written IGSA.
- f. Pay the PUBLIC PARTNER for services upon satisfactory achievement of the milestones identified in the Performance Work Statement (PWS), as specified in the Request for Proposal (RFP), depending on the services performed, or as otherwise specified herein.
- g. Notify the PUBLIC PARTNER of the annual renewal of the IGSA as early as possible but no later than 60 days prior to the expiration of the current performance period.

2. PUBLIC PARTNER will:

- a. Perform Washer and Dryer Repair and Maintenance services as described herein for Fort Huachuca AZ once authorized to do so up to but not more than authorized amounts.
- b. Supervise and manage its Washer and Dryer Repair and Maintenance Service personnel involved with this IGSA and bear all the responsibilities involved with its personnel, such as pay and benefits and ensuring its employees and contractors comply with all applicable licensing, certification and other professional and legal requirements and apply due diligence in their work under this IGSA.
- c. Assume all responsibility for any contracted assistance it engages for purposes of this IGSA, including but not limited to using competitive procedures for awarding any such contract(s), with the understanding that this requirement does not apply to collective bargaining agreements between the PUBLIC PARTNER and its employees.
- d. Notify the IGSA agreement manager when it appears that the cost of the services will exceed the authorized amount in 30 days.
- e. Immediately stop performing all services under this IGSA when so directed by the IGSA-M or TR and/or upon termination of the IGSA.

The PUBLIC PARTNER shall perform the installation support services as stated in this IGSA. The term "installation support services" only includes services, supplies, resources, and support typically provided by a local government for its own needs and without regard to whether such services, supplies resources, and support are provided to its residents generally, except that the term does not include security guard or firefighting services.

This is a non-personal services agreement. Each party is responsible for all costs of its personnel including pay, benefits, support, and travel. Each party is responsible for supervision or management of its personnel.

The tasks, duties and responsibilities set forth in this IGSA may not be interpreted or implemented in any manner that results in the PUBLIC PARTNER personnel creating or modifying federal policy, obligating appropriated funds of the United States, or overseeing the work of federal employees. Under no circumstances, shall the PUBLIC PARTNER employees or contractors be deemed federal employees. If the PUBLIC PARTNER shall provide services through a contract, the contract must be awarded through competitive procedures. (This requirement does not apply to collective bargaining agreements between the PUBLIC PARTNER and its employees.) Employees of the United States may not perform services for or on behalf of the PUBLIC PARTNER without the approval of the IGSA-M.

SUMMARY OF SERVICES AND PRICE:

In consideration of the services to be provided by the PUBLIC PARTNER; Fort Huachuca AZ agrees to pay the PUBLIC PARTNER as follows:

1. Invoiced monthly for Washer and Dryer Repair and Maintenance services.
2. In the event cost fluctuates either direction 10% both Parties will meet to discuss obligation and funds.
3. Parties understand the United States may require a 30-day leeway from date it receives invoice.
4. In consideration for the services to be provided by the PUBLIC PARTNER, the United States agrees to pay the PUBLIC PARTNER in accordance with the following schedule: The Parties agree to a price of \$ 259,215.24 for the initial year term of the IGSA.

Year	Period of Performance	Annual Cost
1	July1, 2024 – June 30, 2025	\$259,215.24
2	July 1, 2025 – June 30, 2026	\$175,627.40
3	July 1, 2026 – June 30, 2027	\$180,738.88
4	July 1, 2027 – June 30, 2028	\$186,004.14
5	July 1, 2028 – June 30, 2029	\$191,426.47
6	July 1, 2029 – June 30, 2030	\$285,561.92
7	July 1, 2030 – June 30, 2031	\$202,765.37
8	July 1, 2031 – June 30, 2032	\$208,690.53
9	July 1, 2032 – June 30, 2033	\$214,793.91
10	July 1, 2033 – June 30, 2034	\$221,080.82

TERM OF AGREEMENT: The term of this agreement shall be ten (10) years. The term of this Agreement shall be for one year from the execution of the Agreement by the IGSA-M, and renewable for successive one-year periods for 9 additional years. The United States shall only be obligated for one year of

performance under the agreement, as it has no authority to obligate additional periods of performance without appropriation of adequate funds by the Congress. The United States shall only be obligated for an additional year of performance upon receipt of such funds, and only upon written notice by the Agreement Officer of an intent to award the option for an additional year of performance. The IGSA-M shall provide notice of the renewal of the IGSA at least 60 days prior to the expiration of then current performance period. The IGSA-M may condition the renewal upon availability of funds and may suspend performance of the renewed period at no additional cost to the United States, until adequate funds have been received. If funds are not received, the parties agree that the Agreement can be unilaterally terminated by the IGSA-M without further liability to the United States.

PAYMENT: The United States shall pay the PUBLIC PARTNER for services based upon satisfactory completion of services monthly. Payment shall be based for services provided as set forth in this Agreement. The PUBLIC PARTNER shall not include any State or Local taxes in the prices it charges the United States unless approved by the IGSA-M in advance. The PUBLIC PARTNER shall electronically submit invoices or payment requests to the Government's Intergovernmental Support Agreement Manager in advance. The PUBLIC PARTNER - must register and obtain a CAGE code from Defense Finance accounting Services (DFAS). The IGSA-M will not authorize payment unless all billed services have been satisfactorily completed and may reduce the amount(s) billed for unsatisfactory or partial performance, or for other reasons specified in this Agreement.

The payment method for IGSA's will be made via Miscellaneous Payment transactions processed through the General Fund Enterprise Business System (GFEBs). All IGSA's will be manually entered into GFEBs to commit and obligate funds. Payments will be processed within GFEBs by the Garrison Resource Management office, who will submit payment documents to DFAS who will issue payment via electronic fund transfer (EFT) or check to the Service Provider.

CHANGE IN RATES: Rates may only be adjusted upon 180 days written notice to the IGSA-M at the 5-year mark to discuss rates for years 6 thru 10. If the IGSA-M or his/her representative disagree, the parties shall discuss the proposed rates, changes in the services, or other modifications to Agreement. Modifications to prices in the Agreement must be reduced to writing and approved and incorporated into the Agreement by the IGSA-M.

OPEN COMMUNICATIONS AND QUALITY CONTROL: The Parties shall identify and present any issues and concerns that could potentially impede successful performance of the IGSA in a timely and professional manner. The PUBLIC PARTNER shall maintain a quality control plan to ensure all work is completed within the specified timelines and quality standards specified in the Agreement. After its execution, an initial joint meeting of the Parties will be conducted to discuss the terms of the IGSA. The initial meeting shall also

discuss orientation of the PUBLIC PARTNER and its employees to work areas on the installation as well a phase-in plan to permit the orderly transition of responsibilities for performance of the services by the PUBLIC PARTNER.

INSPECTION OF SERVICES: The PUBLIC PARTNER will only tender services and goods in conformance with the IGSA. Fort Huachuca AZ shall appoint a TR who will be responsible for inspecting all services performed. The PUBLIC PARTNER will be notified of the identity of the IGSA-TR and his alternate, and of any changes. If services are performed outside the installation, the IGSA-TR shall be granted access to areas where services are performed.

The IGSA-TR shall have the right to inspect and test all services; inspections and tests to be conducted in a manner that will not unduly delay the performance of work. If the IGSA-TR determines that services do not conform to the requirements in Agreement, the IGSA-TR can require the PUBLIC PARTNER to perform the services again, in whole or in part, at no additional cost to the government. Alternately, the IGSA-TR can reduce the price to be paid for services to reflect the reduced value of the services to be performed. If the services cannot be corrected by re-performance, the IGSA-TR can reduce the billed price to reflect the reduced value of the services to be performed. The IGSA-TR may alternately, in his sole discretion, waive price reductions or re-performance of services. Such waivers shall not constitute a waiver of requirements in the IGSA unless approved in writing by the IGSA-M.

If the PUBLIC PARTNER is unable to perform any of the services due to an occurrence beyond the reasonable control of the parties, such as Acts of God, unusually severe weather, or government activities on the installation which impede the PUBLIC PARTNER's performance, the PUBLIC PARTNER shall promptly notify the IGSA-TR.

In those rare instances in which the PUBLIC PARTNER fails to re-perform services or abandons performance, the United States may perform or contract for performance of the services and charge those costs to the PUBLIC PARTNER. Except in an emergency, the United States will not exercise this authority without providing prior notice to the POC designated by the PUBLIC PARTNER to allow for amicable resolution of issues between the parties. If services are deemed to be deficient and cannot be corrected to the satisfaction of the IGSA-TR, the IGSA-M may terminate the IGSA immediately. Such termination shall not become effective without prior notice and consultation with the PUBLIC PARTNER POC identified in this agreement.

TERMINATION: The IGSA may be terminated by mutual written agreement at any time. Except as otherwise specified in this agreement, either party can unilaterally terminate this IGSA upon 180 days written notice to the POCs designated in this Agreement.

The United States reserves the right to terminate this agreement for its convenience at any time. When notified by the IGSA-M of the termination, the

PUBLIC PARTNER shall immediately stop all work. The government will provide at least 180 days written notice of a termination under this provision and will pay the PUBLIC PARTNER a percentage of the agreed price reflecting the percentage of work performed to the notice. The PUBLIC PARTNER shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

SUSPENSION OF AGREEMENT: The United States reserves the right to suspend performance of the agreement or access to the installation in event of emergencies, mobilizations, national security reasons, or for other reasons outside the control of the United States.

APPLICABLE LAW: The IGSA is subject to the law and regulations of the United States. If any federal statute expressly prescribes policies or requirements that differ from the terms and conditions of this IGSA, the provisions of the statute shall govern.

CLAIMS AND DISPUTES: The parties shall use their best efforts to resolve any disagreement or disputes they may have regarding this Agreement. To minimize disputes, the parties will meet periodically, preferably on a monthly basis, to discuss performance and any other issues they may have. The IGSA-TR shall represent the Government in such meetings.

If the parties are unable to resolve an issue, the IGSA-TR or the PUBLIC PARTNER may submit a claim arising out of the Agreement to the IGSA-M for a final decision. The written submission must specify the nature and basis for the relief requested and include all data that supports the claim and may designate a PUBLIC PARTNER representative to discuss the claim and its resolution. The IGSA-M shall issue a final decision within 90 days of receipt of each claim.

If the PUBLIC PARTNER is dissatisfied with the IGSA-M's decision, it may appeal the matter to the installation commander and must specify the basis of its disagreement. The installation commander or his designee shall issue a final determination on the matter within 60 days of receipt of the appeal. The final determination shall be reduced to writing and provided to the POCs specified in this agreement. All final determinations that result in the payment of additional funds to the PUBLIC PARTNER must be coordinated with the IGSA-M.

If the PUBLIC PARTNER wants to use an alternate dispute resolution (ADR) process for appeals, consider the following: As part of its appeal, the PUBLIC PARTNER may request ADR to resolve disputes at their cost; the Government may agree to use of ADR in its sole discretion. If ADR procedures are employed, the installation commander shall consider the findings and recommendations of the third-party mediator(s) in making his final determination.

The parties agree to the above procedures in lieu of litigation in any forum.

NOTICES, POINTS OF CONTACT (POCs), ANNUAL REVIEWS, AND AMENDMENTS TO THE IGSA: The POCs for issues pertaining to this IGSA are as follows:

For the United States:

1. Steven Hedin, IGSA-TR, steven.p.hedin.civ@army.mil, 520-533-3083
2. Laurie Thompson, IGSA-M, Laurie.e.thompson.civ@army.mil, 520-533-2048

For the PUBLIC PARTNER: Kennie Downing, Chief Procurement Officer, Kennie.downing@sierravistaaz.gov
1011 N. Coronado Drive
Sierra Vista AZ 85635
520-439-2165

Unless otherwise specified, all notices under this agreement shall be provided to the POCs specified above.

The POCs and a management official at least one level above the POCs as well as the IGSA-M shall meet annually to discuss the IGSA and consider any amendments to the Agreement.

Any party can propose amendments at any time. All amendments must be reduced to writing and incorporated by amendment to the Agreement by the IGSA-M to be effective.

DUTY TO PROTECT GOVERNMENT PROPERTY ON THE INSTALLATION:

The PUBLIC PARTNER shall conduct a visit of the installation with the IGSA-TR prior to performance to satisfy itself of the general and local conditions existing on the installation to include sites where services will be performed. The PUBLIC PARTNER shall prepare an accident-avoidance plan and plan to protect Government property on the installation. The PUBLIC PARTNER shall take measures to protect and not damage any property of the United States during performance of services. Should the PUBLIC PARTNER damage such property, the PUBLIC PARTNER may replace the item or restore it to its prior condition at its own cost or reimburse the United States for such costs. If the PUBLIC PARTNER does not take measures to replace or restore, the United States reserves the right to deduct replacement or restoration costs from amounts billed by the PUBLIC PARTNER each month. The IGSA-TR shall provide written notice of the Government's intent to offset costs against billings to allow the parties to resolve the matter amicably. Such resolution can include a schedule for payments to cover the loss or restoration of Government property over the term of the current period of performance.

CONTINUITY OF SERVICES: The PUBLIC PARTNER recognizes that the services under this Agreement are vital to the United States and must be continued without interruption and performed even in event of a dispute

between the parties. Should the United States terminate this Agreement for any reason, the PUBLIC PARTNER agrees to furnish phase-in training to any successor contractor and exercise its best efforts and cooperation to affect an orderly and efficient transition of services.

HOLD HARMLESS: Except as otherwise provided in this Agreement, the PUBLIC PARTNER shall indemnify and hold the United States harmless against all judgments, expenses, liabilities, claims and charges of whatever kind or nature that may arise as a result of the activities of the PUBLIC PARTNER or its employees in performance of this Agreement.

WAGES AND LABOR LAW PROVISIONS: These provisions apply to the PUBLIC PARTNER and any contractor performing services under this IGSA on behalf of the PUBLIC PARTNER. The PUBLIC PARTNER shall be exempt from federal labor statutes, provided it pays its employees at wage grades or rates normally paid by the PUBLIC PARTNER and complies with all applicable PUBLIC PARTNER labor laws and standards. In no event, however, shall any employee be paid at wage rate below the minimum wage established in the Fair Labor Standards Act. The PUBLIC PARTNER shall comply with all applicable federal, state, and local occupational safety and health requirements and standards. If the PUBLIC PARTNER has knowledge that any actual or potential labor dispute by its employees may delay or threaten to delay performance of the contract, the PUBLIC PARTNER shall immediately notify the IGSA-TR and the IGSA-M. The PUBLIC PARTNER shall provide timely updates until the dispute is resolved.

NON-DISCRIMINATION AND SEXUAL ASSAULT/HARASSMENT: This provision applies to PUBLIC PARTNER and its contractors. The PUBLIC PARTNER agrees not to discriminate against any employee based upon race, color, religion, sex, national origin, or sexual orientation, or to allow any employee to engage in discriminatory practices or conduct while performing work under this IGSA. The PUBLIC PARTNER shall not permit employees which engage in sexual assault, sexual harassment or trafficking to perform services under this IGSA. The PUBLIC PARTNER shall not engage in age discrimination and shall comply with the Americans with Disabilities Act with respect to the hiring and accommodation of employees performing services under this IGSA.

TRANSFERABILITY: This Agreement is not transferable except with the written authorization of the IGSA-M.

ACTIONS OF DESIGNEES: Any act described in the IGSA to be performed by an individual or official can be performed of the designee of such individual or official, except for the IGSA-M.

Signatures and dates of signatures of the parties:

FOR THE UNITED STATES:

FOR THE CITY OF SIERRA
VISTA, AZ:

JOHN M. IVES, COL MI Commanding

Clea McCaa, II
Mayor

Date

Date

List all the Attachments/Annexes:

- ANNEX A - Performance Work Statement (PWS)
- ANNEX B - Installation Security and Access Requirements
- ANNEX C - Miscellaneous Requirements

Installation Security and Access Requirements:

INSTALLATION SECURITY AND ACCESS REQUIREMENTS: If work will be performed on an Army installation or other property under the Army's control, consult with the installation G-2 to add specific security requirements that must be met for contractors to access Army property as well as background requirements for the PUBLIC PARTNER employees. The following work sheet shall be completed by the proponent for the services, submitted to the installation G-2 for review and approval, and submitted to the IGSA-M. The installation G-2 shall submit any additional installation security procedures and requirements to the IGSA-M, to include any limitations on access to the installation, specific gates to be used, licensing and inspection of vehicle requirements, etc. In the unlikely event that the Agreement will require the PUBLIC PARTNER or its employees to access classified information, the installation shall specify procedures for access, storage, and similar procedures for all classified information. The IGSA-M shall additionally tailor FAR 52.204-2 for inclusion in the Agreement.

The provisions in this section are applicable to PUBLIC PARTNER or contractor employees performing services under this Agreement.

The PUBLIC PARTNER shall not permit employees who are not citizens or lawful immigrants to perform services under this IGSA. Employees who have been convicted of felonies, sex crimes, drug offenses or violent crimes, shall not

perform services under this IGSA without the specific approval of the IGSA-TR. The PUBLIC PARTNER shall not permit any employee to perform work on this IGSA if such person is identified by the IGSA-TR as a potential threat the health, safety, security, general well-being, or operational mission of the United States. The IGSA-TR may deny the continued entry of any employee upon receipt of information that indicates that the individual's continued entry to the installation is not in the best interests of national security.

All PUBLIC PARTNER vehicles will be identifiable and include PUBLIC PARTNER's name.

AGREEMENT REQUIREMENTS PACKAGE ANTITERRORISM/OPERATIONS SECURITY REVIEW COVER SHEET

Requirements Package Title: Washer and Dryer Repair and Maintenance Date 1 July 2024

Section I.

Purpose of cover sheet: To document the review of the requirements package performance work statement (PWS)/statement of work statement (SOW) quality assurance surveillance plan and any applicable source selection evaluation criteria for Anti-Terrorism (AT) and other related protection matters to include, but not limited to: AT, Operations Security (OPSEC), Information Assurance (IA)/Cyber Security, Physical Security, Law Enforcement, Intelligence, Foreign Disclosure.

Army policy requirement: A signed AT/OPSEC cover sheet is required to be included in all requirements package except for supply Agreements under the simplified acquisition level threshold, field ordering officer actions and Government purchase card purchases. Command policy may require this form for supply Agreements under the simplified acquisition level threshold.

Mandatory review and signatures: The organizational Anti-Terrorism Officer (ATO) must review each requirements package prior to submission to the supporting contracting activity to include coordination with other staff elements for review as appropriate per section II below. If the requiring activity does not have an ATO, the first ATO in the chain of command will review the contract for considerations. An OPSEC officer review is also mandatory.

Section II.

Standard Contract Language Provision/Contract Clause Text Applicability and/or Additional PWS/SOW Language.

- a. If standard contract or clause language found on page 2 (Section IV) of this form is sufficient to meet specific contract request requirements, check "YES" in block below and include this language in the PWS/SOW.
- b. If standard contractual text (provisions or clauses) or clause language does not apply, check "NO".
- c. If the standard PWS/SOW language applies, but is not in of itself sufficient, check "YES" and "PWS/SOW" and include both the standard language and additional contract specific language in the SOW.
- d. If standard contract text or clause language is not desired, but there is related contract specific language in the PWS/SOW, check "NO" and "PWS/SOW."

1. AT level 1 training (general)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOW
2. Access and general protection policy and procedures	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOW

2a. For PUBLIC PARTNER requiring Common Access Card (CAC).	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
2b. For PUBLIC PARTNER not eligible for CAC but requires access to DoD facility or installation.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOW
3. AT awareness training for US based PUBLIC PARTNER personnel traveling overseas.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> SOW
4. iWATCH training.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> SOW
5. Army Training Certification Tracking System (ATCTS) registration for PUBLIC PARTNER employees who require access to government information systems.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
6. For Agreements that require a formal OPSEC program.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
7. Requirement for OPSEC training.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOW
8. Information assurance/information technology training.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
9. Information assurance/information technology certification.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
10. PUBLIC PARTNER Authorized to Accompany the Force clause.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
11. Contract requiring performance or delivery in a foreign country.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
12. Handling/Access to Classified Information.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> SOW
13. Threat Awareness Reporting Program.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SOW
Section III. Remarks:			
<p>Antiterrorism Review Signature: I am an ATO (Level II Certified) and have reviewed the requirements package and understand my responsibilities in accordance with Army Regulation 525-13, <i>Antiterrorism</i>.</p>			
Reviewer Name <u>David Prince, GS-12</u> Rank/Grade _____ Signature _____	Date _____ Phone Number <u>520-533-0070</u>		
<p>Operations Security Review Signature: I am OPSEC level II certified and have reviewed the requirements package, and it is in compliance with Army Regulation 530-1, <i>Operations Security</i>.</p>			

Reviewer Name <u>David Prince</u>	Date _____
Rank/Grade <u>GS-12</u>	Phone Number <u>520-533-0070</u>
Signature _____	

Section IV. Standard Contract Language/Contract Clause Applicability and/or Additional SOW Language.

1. AT Level I training. *This standard language is for PUBLIC PARTNER employees with an area of performance within an Army controlled installation, facility or area. All PUBLIC PARTNER employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable and annually thereafter. The PUBLIC PARTNER shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the IGSA-TR or to the contracting officer, if a IGSA-TR is not assigned, within 05 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <http://jko.jten.mil>*

2. Access and general protection/security policy and procedures. *This standard language is for PUBLIC PARTNER employees with an area of performance within Army controlled installation, facility, or area. PUBLIC PARTNER and all associated sub-contractor's employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. PUBLIC PARTNER workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in PUBLIC PARTNER security matters or processes.*

2a. For PUBLIC PARTNERS requiring Common Access Card (CAC). *Before CAC issuance, the PUBLIC PARTNER employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The PUBLIC PARTNER employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check*

and a successfully scheduled NACI at the Office of Personnel Management.

2b. For PUBLIC PARTNERS that do not require CAC but require access to a DoD facility or installation. PUBLIC PARTNER and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

3. AT Awareness Training for PUBLIC PARTNER Personnel Traveling Overseas.

This standard language required US based PUBLIC PARTNER employees and associated sub-contractor employees to make available and to receive government provided area of responsibility (AOR) specific AT awareness training as directed by AR 525-13.

Specific AOR training content is directed by the combatant commander with the unit ATO being the local point of contact.

4. iWATCH Training. *This standard language is for PUBLIC PARTNER employees with an area of performance within an Army controlled installation, facility, or area.* The PUBLIC PARTNER and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the IGSA-TR. This training shall be completed within 30 calendar days of contract award and within

05 calendar days of new employees commencing performance with the results reported to the IGSA-TR NLT 30 calendar days after contract award.

5. Army Training Certification Tracking System (ATCTS) registration for PUBLIC PARTNER employees who require access to government information systems. All PUBLIC PARTNER employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at

commencement of services and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

6. For Agreements that require a formal OPSEC program. The PUBLIC PARTNER shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer. This plan will include a process to identify critical information, where it is located, who is responsible for it, how to protect it and why it needs to be protected. The PUBLIC PARTNER shall implement OPSEC measures as ordered by the commander. In addition, the PUBLIC PARTNER shall have an identified certified Level II OPSEC coordinator per AR 530-1.

7. O53P0S-E1C. Training. Per AR 530-1 Operations Security, the PUBLIC PARTNER employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter.

8. For information assurance (IA)/information technology (IT) training. All PUBLIC PARTNER employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All PUBLIC PARTNER employees working in IA/IT functions must.

comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions.

9. For information assurance (IA)/information technology (IT) certification. Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2 the PUBLIC PARTNER employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.

10. For PUBLIC PARTNERS authorized to accompany the force. DFARS Clause 252.225 -7040, PUBLIC PARTNER Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States. The clause shall be used in solicitations and Agreements that authorize PUBLIC PARTNER personnel to accompany U.S. Armed Forces deployed outside the US in contingency operations; humanitarian or peacekeeping operations; or other military operations or exercises, when designated by the combatant commander. The clause discusses the following AT/OPSEC related topics: required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data required.

11. For Agreement Requiring Performance or Delivery in a Foreign Country. DFARS Clause 252.225-7043, Antiterrorism/Force Protection for Defense PUBLIC PARTNERS Outside the US. The clause shall be used in solicitations and Agreements that require performance or delivery in a foreign country. This clause applies to both contingencies and non-contingency support. The key AT requirement is for non-local national PUBLIC PARTNER personnel to comply with theater clearance requirements and allows the combatant commander to exercise oversight to ensure the PUBLIC PARTNER's compliance with combatant commander and subordinate task force commander policies and directives.

12. For Agreements that require handling or access to classified information. PUBLIC PARTNER shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires PUBLIC PARTNERS to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); (2) any revisions to DOD. 5220.22-M, notice of which has been furnished to the PUBLIC PARTNER.

13. Threat Awareness Reporting Program. Per AR 381-12 Threat Awareness and Reporting Program (TARP), PUBLIC PARTNER employees must receive annual TARP training by a CI agent or other trainer as specified in 2-4b.

Other provisions to be considered:

FEDERAL HOLIDAYS: The PUBLIC PARTNER is not obligated to perform services on City-approved holidays: Christmas day, Christmas Eve, Day after Thanksgiving, Thanksgiving day, Veterans Day, Labor Day, Independence Day, Juneteenth, Memorial Day, Presidents Day, Martin Luther King Jr. Services will be performed on the next work day.

INSURANCE [If services are provided on post]: The PUBLIC PARTNER shall at its own expense provide and maintain during the entire period of this IGSA the following insurance:

- a. General liability insurance with a minimum combined single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for all premises and operations. The policy shall include coverage for bodily injury, death and property damage arising out of actions or omissions by the PUBLIC PARTNER or its employees or contractors.
- b. Comprehensive vehicular liability insurance in the combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.
- c. Copies shall be furnished to the IGSA-TR and IGSA-M before providing services under this agreement.

NOTE BENE: The PUBLIC PARTNER may propose to self-insure for such damage. Its acceptability should be assessed by the installation. If acceptable, an appropriate provision should be included in the IGSA addressing self-insurance and stating that the self-insurance is authorized in lieu of the above insurance requirements.

LIABILITY FOR DAMAGE TO THIRD PARTIES: The PUBLIC PARTNER shall be liable to the government for loss or damage to third parties in performance of the services, wherever performed, and for injury or death of persons resulting from the negligence or fault of the PUBLIC PARTNER, its employees, its contractors, or agents in performance of the contract. The PUBLIC PARTNER shall hold the United States harmless from claims or litigation from third parties and shall indemnify the Government for all judgments against it as well as costs incurred in connection with defense of such litigation. The United States shall not be responsible for injuries and deaths to the PUBLIC PARTNER's employees or employees of its contractors, unless caused by a Government employee and compensable pursuant to federal legislation authorizing recovery against the United States.

DUTY TO COOPERATE IN ACCIDENTS AND DAMAGE: The PUBLIC PARTNER shall fully cooperate with the United States in investigations involving accidents or damage to property or persons on property under federal control. The PUBLIC PARTNER shall timely furnish to the IGSA-TR reports of investigations it completes regarding such incidents.

MEDICAL CARE IN EMERGENCIES:

Fort Huachuca will call 911 in the event of an emergency.

ENVIRONMENTAL REQUIREMENTS: N/A

[The installation's DPW and environmental law attorney should provide any environmental requirements applicable to the installation. If hazardous materials are

involved, or the PUBLIC PARTNER must use hazardous materials in performance, consider tailoring clauses at FAR 52.223-3, etc.]

DRUG FREE WORKPLACE ON MILITARY INSTALLATIONS AND FACILITIES: All property under the control of the Department of the Army are drug free areas. Notwithstanding any contrary State or Local law, the PUBLIC PARTNER shall notify all individuals performing services on the installation that no controlled substances as specified in the Controlled Substances Act and 21 Code of Federal Regulations shall be sold, distributed, used or consumed on the installation. The IGSA-TR may direct the PUBLIC PARTNER to bar individuals who violate these laws and policies. Such individuals additionally may be barred from access to the installation by the installation commander.

THE PUBLIC PARTNER EMPLOYEE REQUIREMENTS: All PUBLIC PARTNER and Contractor employees shall comply with all installation security, health, and safety conditions. Employees who interface with government personnel shall be able to speak and understand English. All employees shall wear identification badges or distinctive clothing which clearly identifies that they are the PUBLIC PARTNER employees or contractors. At the conclusion of the IGSA or whenever an employee no longer performs IGSA services, the PUBLIC PARTNER will provide the IGSA-TR all identification or other credentials furnished by the Government.

MEMORANDUM FOR the Fort Huachuca, AZ Intergovernmental Support Agreements (IGSA) Manager/Technical Representative, Laurie Thompson and Steven Hedin

SUBJECT: Delegation of Authority for IGSA Manager/Technical Representative Role and Responsibility.

You are hereby appointed the Garrison IGSA Manager/Technical Representative.

You and your immediate supervisor are required to sign the last page of this memorandum within seven calendar days to acknowledge your appointment as the IGSA-M/TR to demonstrate that you are in receipt of this memorandum.

You should familiarize yourself with the IGSA oversight process and communicate with the Garrison IGSA Technical Representatives, IGSA Managers and IGSA community partners as necessary to ensure satisfactory performance of the IGSA requirements. You are the only Army employee who has the role and responsibility to initiate, coordinate, and integrate outreach efforts to establish community partnership for IGSA's at Garrison, Fort Huachuca, AZ.

In your capacity as IGSA-M, you have the authority to:

1. Conduct the initial outreach efforts with community leaders for consideration of IGSA's.
2. Ensure the follow-up, coordination, and organization of preliminary planning meetings with Community Senior Leaders, the Garrison Commander, Installation stakeholders and IMCOM HQ SME Leaders.

Your responsibilities as the IGSA-M/TR also include, but are not limited to:

1. Maintain a professional relationship with the IGSA partner in the interest of Army integrity and sound management.
2. Ensure due outs are executed from all stakeholder meetings.
3. At a minimum, the IGSA-M/TR's files should contain copies of the following:
 - a. This IGSA-M appointment memorandum and acknowledgement.
 - b. IGSA transaction instrument and any modifications.
 - c. Records of conversations with the IGSA partner, including meeting notes. All records must be retained for 6 years, 3 months.

Your designation as IGSA-M/TR shall remain in effect through the IGSA Mission timeline unless sooner revoked by the Garrison Commander (or equivalent),

and any such revocation of the designation shall be in writing. If your designation is revoked for any reason, turn your records over to the successor IGSA-M/TR.

The undersigned acknowledges the IGSA-M/TR appointment and accepts the duties, responsibilities and limitations described in this appointment memorandum.

The IGSA Integration Manager's immediate supervisor confirms that sufficient time will be given for the IGSA Integration Manager to perform the IGSA Integration role.

Laurie E. Thompson Date _____

David O. Tiedemann Date _____

Steven. P. Hedin Date _____

Dale O. Benth Date _____

JOHN M. IVES
Colonel, MI
Commanding

EXHIBIT B:

COST PROPOSAL TO PROVIDE WASHER AND DRYER REPAIR AND MAINTENANCE SERVICES
11/14/2023

Description of Services	Cost Year 1	Cost Year 2	Cost Year 3	Cost Year 4	Cost Year 5	Cost Year 6	Cost Year 7	Cost Year 8	Cost Year 9	Cost Year 10	
Purchase of one(1) work truck in Yr 1, second in Year 6.	80,000	0	0	0	0	80000	0	0	0	0	
Purchase of work tools for two new employees \$500 in Year 1, second in Year 6	500	0	0	0	0	500	0	0	0	0	
Two (2) FT Facility Maintenance Technician I Salary + Benefits	122,200	125,866	129,642	133,531	137,537	141,663	145,913	150,291	154,799	159,443	3% increase Year 2-10
Flat Trip Charge (fed mileage rate .655 x14 miles round trip x 260 annual work days x 2 employees)	4,768	4,768	4,768	4,768	4,768	4,768	4,768	4,768	4,768	4,768	
SUBTOTAL	207,468	130,634	134,410	138,300	142,305	226,931	150,682	155,059	159,567	164,212	
Repair Parts provided at Cost (Receipts will be provided on demand)	31,000	31,930	32,888	33,875	34,891	35,937	37,016	38,126	39,270	40,448	3% increase Year 2-10
Administration Fee (10% of "Subtotal")	20,746.84	13,063.40	13,441.00	13,829.96	14,230.52	22,693.13	15,068.16	15,505.86	15,956.73	16,421.17	
GRAND TOTAL	\$ 259,215	\$ 175,627	\$ 180,739	\$ 186,004	\$ 191,426	\$ 285,562	\$ 202,765	\$ 208,691	\$ 214,794	\$ 221,081	

ATTACHMENT 1

Performance Work Statement

TABLE OF CONTENTS

C.1. General

C.2. Definitions and Acronyms

C.3. Government Furnished Property

C.4. Partner Furnished Property

C.5. Specific Tasks

C.6. Applicable Documents

**Performance Work Statement for
WASHER/DRYER SERVICES CONTRACT
Directorate of Public Works
Fort Huachuca, Arizona**

C.1. GENERAL.

C.1.1. Description of Services.

The Partner shall provide personnel, management, and any other items and services not government furnished, necessary to perform the washer /dryer service function as defined in this work statement at Fort Huachuca, Arizona. This agreement provides maintenance for washer and dryer equipment for use by troops located at Fort Huachuca. A current inventory of the number and type of washer and dryer units is included as Technical Exhibit TBD.

C.1.1.1. Description of Services

The Partner shall furnish supervision, labor, tools, supplies, and parts necessary to perform the operations in connection with repair and maintenance of government-owned washers and dryers at Fort Huachuca, Arizona, in accordance with the procedures recommended by the respective appliance manufacturer and industry standards. The Partner shall furnish all necessary items, including but not limited to, filters, lubricants, tools, replacement parts, and cleaning supplies to service, clean and maintain the appliances, accessories, vent /ductwork /manifold and the adjacent laundry area.

C.1.2. Work Site. agreement work shall be performed at Fort Huachuca, AZ. Fort Huachuca is located approximately 80 miles southeast of Tucson, AZ and adjacent to the city of Sierra Vista, AZ. A map of the installation will be furnished to the Partner after agreement award.

C.1.2.1 Hours of Operation. Normal Work requirements of this agreement shall be accomplished during the period 7:30 a.m. through 4:00 p.m., Monday through Friday, excluding legal public holidays, unless otherwise directed by the IGSA manager or Technical Representative.

C.1.2.1.1 Legal Public Holidays.

- New Year's Day, 1 January
- Martin Luther King Jr.'s Birthday, third Monday in January
- President's Day, third Monday in February
- Memorial Day, last Monday in May
- Juneteenth: 19 June
- Independence Day, 4 July
- Labor Day, first Monday in September
- Columbus Day, second Monday in October
- Veterans Day, 11 November
- Thanksgiving Day, fourth Thursday in November
- Christmas Day, 25 December

Whenever a federal holiday falls on Saturday, the preceding Friday is observed, and whenever a holiday falls on a Sunday, the following Monday is observed.

C.1.3. Access and Security.

C.1.3.1. Security Requirements. Partner personnel or any representative of the partner entering Fort Huachuca, Arizona, shall abide by all security regulations and shall be subject to security checks.

C.1.3.2. Search and Seizure. Partner personnel and property shall be subject to search and seizure upon entering the confines of Fort Huachuca, Arizona, while on Fort Huachuca, Arizona, and upon leaving the confines of Fort Huachuca, Arizona.

C.1.3.3. Access to Facilities. Partner employees identified on Contractor's personnel roster, wearing identification badges, and complying with local security procedures will be allowed access to facilities where machines are located. Partner employees may experience delays such as those associated with entering secured areas or locating customers. Local rules, regulations, directives and requirements issued by military and civilian authorities pursuant to their responsibility for the administration and security of Government and military installations are applicable to partner personnel.

C.1.3.4. Key Control. The Partner shall establish and implement methods of making sure all keys/key cards issued to the Partner by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Partner by the Government shall be duplicated. The Partner shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Partner shall immediately report any occurrences of lost or duplicate keys/key cards to the IGSA manager or Technical Representative.

C.1.3.4.1. The Partner shall report any occurrence of duplicated, misplaced, or lost keys to the IGSA manager or Technical Representative or the designated representative within 2 hours after discovery of occurrence and submit a written report to the IGSA manager or Technical Representative by close of business the next workday. The written report shall provide complete details relating to duplication, misplacement, or loss.

C. 1.3.4.2. In the event a key is duplicated, misplaced, or lost, all locks and keys for that system will be replaced at the discretion of the Government. The Partner shall reimburse the Government via monthly invoice deductions for replacement of locks or rekeying required as a result of keys being duplicated, misplaced, or lost by the Partner or Partner personnel. The Partner shall also reimburse the Government via monthly invoice deductions for any government property lost or stolen as a result of unauthorized key duplication, misplaced key, or loss of key by the Partner or Partner personnel. The Partner will be issued keys to all areas that require access to perform the requirements of the Contract. The IGSA manager or Technical Representative or the designated representative will coordinate the issuance of all keys. All Government keys issued to the Partner shall be returned to the Government upon completion of the Contract. Locked facilities may be temporarily unlocked by Partner personnel for the purpose of performing agreement work. When temporarily unlocked, the Partner shall not allow other personnel to enter the facilities and the facilities must be relocked after agreement work is complete.

C.1.4. Work Control, Inventory, Records, Reports, and Coordination. The Partner shall establish and implement a Work Control, Inventory, Records, and Reports Plan that includes all work control procedures necessary to ensure the timely and acceptable accomplishment of all agreement work requirements, permit tracking of work in progress and manage inventory on a daily basis. The Partner shall submit a Work Control, Inventory, Records, and Reports plan to the IGSA manager or Technical Representative 10 days prior to the agreement start date. The Partner shall be responsible for:

1. Planning, completing checklists and scheduling work;
2. Assuring material and labor availability; and,
3. Inventory control.

C.1.4.1. Documentation. Partner data submissions shall be computer generated and shall be signed and dated by the Contractor's project manager. All documents shall be prepared in Microsoft Word or Excel.

C.1.4.2. Coordination. The Partner shall perform all required coordination for facility access, work performance, and response to customer needs. The Partner shall notify the facility POC no less than 10 days

prior to performing scheduled preventive maintenance work.

C.1.4.3. Licenses and Permits. The Partner shall obtain all required licenses and permits for performance of work, in compliance with all applicable federal, state and local laws.

C.1.5. Damage to Personal Property. The Partner shall be responsible for all damage to Government and occupant personal property caused by the Contractor's personnel, subcontractors, his agents, or by the performance of his work.

C.1.5.1. Damage by Negligence. Contractor's response to damage deemed critical by the Government such as gas leaks, electrical outages, and loss of heat during cold weather, water leaks, unsecured facilities, weather damage, oil /hazardous waste spills or similar events shall be immediate and continuous until the critical aspect of the damage is repaired. Final and complete repair shall be accomplished as soon as practicable thereafter. If the Partner fails to comply with these requirements, the Government reserves the right to repair the damage and charge the cost to the contractor. Partner shall protect all areas through which he will be transporting materials.

C.1.6. Safety. The Partner shall safeguard and maintain all government property as well as provide for the safety and well-being of personnel employed in the administration of this contract. The Partner shall comply with the provisions of AR 385-10, Army Safety Program.

C.1.6.1. The Partner shall comply with the Occupational Health and Safety Act (OSHA). Partner personnel shall wear safety items required by OSHA during the performance of tasks requiring protective equipment or clothing. The Partner and his employees shall comply with accepted industry safety standards and applicable safety precautions and guidelines contained in these publications at all times while performing work under this contract.

C.1.7. Partner Vehicle Identification. Partner owned vehicles used in the performance of services under this agreement on this installation shall be marked as commercial Partner vehicles with the Contractor's company name in 3" block letters of a color that contrasts with the background, on both sides of the vehicle. Contractors operating multiple Partner owned vehicles on the installation shall be required to place identifying numbers on the front and rear bumpers of the vehicles.

C.1.8. Personnel.

C.1.8.1. Project Manager. The Partner shall provide a Project Manager who shall be responsible for the overall management, performance of work, and coordination of this contract. The Project Manager shall be the point of contact with the Government and shall have the authority to act or make decisions for the Partner on all matters pertaining to this contract. The Project Manager shall be able to read, write and speak English.

C.1.8.2. Alternate. The Partner shall designate an alternate who shall be authorized to act on behalf of the Partner in the absence of the Project Manager or when the Project Manager is not available.

C.1.8.2.1. The Partner shall provide the name, address, and telephone number(s) for the Project Manager or alternate to the IGSA manager or Technical Representative prior to the first day of contract. The Partner shall provide written notice to the IGSA manager or Technical Representative at least 5 workdays in advance of any change of Project Manager or Alternate.

C.1.8.3. Partner Personnel

The Partner shall provide work force possessing the skills, knowledge, and training to satisfactorily perform the services required by this contract. Personnel performing work under this work statement shall remain employees of the Partner and will not be considered employees of the Government. Partner personnel shall present a neat appearance and visibly wear Partner furnished employee identification badges, while physically on the installation. Each badge shall include, at a minimum, company name, employee name, employee photo, agreement title, agreement number, and agreement expiration date. Partner employees shall not wear any part of a current authorized military uniform while performing work under the contract. The Partner shall be responsible for the supervision and

conduct of his employees. Partner employees may experience minor delays associated with entering secured areas or locating customers.

C.1.8.3.1. Personnel List. The Partner shall provide to the IGSA manager or Technical Representative a list of all Partner employees 10 calendar days prior to agreement start date. The list shall state each employee's name and job title. Changes to the list shall be submitted in writing to the IGSA manager or Technical Representative within one (1) workday of any personnel change. (Ref T.E. TBD)

C.1.8.3.2. Conflict of Interest. The Partner shall not employ any person who is an employee of the United States Government or the Department of Defense, either military or civilian, if such employment would create a conflict of interest or be contrary to the policies contained in Department of Defense (DOD) Joint Ethics Regulation (JER), DOD 5500.7-R or Title 18 United States Code.

C.1.8.3.3. Conduct of Personnel. The IGSA manager or Technical Representative may require the Partner to remove from the job site any employee working under this agreement for reason of misconduct, security, or found to be or suspected to be under the influence of alcohol, drugs, or other incapacitating agent. Partner personnel on the installation in performance of this agreement will conduct themselves in a professional and safe manner required in the Federal workplace. Partner employees shall be subject to dismissal from the premises upon determination by the IGSA manager or Technical Representative that such action is necessary in the interests of the Government. In accordance with Department of Defense (DOD) Joint Ethics Regulation (JER), DOD 5500.7-R, the installation commander has the authority to bar individuals from the installation. The removal from the job site or dismissal from the premises shall not relieve the Partner of the requirement to provide sufficient personnel to perform the services as required by this performance work statement.

C.1.9. Interface with Government Operation. Performance of work by Partner personnel under the terms of this agreement shall not interfere with regularly scheduled Government operational activities.

C.1.10. Fraud, Waste, and Abuse. The Partner shall be responsible for maintaining proper conduct and good discipline within Partner occupied work area(s). Partner personnel shall be encouraged to be alert to and report suspected situations of fraud, waste, and abuse, or other intentionally dishonest conduct against the Government observed during or in the performance of this contract.

C.1.11. Conservation of Utilities. Partner personnel shall practice utilities conservation and shall operate under conditions that preclude waste of government furnished utilities.

C.1.12. Fire Protection. The Partner shall comply with all Fort Huachuca Fire Regulations for fire protection and fire prevention.

C.1.13. Accident Reporting. The Partner shall maintain an accurate record of accidents resulting in injury or death and accidents resulting in damage to government property, supplies, and equipment. The Partner shall report accidents in accordance with the requirements indicated in AR PAM 385-40, Accident Reporting and Records.

C.1.14. Files. The Partner shall maintain complete and accurate files of documentation, records, and reports required under the terms of this agreement in accordance with AR 25-1, Army Information Technology, and AR 25-400-2, The Army Records Information Management System (ARIMS) The Partner shall not allow access to the files by any government agency, non-governmental agency, or individual unless specifically authorized by the IGSA manager or Technical Representative. Files shall be made available to the IGSA manager or Technical Representative or designated representative upon request. All files will become the property of the Government and shall be turned over to the IGSA manager or Technical Representative at the completion or termination of this contract.

C.1.15. Smoking. The Partner shall comply with AR 600-63, Army Health Promotion, which establishes uniform policies governing regarding use of tobacco products in Government facilities and on Fort

Huachuca.

C.1.16. Quality Control. The Partner shall implement a complete quality control program that identifies potential and actual problem areas in providing requirements of the agreement as specified and results in corrective action throughout the life of the contract. The Quality Control Plan (QCP) shall be provided to the IGSA manager or Technical Representative for review and approval 10 calendar days prior to agreement start date. Changes to the QCP shall be submitted for review to the IGSA manager or Technical Representative not less than 10 calendar days prior to the effective date of the change. The basic tenet of the plan is that the Partner is responsible for quality. All methods, procedures, and forms shall support this concept. The QCP shall:

C.1.16. 1. be structured to assure independence from any other parts of the contractor's organization.

C.1.16. 2. have direct accountability to the contractor's top management.

C.1.16. 3. address overall project management and administration.

C.1.16. 4. be a comprehensive program to plan and deliver quality services to the Government.

C.1.16. 5. cover all services described in this contract, prioritize services, and concentrate on the most important services.

C.1.16. 6. describe a method acceptable to the Government of identifying deficiencies in the quality of services performed under this agreement before the level of performance becomes unacceptable and address processes for corrective actions without dependence upon Government direction.

C.1.16. 7. establish an inspection system covering all services required by this contract. This shall specify areas to be inspected on either a scheduled or unscheduled basis and the title of the individual who will do the inspection.

C.1.16. 8. contain specific quality control techniques for agreement services identified in the Performance Requirements Summary (PRS). The quality control methods shall be comprehensive and adaptable to the reporting systems of the QCP.

C.1.16. 9. include a customer complaint feedback system for correction of validated complaints and to inform the customer of corrections. The QCP shall describe how users or other interested parties may identify problem areas or situations to the contractor. The customer complaint program shall be compatible with the reporting and communications systems of the QCP.

C.1.16. 10. require documentation of all Partner quality control inspections and corrective actions be maintained by the Partner throughout the term of this contract. Inspection documents shall be made available to the IGSA manager or Technical Representative or designated representative.

C.1.16. 11. describe methods of direct and indirect communications with the Government regarding performance of the contract. The communications shall include regular and formal meetings with the Government. Informal communications shall be addressed. (Ref T.E.TBD)

C.1.17. Cell Phone. In accordance with 32 CFR Section 634.25, using hand-held cell phones while driving a U.S. government vehicle or privately-owned vehicle on Fort Huachuca is prohibited. This prohibition applies to the driver of the vehicle only and shall not be enforced against any passenger in or on the vehicle. A driver who wants to use a hand-held cell phone must move his/her vehicle safely off or to the side of the road and bring vehicle to a complete stop, out of the way of moving traffic, before using a cell phone. The following uses are permissible:

(1) When the driver uses a hands-free cell telephone, which allows the user to communicate without the use of either hand, so long as the hands-free cell phone does not involve the use of a headset that covers both ears.

(2) When operating an authorized emergency or law enforcement vehicle in the performance of official duties.

b. This prohibition applies to hand-held cell phones only and is not applicable to microphones or radios typically used in cabs and authorized emergency vehicles. A violation of this prohibition may result in a fine per local Supplement to AR 190-5.

C.1.18. Antiterrorism (AT) and Operations Security (OPSEC)

C.1.18.1. AT Level I Training: All Partner employees, to include subPartner employees, requiring access to Army installations, facilities, and controlled access areas shall complete AT Level I awareness training within 30 calendar days after agreement start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The Partner shall submit certificates of completion for each affected Partner employee and subPartner employee to the COR or to the KO, if a COR is not assigned within 10 calendar days after completion of training by all employees and subPartner personnel. AT level I awareness training is available at the following website: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>.

C.1.18.2. Access and General Protection/Security Policy and Procedures: The Partner and all associated sub-contractors' employees shall comply with applicable installation, facility, and area commander installation/facility access and local security policies and procedures (provided by government representative). The Partner shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, or Security Office. Partner workforce must comply with all personal identity verification requirements as directed by DOD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in Partner security matters or processes. Changes in FPCON may adversely affect job site access to include restriction from the job site.

C.1.18.3. iWATCH Training: The Partner and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of agreement award and within 14 calendar days of new employees commencing performance with the results reported to the COR NLT 35 calendar days after agreement award. This training may be accomplished by viewing the video at the following website: [USMEPCOM > Home > Contractors \(army.mil\)](#) (Click on iWATCH ARMY video in center of page).

C.1.18.4. OPSEC Training: Partner employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All Partner employees must complete annual OPSEC awareness training. OPSEC training is available at the following website: <https://securityawareness.usalearning.gov/opsec/index.htm>.

C.2. DEFINITIONS and ACRONYMS

Acceptable Quality Level (AQL). The maximum percentage defective that, for the purpose of a sampling inspection, can be considered satisfactory on the average. It is the allowable deviation from a standard before the IGSA manager or Technical Representative will reject the specific service. An AQL does not imply that the Partner may knowingly perform in an unsatisfactory manner, but rather exerts a realization that perfect performance is not possible.

Quality Assurance (QA). Those actions taken by the IGSA manager or Technical Representative to determine that the services received meet the agreement requirements.

Quality Control (QC). Those actions taken by the Partner to ensure that the standards and requirements of the agreement are met.

User Abuse. Damage caused by the user through improper loading, overloading, using improper cleaning products, washing field gear not intended for machines, attempting to work on machines and similar activities not considered willful destruction.

Vandalism. Willful destruction of machines or machine components.

AGA	American Gas Association
COR	IGSA manager or Technical Representative's Representative
PM	Preventive Maintenance
POC	Point of Contact
QA	Quality Assurance
QC	Quality Control
TA-50	Field Gear

C.3. GOVERNMENT-FURNISHED PROPERTY.

Government Furnished Property will be provided "as is" and shall be utilized exclusively in the performance of the agreement and in compliance with applicable Federal, State and local laws, standards, codes and directives.

C.3.1. Utilities. The Government will furnish water, gas and electric current at existing outlets, as may be required in the performance of work in Government-owned facilities under this contract. The Partner shall, at all times, make every effort to conserve all utilities while performing services in Government facilities.

C.3.2. Emergency Medical Care. There is no emergency care on Fort Huachuca.

C.3.3. Equipment. The equipment identified in Technical Exhibit TBD.

C.4. PARTNER FURNISHED PROPERTY

C.4.1. Identification. The Partner shall place a sign in every laundry facility with the Contractor's trade name, telephone number and "Call for service" located in close proximity of the entry doors. The Partner shall place a vinyl coated label on each piece of laundry equipment and each label shall be conspicuously located on the laundry equipment and the location of the sticker shall in no way interfere or hinder the use or operation of the equipment. The sticker shall also include a unique number, preceded by the letter "W" on each washer and the letter "D" on each dryer, to identify each piece of equipment. Label maintenance shall be the contractor's responsibility throughout the life of the contract. The label shall be replaced when it is no longer legible. These numbers shall be used in all documentation including location summaries, inventories, work orders and similar documents. All illegible and/or missing stickers and signs shall be replaced within three days. The Partner shall submit a sketch of the intended sticker to the IGSA manager or Technical Representative for approval within 15 calendar days prior to agreement start date.

C.5. SPECIFIC TASKS.

C.5.1. Transition Period. The period between agreement award and agreement commencement will constitute the transition period as follows: within 10 calendar days after award of the contract, the Partner shall submit to the IGSA manager or Technical Representative and the IGSA manager or Technical Representatives Representative, for approval, a phase in plan for the installation of equipment identified for base period that will allow for an orderly turnover of the agreement to ensure continuous service. Schedule shall indicate the date equipment will be installed by building numbers. Equipment shall be installed and operational no later than 15 calendar days after agreement start date. The transition shall be coordinated with the outgoing contractor's phase out plan. No building should be left without installed machines for more than 24 hours during this transition.

C.5.1. Indirect Work Tasks. The Partner shall perform the work requirements described below:

C.5.1.1. The Partner shall provide everything necessary to perform the following functions needed for an acceptable Washer/Dryer service program at Fort Huachuca, in accordance with the Contract:

1. Indirect Work Tasks including work control and reporting;
2. Perform Preventive Maintenance (Annual Cleaning);

3. Inspections (Annual);
4. Repair Machines; and,
5. Move and relocate Machines.

C.5.2. Work Control

C.5.2.1. Coordination with Customers. The Partner shall coordinate as necessary to schedule and perform work. The Partner shall coordinate as necessary with the occupants needed to gain access to facilities where services are to be performed or were requested by the Government. The Partner shall report to the customer, building manager, or Charge of Quarters (CQ) upon arrival at the building to accomplish work on machines. Most facilities will be open during operating hours; however Partner personnel may experience occasional delays such as those associated with entering secured areas or locating customers. All service/repairs will be repaired within 24 hours of discovery or notification. In the event that customer cannot be located, the Partner shall coordinate with the IGSA manager or Technical Representative. The Partner shall notify the facility POC when leaving the facility.

C.5.2.2. Schedules. The Partner shall follow Contractor-prepared / IGSA manager or Technical Representative or the designated representative-approved schedules for accomplishment of all PM and Inspection work. The Partner shall develop and submit a schedule to the IGSA manager or Technical Representative for all PM and inspection work to be performed which identifies the service to be performed, by facility name, the equipment's identification number, and the dates machines are to be cleaned or inspected. In addition, the Partner shall provide the IGSA manager or Technical Representative their PM and inspection checklist with the PM and Inspection schedule. The Contractor's PM and Inspection Schedule shall be complete with all machines identified for service in accordance with the approved PM and inspection Checklist. The Partner shall coordinate with facility POCs to establish and/or change PM or inspection service dates. The Partner may employ a reasonable downtime (temporarily placing the machines out of service) to perform PM. The Partner shall schedule PM and inspection visits for accomplishment during normal working hours. The Partner shall submit a complete PM and Inspection Schedule to the IGSA manager or Technical Representative or the designated representative no later than 10 working days after agreement start date and no later than 30 days prior to the first day of each new option period. The Partner shall submit changes to the PM and Inspection Schedule to the IGSA manager or Technical Representative or the designated representative no later than five normal working days prior to the proposed implementation date of changes. The Partner shall obtain approval from the IGSA manager or Technical Representative or the designated representative for all PM and Inspection dates and date changes, prior to performance. The IGSA manager or Technical Representative may require date changes to the Contractor's schedule to ensure that the IGSA manager or Technical Representative or the designated representative is available to verify the performance of all PM. The Partner shall perform PM and Inspection work at the locations and on the dates shown on the Contractor's PM and Inspection Schedule. (Ref T.E. TBD)

C.5.2.3. Maintenance Request. The Partner shall issue a service/repair order number to each service and/or repair request. This number will be used by the government to track the repairs at a later date.

C.5.2.3.1. Service and Repair Work Orders. The service/repair work order shall list the following information:

1. POC Information (Name and Phone Number)
2. Location (Building, Wing, Floor, Room Number)
3. Machine number
4. Actual malfunction or problem (Vandalism or normal wear and tear)
5. Number of hours spent making repairs, accurate to the quarter hour
6. Price list of individual parts used making repairs
7. Time/date repair was completed
8. The name of employee making repairs

C5.2.4. Reporting. The Partner shall provide reports as required in the Contract. Unless otherwise specified, the Partner shall submit only automated data, using Microsoft Office software, and shall submit all data electronically, to the IGSA manager or Technical Representative and the COR. All Partner reports shall be signed and dated by the Contractor's Project Manager.

C.5.2.4.1. Work Order Report. The Partner shall furnish the IGSA manager or Technical Representative and COR a Work Order Report of all service/repair requests executed for each month electronically NLT 3 working days after the start of each month.

C.5.2.4.1.1. The Work Order Report will consist of all information required on the work orders (Ref C.5.2.3.1) and shall permit sorting of the information by “total number of repairs” and “total dollars spent on repairs.”

C.5.2.4.2. Vandalism. The Partner shall report to the IGSA manager or Technical Representative and COR immediately during normal work hours or by 0900 hours of the first workday after discovery.

C.5.2.4.3. Machine Location Report and Inventory. The Partner shall maintain a current machine location report and inventory that lists each machine, by facility number, machine location, type, unique machine number. (Ref T.E.5) The Partner shall submit this listing to the IGSA manager or Technical Representative within 15 working days after the start date of the agreement and submit an updated copy as changes occur. (Reference T.E. TBD)

C.5.2.4.4. Status Reports. The Partner shall report the status of any work item to the IGSA manager or Technical Representative within one (1) hour of the Government request during normal working hours.

C.5.2.4.5. Parts List. The Partner shall provide a Parts Listing of all repair parts required to repair washer/dryers to the IGSA manager or Technical Representative within ten (10) calendar days after award of contract. (Ref T.E. TBD) The repair part listing shall include part name, number and unit price for each individual part. All replacement parts shall be new. (Reference T.E. TBD)

C.5.3 Equipment Services

C.5.3.1. Relocation and Reconnection of Machines. The Partner shall: place, install, level and stabilize, connect, relocate, add, remove machines as required to fulfill the terms of the Contract. Fort Huachuca may demolish, renovate, and construct new facilities throughout the term of Contract. In addition, training requirements, mobilization, and other military mission requirements may require that machines be added, removed, stored, installed, or relocated. The Partner shall remove and relocate machines upon request from the IGSA manager or Technical Representative within 24 hours after notification. The Government will provide a storage facility. All machines will remain Government-owned. The Partner shall follow machine manufacturer instructions and recommendations, as well as industry standards, for storage and installation.

C.5.3.2. Re-Connecting and Venting Machines. The Partner shall provide everything necessary for a complete, safe, and efficient installation on each machine with the existing utility and vent connections. The Partner is not responsible for making alterations to utility outlets, or for the installation of receptacles for the hookup of machines, except as ordered under Project Work. The Government will not alter existing outlets or install new receptacles where outlets already exist to accommodate the installation of washers or dryers unless such outlets are determined by the Government to be inadequate or unsafe.

C.5.3.3. Dryer re-connections. The Partner shall match dryer connecting hardware with the existing outlets as the machines are installed. The Partner shall connect dryers in accordance with the National Electric Code (NEC). The confirmation of receptacle type, voltage, location and any other information needed by the Partner to facilitate equipment installation is the sole responsibility of the Contractor.

C.5.3.4. Re-venting. Rigid all-metal ducting is preferred in all situations. For transition venting from the dryer to the wall, floor or ceiling, if all-metal rigid ducting cannot be used then flexible all-metal ducting may be used, under the following conditions the Partner shall:

1. Use only 4" or larger diameter all-metal ducting.
2. Duct shall not be allowed to collapse, kink or sag when the dryer is in its final installed position. Required turns in the exhaust system shall be made with rigid elbows.
3. Use the shortest duct length possible. The Partner shall not exceed the maximum allowable duct length

specified in the installation instructions.

4. Stretch the duct to its maximum length.
5. NEVER USE PLASTIC OR OTHER COMBUSTIBLE DUCTWORK.
6. When flexible vent ducting is used for dryers, the Partner shall clamp both ends of the duct.

C.5.3.5. Machine Maintenance. The Partner shall:

C.5.3.5.1. Washer Maintenance. The Partner shall clean the washer using the special cleaning cycle described in the washer's Use & Care Guide (Ref. T.E. TBD) a minimum of once every twelve (12) months. The Partner shall clean the washer exterior IAW the Use & Care Guide once every twelve (12) months.

C.5.3.5.2. Dryer Vent Cleaning. The Partner shall remove all lint build up inside the dryer cabinet and clean the exhaust vent from start to finish. For the purposes of this agreement the starting point of the exhaust vent is at the dry lint screen and the finish is where the vent terminates on the exterior of the building. The Partner shall clean the dryer and exhaust vent once every six (6) months.

C.5.3.5.3. Laundry Machine Assessment. The Partner shall, as part of the Quality Control program, make annual inspections of the laundry equipment to ensure that the equipment is in proper working order. The quality control inspections shall be staggered with the required equipment cleaning so that the equipment will be cleaned or inspected once every six (6) months.

C.5.3.5.4. Discovered Issues. The Partner shall notify the Government by telephone within thirty (30) minutes after discovery of any water or natural gas leaks on the Government's side of the water or natural gas connection (i.e. at or behind the wall or floor). The Partner shall also notify the government by telephone within thirty (30) minutes after discovery of any electrical problem, water supply problem or, sanitary drain problem from the Government's side of the various utility connections.

C.5.4. Equipment Repair.

C.5.4.1. Remaining Warranty. Any new equipment has a three (3) year parts warranty, unless otherwise identified. The Partner shall contact the assigned point of contact to be given at time of award, as directed by the IGSA manager or Technical Representative for replacement parts until the warranty expires. The Partner shall reference special project number, (to be determined), on all warranty parts requests.

C.5.4.2. Response to User Abuse/Vandalism. Some machines will become non-operational or will malfunction due to user abuse or vandalism. The Partner shall notify the IGSA manager or Technical Representative of each incident of user abuse or vandalism of a machine, as specified in C.5.2.4.2.

C.5.4.3. Materials. Replacement parts shall match existing OEM parts. The Contractor's Material Price shall be the exact actual invoice amount for materials that will be consumed or installed on the particular project. The Material estimate shall include the quantity, type, and manufacturer of materials. The price estimated for material shall not exceed established catalog or list price in effect when material is furnished, less all applicable discounts. Where there is no catalog or list price available, the Partner shall supply written rationale/justification for the price, which may include copies of a minimum of two competitive quotes.

C.5.5. Priority of Work.

C.5.5.1. Priority Category 1- Emergency. Emergency work is that work which takes priority over other orders and requires immediate action including diversion of personnel from other jobs. This work is necessary for protection of health, safety, or prevention of damage of property. The Partner shall commence corrective action at the work site within thirty (30) minutes after notification of emergency work during normal duty hours and one (1) hour after normal duty hours except as otherwise specified in this contract, when any situation is determined to be an emergency by the IGSA manager or Technical Representative.

C.5.5.2. Priority Category 2- Urgent. Urgent work includes that work required to correct a condition which could become an emergency, could seriously affect morale, or has command emphasis. The Partner shall respond to urgent prioritized work within one (1) hour after notification.

C.5.5.3. Priority Category 3- Routine. Routine work is that which does not fall in either Categories 1 or 2. The Partner shall repair laundry equipment within twenty-four (24) hours after discovery or notification of problem.

C.5.6. General Work Performance Standards. The Partner shall meet the following general work performance standards:

C.5.6.1 Industry Standards. The Partner shall perform work and maintain machines in accordance with the following, but not limited to, publications (and their addenda):

1. **UL 1240** Electric Commercial Clothes-Drying Equipment
2. **ANSI Z21.5.2** Gas Clothes Dryers Volume II: Type 2 Clothes Dryers
3. **NFPA-70** National Electric Code
4. **UL 1206** Electric Commercial Clothes Washing Equipment

C.5.6.2 Workmanship. The Partner shall protect facility components, adjacent surfaces, and furnishings during all agreement work performance. Protection may include the padding of doorframes and covering floors and carpeting. The Partner shall return all furniture, moved out of the way of work, to their original locations. The Partner shall clean each work area upon completion of work, to include removal of lint, defective parts, and clean the exterior of machines.

C.5.7 Automated Program. There is currently an application known as ArMA (Army Maintenance Application). This system is be used for maintenance work orders. The government will assist the Partner in setting up and training of ArMA.

C.6. APPLICABLE DOCUMENTS.

C.6.1. Documents. Documents applicable to services to be performed under this work statement are listed below. Supplements, amendments, or revisions to documents may be issued during the term of the agreement and shall be in full force and effective immediately upon receipt by the Partner or posting to the website. The Partner shall adhere to the requirements in these supplements, amendments, or revisions during the life of the agreement pending negotiation. The Partner shall post and update publications, as applicable, as change notices are provided by the Government. Upon completion of this contract, the Partner shall return to the Government all publications provided to the Partner by the Government.

C.6.2. Abbreviations Associated With Publications.

The following abbreviations are related to the publications listed below:

AR – Army Regulation

CFR – Code of Federal Regulations

DA – Department of the Army

DD – Department of Defense

DOD – Department of Defense

DODD – Department of Defense Directive

DODI – Department of Defense Instruction

DA Pam – Department of the Army Pamphlet

FAR – Federal Acquisition Regulation

OF – Optional Form

OSHA – Occupational Safety & Health Admin.

SB – Supply Bulletin

SF – Standard Form

TB – Technical Bulletin

TM – Technical Manual

C.6.3. Location of Publications and Forms.

The Partner shall utilize the Internet to view and print electronic versions of required publications and Forms can be obtained on the Fort Huachuca Intranet: [Publications](#) | [Fort Huachuca](#) | [Arizona](#) | [\(army.mil\)](#).

PUBLICATION	REGULATION	DATE
AR 25-1	Army Information Technology	07/15/19
AR 25-400-2	The Army Records Information Management System (ARIMS)	10/02/07
AR 190-51	Security of Unclassified Army Resources (Sensitive and Non-sensitive)	06/27/19
AR 385-10	The Army Safety Program	02/24/17
AR PAM 385-40	Army Accident Investigations and Reporting	03/18/15
AR 600-63	Army Health Promotion	04/14/15
DOD 5500.7-R	Department of Defense (DOD) Joint Ethics Regulation (JER)	11/17/11