

1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of *Facility Maintenance Services* for construction forces occupied facilities overseen by the 300 Area End States project. This work is in direct support of Central Plateau Cleanup Company (CPCC/Buyer); a prime contractor to the Department of Energy (DOE). All work on this Statement of Work will be performed in support of the CPCC contract with DOE.

Buyer has stewardship over a number of real property, administrative office-type, restroom, shower, and other facilities that require cleaning/janitorial services and facility support including preventative maintenance, snow removal, scaffolding support, and material transportation and distribution services. Additional on-demand light construction support is also required from time to time. The facilities are located at 2325 Horn Rapids Road and within the 300 Area of the Hanford site.

Similar facilities of this nature that are occupied by CPCC employees are serviced by the Buyer using Hanford Atomic Metals Trade Council (HAMTC) craft personnel. However, construction-forces occupied facilities are not subject to the jurisdiction of HAMTC and, therefore, the Buyer is required to contract for these services using construction craft subject to the terms of the Hanford Site Stabilization Agreement.

The intent of this scope of work is to provide high quality facility services, furnishing adequate supervision, craft labor, and supplies to accomplish all contracted services. All work shall be performed in accordance with the services to be provided as set forth herein. There shall be no exceptions or deviations to any part, or from the approved schedule, without prior written approval of the Buyer.

Each of the Contractor's employees shall be equipped with the necessary equipment to carry out the proper performance of the services as specified. The Contractor is expected to plan and organize their assigned work in a manner that fully meets Buyer's needs, including work planning/scheduling.

The work will be performed under a hybrid Firm Fixed Price contract made up of two portions:

- A. All janitorial, project drinking water replenishment, ice and snow removal, scaffolding and miscellaneous support shall be FFP work. (SOW Sections 3.1-3.4)
- B. Discretionary facility services not included in Sections 3.1-3.4, shall be authorized on a case-by-case basis through an independent task authorization process. The facility services include tenant improvement projects such as replacement of stairways, landings, doors, office reorientation, gutter replacement; grounds maintenance; office relocation

services; minor routine maintenance and repair for individual facility systems such as electrical power & distribution, HVAC system, plumbing, flooring, general carpentry, and utilities system; scaffolding design, erection, disassembly, and maintenance.

For administrative purposes, work tasks may be authorized and organized into unique line items using a work release process that segregates costs into distinct Buyer cost control accounts. Contract releases (tasks) will utilize a truncated statement of work that identifies any other unique or specific activities not generally covered by this master statement of work, such as where the work is to be performed, any specific hazards/concerns, and applicable work schedule.

2.0 DESCRIPTION OF WORK – GENERAL

The Contractor shall furnish all personnel, Building Trade craft labor, equipment, material, tools, supplies, supervision, management, and services, except as may be expressly set forth as Buyer furnished, and otherwise do all things necessary to, or incident to, perform and provide the work efforts described. The contractor shall provide on-site staff to manage the services provided by its personnel. The Contractor will be responsible for directing the workforce, quality assurance, contract adherence, and responding to emergency clean-up situations. The Contractor's supervisor will be the point of contact with the Buyer. Services provided shall be scheduled and performed to meet the standards and conditions described in the Scope of Work, Specifications, and Attachments.

A general overview of the trailers and facilities (e.g., designated facilities) affected by this work are listed below, please see the Appendix section for a detailed view.

- **324 Building Mock-up – 2325 Horn Rapids Road**
 - 324 Bldg. Mockup located at 2325 Horn Rapids Road
 - Bldg. A Office Trailer at 2325 Horn Rapids Road
 - Bldg. B Office Trailer at 2325 Horn Rapids Road
 - Bldg. C Restroom Trailer at 2325 Horn Rapids Road
 - MO074 Crew Trailer at 2325 Horn Rapids Road
- **1060 Battelle BLVD**
 - Maintaining Drinking Water Supply only
- **300Area West Village**
 - MO2232 Office Trailer/300 Area
 - MO2155 Office Trailer/300 Area
 - MO2152 Office Trailer/300 Area
 - MO2315 Restroom Trailer/300 Area
 - MO2325 Restroom Trailer/300 Area
 - MO6301 Restroom Trailer/300 Area
 - MO6116 Conference Room & Office Trailer/300 Area
- **300Area Central Village**
 - MO3103 Office Trailer/300 Area
 - MO3104 Office Trailer/300 Area
 - MO3105 Office Trailer/300 Area

- MO2338 Restroom Trailer/300 Area
- MO895 Restroom Trailer/300 Area
- **300Area Village South of 324 Building**
 - MO779 Office Trailer/300 Area
 - MO644 Office Trailer/300 Area
 - MO245 Office Trailer/300 Area
 - MO985 Office Trailer/300 Area
 - MO2311 Restroom Trailer/300 Area
- **300Area Village West of 324 Building**
 - MO246 Office Trailer/300 Area (With two restrooms)
 - MO986 Office Trailer/300 Area
 - MO061 Shower Trailer/300 Area
 - MO3102 Office Trailer/300 Area
- **300Area Inside 324 Building Fence line**
 - MO987 Small Conference Trailer/300 Area
 - MO1112 Office Trailer/300 Area (With two restrooms)
 - MO6107 Office-Control Trailer/300 Area
- **300Area South of Cypress:**
 - Maintenance Laydown Yard
 - MO3101 Small temperature-controlled storage
 - MO265 Office Trailer/300 Area (with two restrooms)
- **300Area Conexes**
 - CC0371 Occupied Conex/Mask Issuing Station/300Area
 - CC0837 IH Conex
 - CC1047 Radcon Conex
 - CC0714 IH Conex (PPE Storage – Temp Controlled)
 - Other locations as requested by the project

3.0 DESCRIPTION OF WORK – SPECIFIC

The work scope for this activity includes the resources, material and/or equipment necessary to accomplish the following CPCC activities:

3.1 Custodial/Janitorial Services

The Contractor shall perform custodial and related services in all designated spaces including interior and exterior spaces, comprised of, but not limited to foyer, halls, bathrooms, showers, work areas, kitchens, living or social areas, entrance ways, lobbies, storage areas, sidewalks, yards, and stairways. Contractor shall provide all personnel, labor, equipment, vehicles, material, tools, supplies, supervision, management, and services, except as may be expressly set forth as Buyer-furnished, and otherwise do all things necessary to, or incident to, perform and provide the services described herein.

These standards are an outline of general expectations of cleanliness but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturers' recommendations.

3.1.1 Basic Cleaning Services

The Contractor shall provide standard custodial services for the work items listed below. The Contractor shall provide all labor, equipment, and means to collect and transport materials from Buyer's facilities to storage and loading areas as designated. The frequency represents the minimum standard for services. The listed areas have been assigned a minimum cleaning frequency to establish a required base level of cleaning. Cleaning in these areas may require more attention than the minimums listed to achieve desired results. For example, large or more heavily used facilities may require more frequent services.

A. Daily Cleaning – the following is a list of areas/items to be cleaned daily

- i. Cubicle Workstation and Office Areas - Collect and remove trash from each office, cubicle, utility closet, supply room, computer room, and around the exterior of the buildings. Replace all plastic trash can liners.
- ii. Conference Rooms – clean all dry eraser boards unless “SAVE” is written on them. Use approved cleaner. Clean all conference tables with a disinfectant cleaner. Empty and re-line waste cans.
- iii. Restrooms/Shower Rooms/Locker Rooms – dust mop all tiled floors. With disinfectant, wet mop restroom floors, wash toilets, urinals, sinks, modesty panels and partitions, clean all wall mounted mirrors. Ensure that soap, toilet paper, toilet seat covers, urinal blocks, air freshener, feminine hygiene, and hand towel dispensers in all locations are replenished and full of product. Clean entry/exit doors and door handles with disinfectant. Replace deodorant blocks as needed. Empty and re-line waste cans. Restrooms/Shower/Locker Rooms shall be free of discarded material and trash shall be emptied to prevent the containers from overflowing. Spot clean all dirt and smudges from walls and partitions. Partitions, doors, vents, sills, and walls shall be free of dust, dirt, bodily fluid and waste, and graffiti. Ensure all cleaned surfaces are streak free.
- iv. Kitchen and Lunchroom Area – Damp clean and sanitize all vertical and horizontal surfaces including countertops, cabinet handles, and other appliance fronts. Refill paper towel and soap dispensers. Empty and re-line waste cans. Clean the interior and exterior surfaces of microwave ovens and exterior of refrigerators. Cleaning of exterior surfaces shall be limited to exterior doors, accessible sides/tops, and handles. It is not expected that the Contractor move appliances or go to extraordinary measures (use ladders or removing/lifting of appliances) to clean exterior surfaces. At the conclusion of each cleaning sequence, refrigerators, countertops, and microwave ovens shall be clean, sanitized, and free of spillages, food crumbs, spots, smudges, marks, and soil.

- B. Weekly Cleaning – The following is a list of items to be cleaned on a weekly basis.
- i. Carpeting – Carpet surfaces are to be free of dirt, dust, and other debris. Vacuuming shall be done weekly in such a manner that will protect the integrity of the carpet and prolong wear. Corners, borders, and baseboards shall also be vacuumed with an edge cleaning tool. Carpet surfaces shall be free of removable spots, soiled traffic patterns, dirt, dust, debris, gum, and crusted material
 - ii. Building entrance/vestibule – Police and clean all entrance and exit areas, including entrance doors and the cleaning and sanitizing of drinking fountains. Vacuum and clean interior and exterior floor mats. After vacuuming or cleaning, mats shall be free of all visible lint, litter, soil, and other foreign matter. Soil and moisture underneath mats shall be removed, and mats returned to their normal location. Mats shall have no areas of deterioration or fuzzing as a result of harsh brushing or scrubbing. They shall receive weekly cleanings and routine inspections based upon the manufacturer's instructions. Any mats and runners that are found to be non-repairable or cannot be cleaned shall be brought to the attention of the Buyer so they can be replaced.
 - iii. Non-carpeted floors – sweep all public non-carpeted floor areas including wet mopping with appropriate cleaning product specific to cleaning materials such as tile, linoleum, marble, or granite floors, stairs, and cement areas, etc. (restroom floors are mopped daily see 3.1.A.iii). Non-carpeted areas shall be clean, sanitized, and free of spillages, food crumbs, spots, smudges, marks, and soil. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster.
 - iv. Horizontal Surfaces – all horizontal surfaces including metal, brass, woodwork shall be free of dust dirt, oil spots, or smudges. Cabinets and desks with papers, computers, and keyboards shall not be disturbed.
 - v. Exterior Trash Containers – Trash containers and ash receptacles shall be emptied and kept clean, odor-free, and free of dirt, dust, ash, cigarette butts, debris, residue, and spilled material. Sand in ash receptacles shall be replenished as necessary. Plastic liners for all trash containers shall not be torn, worn, or contain residue.
- C. Monthly Cleaning – The following is a list of items to be cleaned monthly.
- i. Dusting of Blinds and Coverings: All blinds and coverings, cord tapes, and valances shall be clean and free of dust and spots. Blinds and coverings that are not operating properly shall be reported to the Buyer for repair.
 - ii. Recyclables/Universal Waste – Contractor shall ensure that recyclables/universal waste are collected and placed in the designated holding areas on a schedule that will maximize the quantity of materials removed from the premises. Place any

found recyclable materials in Buyer-provide containers/receptacles. The Contractor shall monitor containers to prevent littering of holding area. No trash shall accumulate in holding area. Additional collections of recyclable/universal waste materials may be required on an irregular basis and will be coordinated with the Buyer. The Buyer will contract with a company to remove recyclables/universal waste from centrally designated location. Buyer will furnish containers in sufficient quantities for the collection of material prior to removal to the designated holding area.

D. Quarterly Cleaning – The following is a list of items to be cleaned on a quarterly basis.

- i. Interior/Exterior Windows – Windows shall be clean and free of dirt, grim, streaks, tape substances, and excessive moisture. Window sashes, sills, woodwork, and other surroundings of interior glass shall be free of drippings and other watermarks. Windows that have window film shall be cleaned using the manufacturer’s instructions for window washing. The Contractor is required to accomplish window washing work consistent with Hanford site safety requirements. Adequate fall protection for window washers is required to be provided by the Contractor
- ii. Refrigerators – Contractor shall remove spoiled, perishable, unmarked, and/or expired food items from refrigerators and place them in existing trash receptacles. Perishable foods include meat, poultry, fish, eggs, tofu; dairy products; cooked pasta, rice, and vegetables; fresh, peeled and/or cut fruits and vegetables. Food items does not include prescription medications
- iii. High Surfaces (Above 70 Inches) – Dust doors, view windows, partitions, bookcases, and any other glass or plexiglass 70” above the floor. Surfaces shall be cleaned and free of dust and cobwebs. This does not include the removal of vents, tiles, or fixtures to accomplish high cleaning.
- iv. Exterior Hard Surfaces – All areas (sidewalks, brick areas, hard surfaces, parking areas, docks, platforms, driveways, ramps, lanes, etc.) shall be clean and free of dirt, debris, gum, litter, gravel, weeds, oil, and grease. All canopies/overhangs on buildings and anything affixed to or included in the surfaces of canopies/overhangs shall be clean and free of all dirt, dust, cobwebs, nests, bird excrement, trash, and debris. No residual dirt shall remain after the removal of the debris.

3.1.2 Emergency or Special Event Cleaning

Upon notification, the contractor shall perform emergency or special event cleaning as required in any building, area, or room covered under this contract. The Buyer shall order cleaning services through issuance of a firm fixed price release for the appropriate and required work task(s). Contractor shall begin emergency work, as determined by the Buyer, within one hour of notification, which may be verbal. The Buyer’s designated representative will notify the

contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event. Completion schedule shall be determined for each delivery order.

3.1.3 Basic Cleaning Requirements

- A. Trash – Trash must be properly disposed of in the designated trash areas. All trash containers shall be emptied and returned to their initial location. Boxes, cans, and papers placed near a trash receptacle and marked “TRASH” shall be removed. Any obviously soiled or torn plastic trash receptacle liners shall be replaced. The trash shall be deposited in the nearest outside Buyer-designated trash collection container. Trash receptacles shall be left clean, free of foreign matter, and free of odors. A separate Buyer contracted trash removal company will haul all solid waste and non-recyclable trash from the premises to an approved solid waste disposal facility.
- i. Holding areas for solid waste accumulation will be identified by the Buyer. All such materials shall be emptied into the appropriate containers with no overflow of these materials in the area around the container. The overflow of materials from containers and dumpsters shall be picked up by the Contractor from the ground and floor area of the waste removal equipment.
 - ii. The Contractor shall notify the Buyer of any item or material identified by the Environmental Protection Agency (EPA), and State and local regulatory agencies as hazardous waste, hazardous materials, or Universal Waste, observed in the trash receptacles. Typical prohibited wastes include but are not limited to fluorescent light bulbs, thermostats, thermometers, most chemicals, and batteries (40 CFR Parts 260-273).
- B. Cleaning Supplies – Contractor shall supply all cleaning materials and consumable materials, paper towels, toilet paper, sanitary napkins, garbage bags (large & small), hand sanitizer and any other related materials. Inventory is the responsibility of the Contractor. All dispensers shall be filled with Contractor provided supplies. The supplies for Buyer-provided dispensers shall be compatible with the dispenser’s manufacturer’s requirements. Chemical inventory/reporting, labeling, and storage shall be in accordance with the requirements of Special Provisions – On Site Services (SP-5).
- C. Cleaning Equipment – Contractor shall supply all cleaning equipment necessary to perform the services including but not limited to vacuums, mops, buckets, dusters, dust pans, ladders, safety/warning signage, and brooms. The Contractor shall utilize vacuum cleaners that meet the requirements of the Carpet and Rug Institute “Green Label/Green Label Plus” Testing Program, <http://www.carpet-rug.org/commercial-customers/cleaning-and-maintenance/seal-of-approval-products/vacuums.cfm>.
- D. Custodial Closet/Storage – Buyer will provide free of charge space/custodial closets in some main locations for controlled storage for Contractor inventory of supplies and equipment that will be used in the performance of work under the contract. The Contractor shall maintain this space in a clean neat and orderly condition. Under no

circumstances will the Contractor store flammable or explosive liquids (naphtha, gasoline, etc.) in the building. The Buyer will not be responsible in any way for damage or loss to the Contractor's stored supplies, materials, replacement parts, or equipment. Storage is to be limited to the area approved by the Buyer. At no time during the contract, will the Contractor store broken equipment or equipment/supplies intended for use on another contract. Not every facility will have a custodial space, the Contractor must be prepared to transport/remove equipment/supplies as necessary to complete services between service location/facilities.

- E. Building Space – Any existing equipment within Buyer’s custodial space, such as lockers, tables, benches, chairs, etc., placed within the building by the Buyer may be used by the Contractor during the term of the contract provided authorization is received from the Buyer. This space and equipment must be kept neat and clean and returned to the Buyer at the expiration of the contract in reasonably the same condition as at the time of entering into the contract. When available, furniture and furnishings (to include telephone for restricted use) may be used for official business only in the performance of this contract. If the Buyer supplies telephones, they shall only be used for communication related to the Contract. The Contractor or the Contractor’s employees shall not use Buyer/government property in any manner for any personal advantage, business gain, or other personal endeavor.
- F. Personal Protective Equipment (PPE) - The Contractor shall provide all employees with the proper PPE and employees shall wear the proper PPE including appropriate footwear for the task being performed. PPE and its use must adhere to all Hanford, federal, state, and local regulations.
- G. Blood Borne Pathogen – The Contractor shall provide all equipment and services required to perform clean-up of blood borne pathogens and fully comply with the requirements of the Blood Borne Pathogen Standard, listed in 29 CFR 1910.1030.
- H. Green Cleaning - Contractor shall use green cleaning products and process. Green cleaning is a planned and organized approach to cleaning that is designed to protect the occupants and workers’ health and reduce the impact on human health and the environment. Unlike a traditional cleaning program, a green custodial program takes a holistic approach to building cleaning and goes beyond simple appearances to focus on health and the environmental impacts.

Green cleaning products and processes include, but are not limited to, products containing recycled content, environmentally preferable products and services, vacuum cleaners with HEPA filtration, bio-based products, and products and services that minimize the use of energy, water, and other resources. In addition to compliance with these requirements, the Contractor shall follow all applicable standard industry practices including but not limited to those published by the National Institute of Building Sciences (NIBS), American Society of Testing Materials (ASTM), and Carpet and Rug Institute (CRI), as well as applicable standards of the Environmental Protection Agency (EPA).

The Contractor shall take every reasonable precaution to ensure that if available, only safe, and environmentally preferable products are used. Preference shall be given to cleaning products that meet the following: United States Department of Agriculture (USDA) designated bio-based products, Green Seal certified (Standard GS-37) for Commercial and Institutional Cleaners, Comprehensive Procurement Guidelines (CPG), and applicable Executive Orders.

I. Miscellaneous –

- i. The Contractor custodial staff shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.
- ii. The work does not include the application of pesticides and/or trapping methods to address current pest infestations. The Contractor shall perform its work in a manner that prevents conditions that contribute to pest infestation. The Contractor shall be responsible for notifying the Buyer about any structural, sanitary, or procedural modifications deemed necessary to eliminate food and water sources, harborage, or access routes that would allow building infestation by pests in and around Buyer's facilities.
- iii. The Contractor shall take standard commercial care to protect Buyer property from damage or disfigurement. This includes furniture, walls, ceilings, floors, baseboards, and other surfaces from materials not intended for use on that surface. Accidental splashes shall be removed immediately. The Contractor shall at no cost to the Buyer return areas damaged as a result of Contractor negligence under this contract to their original condition, to include painting, refinishing, or replacement, if necessary. The Contractor shall move furniture, equipment, or other items as necessary to facilitate cleaning operations. After cleaning has been completed, the Contractor shall replace all moved furniture, equipment, or other items. The Contractor shall not stack or place non-stackable furniture on top of other furniture for the convenience of accomplishing any cleaning function.

3.2 Project Drinking Water Replenishment Services

Contractor shall manage and coordinate the functions required to service and maintain the inventory for the project's drinking water dispensers, 16.9-ounce bottled water, and electrolyte drink mix supply located in the Buyer's designated facilities. The water and drinking dispensers are Buyer furnished. Services include the following:

- 3-Gallon water jugs - Removing empty 3-gallon water jugs and returning to a Buyer-designated location for return to the water supplier/vendor. The Contractor shall restock the water storage locations with new 3-gallon bottles.
- 16.9oz bottles – Contractor shall deliver cases of 16.9-ounce bottles to Buyer-designated locations (Note, a case consists of 24 bottles. A pallet contains 72 cases). Contractor shall

replenish stock of water bottles in designated facility refrigerators as required ensuring that stock is utilized in such a way that expiration dates are not exceeded.

- Electrolyte Drink Mix – Contractor shall deliver Buyer-provided electrolyte drink mix packets, and freezer pops to Buyer-designated locations. Contractor shall replenish stock of electrolyte in designated facilities as required ensuring that stock is utilized in such a way that expiration dates are not exceeded.
- Inventory – The Contractor shall conduct and maintain Buyer’s water inventory, contact water users, and perform periodic (not less than quarterly) inventory tracking and reviews to ensure Buyer inventory records are up to date. This includes gathering and entering data, making needed revisions as well as conducting and reporting out on periodic reviews as required. The Contractor shall submit monthly listing(s) on water inventory and usage records to Buyer. Contractor determines and maintains normal supply levels in designated facilities including determining the items and quantities of water and coordinating the purchase of required water supplies. The Buyer is responsible for purchasing and providing water. The Contractor maintains/tracks an inventory listing, replenishes stock as appropriate, and distributes to designated facilities.

3.3 Miscellaneous Facility Support

The Contactor shall provide the following facilities support services

3.3.1 Heating Ventilation and Air Conditioning (HVAC) – Preventative Maintenance

Contractor shall perform semi-annual preventative maintenance on HVAC equipment in the designated facilities. Semiannual preventative maintenance shall be completed prior to 1 May for the Spring PM and prior to 15 November for the Fall PM. Contractor shall maintain, calibrate, and balance real property HVAC using certified personnel (Journeyman as a minimum) to ensure safe, functional, efficient, and reliable systems. Contractor shall coordinate access to spaces and escorts when required with the Buyer while planning work. The Contractor shall contact the Buyer’s Technical Representative at least five business days prior to commencing work. The Contractor shall take those necessary actions to maintain the HVAC units within design operating conditions to extend its life or to prevent equipment failure. An annual filter cleaning of the wall/window heat/air conditioning units shall also be performed. Work includes reporting service problems. Preventative maintenance shall be performed according to Buyer schedules and be in compliance with industry standards, meeting all Hanford, building, safety, fire, and health codes. The Buyer will provide Contractor with the necessary preventative maintenance work packages to authorize/release work to be performed.

- A. Tools and Equipment – Contractor shall provide all power tools, work vehicles, testing equipment, materials and replacement parts and other necessary equipment to perform preventative maintenance activities.
- B. Reports – As the maintenance on each system is completed, a description of the system condition, description of corrective measures, and any other special notes (tests

conducted and maintenance work performed) shall be annotated on an inspection form (for each system).

- i. The form will be signed by the service technician.
 - ii. The report will also indicate the probable continuance of the condition of each system until the next maintenance period.
 - iii. The contractor will furnish the reports to the Buyer within three (3) working days of completing maintenance.
- C. Estimates for Repair or Replacement of Obsolete Items – During the performance of preventative maintenance activities, the Contractor shall develop a list of anticipated repairs or replacement of obsolete items for the Buyer’s consideration. When repair items are identified during routine maintenance activities, Contractor shall perform preliminary inspections and/or testing necessary to establish and evaluate the Buyer/Government-owned equipment for the nature and extent of repair services required to return the Buyer/Government-owned equipment to a proper operating condition.
- i. Contractor’s preliminary evaluation of the Buyer/Government-owned equipment shall include a proposal to Buyer detailing the facts for the required repair services. Contractor shall show all itemized labor and material costs with any recommendations in its proposal.
 - ii. Prices for the repair, if ordered, will be set forth in the issuance of a separate task or a modification to an existing task under this Contract. The Contractor shall not initiate replacement work until authorized through Buyer issuance of a fixed price release for the appropriate and required work task(s).
- D. Service Requests – Non-preventative maintenance request such a trouble calls, or emergency repairs will be considered discretionary work and processed through a firm fixed price release.

3.3.2 Daily Scaffolding Inspection – 324 Mock-Up Facility

The Contractor shall perform daily inspection(s) of the 324 Mock-Up Facility’s city water scaffolding that supports water truck filling and other project activities. The inspection is used to determine and report whether the scaffolding is compliant with relevant site, facility, health, safety policies and guidelines. Inspections shall be performed by a Buyer-designated competent person (see site Form A-6005-522) and be performed using a Scaffolding Plan Checklist (Form A-6007-191).

3.3.3 Teamster Support

The Contractor shall provide full-time teamster support with vehicle for the purposes of transporting project material needs from local supplier/vendors to project locations at the Hanford site. It is anticipated that the 300-Area of the Hanford site will be the designated departure point and delivery to designated project destinations with typical one-way pick-

up/deliveries within a 50-mile radius of the Hanford site. Contractor shall collect and transport all project-designated materials to designated locations/loading dock or other designated holding areas. Holding areas for material will be identified by the Buyer.

- A. Route Designation – Designated routes and timeframes shall be determined by the Contractor with the Buyer providing the pickup/delivery priority. Multiple trips to/from the Hanford site in a single day is possible.
- B. Reports – Contractor shall maintain a log of all trips, including the name, organization, pickup and destination locations, and times. Buyer may review Contractor logs as required.

3.3.4 Other Facility Services

The Contractor other services as identified below

- A. Bug Repellent/Sunscreen Replenishment – Contractor shall deliver Buyer-provided bug repellent and sunscreen products to Buyer-designated locations. Contractor shall replenish stock of products in designated facilities as required ensuring that stock is utilized in such a way that expiration dates are not exceeded.
- B. Ice Storage Replenishment – Contractor shall maintain ice storage areas in freezers located in designated facilities in the 300 Area. Contractor shall collect and deliver Buyer-provided ice products to Buyer-designated locations. Contractor shall replenish stock of ice in designated facilities as required.
- C. Monthly and Annual Inspections – Contractor shall perform AED, eyewash, fire extinguisher inspections in compliance with applicable procedures.

3.4 Discretionary Support Services

From time to time the Buyer may require additional facility support not addressed in Sections 3.1-3.4 above. These tasks will be performed on a firm fixed price basis of which pricing will be determined at the time of Buyer's service request.

At infrequent and unpredictable intervals, the Contractor shall respond to Buyer's requests for services. The Contractor shall provide personnel, materials, and tools (usually with short notice) to support Buyer. The Contractor shall work during non-duty hours, if necessary, when requested by the Buyer.

Contractor support will be varied in nature and include tenant improvement projects such as replacement of stairways, landings, doors, office reorientation, gutter replacement; grounds maintenance; office relocation services; minor routine maintenance and repair for individual facility systems such as HVAC system, plumbing, flooring, general carpentry, and non-electrical utilities system; scaffolding design, erection, disassembly, and maintenance.

The following are the types of discretionary support services that may be requested.

- A. Grounds Maintenance – Contractor shall control/remove tumbleweeds, other grass, weeds, and other growth at the fence lines or at border stations as required. Growth shall be collected and placed in the designated holding areas on a schedule that will maximize the quantity of materials removed from the premises and place any grounds materials in Buyer-provide containers/receptacles. The Buyer will contract with a company to remove waste from centrally designated location. Buyer will furnish containers in sufficient quantities for the collection of material prior to removal to the designated holding area.
- B. Pathway Maintenance – Contractor shall perform repair and/or replacement of wooden electrical crossover/pedestrian crossovers on walking paths, repair/replace/install roadway signage, demarcation bike-type flags, pathway delineators and other ground signage; and perform gravel leveling at pedestrian walkways and/or stair landings.
- C. Snow and Ice Removal - The Contractor shall perform snow and ice removal services per the snow and ice removal plan included as an attachment to this statement of work. Standard services include snow and ice removal from entrances, steps, landings, sidewalks, and approaches in accordance with the snow removal plan. It also includes snow removal from designated parking areas in the 300 Area.
- The Contractor shall clear snow and ice before the normal building operating hours to prevent a slip hazard.
 - The Contractor shall clear snow and ice as required during normal building operating hours and is authorized to divert work to accomplish the task. The Contractor shall notify the Buyer of the diversion within two hours. The Buyer retains the right to determine what type of services and the duration of diverted services for the removal of snow and ice.
 - Chemicals and sand shall be used to reduce safety hazards due to ice and snow. All chemicals/sand used shall be provided by the Buyer prior to the first inclement weather event. The Buyer shall ensure there is an adequate supply of chemicals and sand on site or readily available to cover unexpected snow and ice occurrences.
 - The Contractor shall place Buyer-provided ice melt buckets in designated locations, regularly inspect and replenish inventory, and determine and maintain normal supply levels in designated facilities. The Buyer is responsible for purchasing and providing ice melt/sand. The Contractor maintains/tracks an inventory listing, replenishes stock as appropriate, and distributes to designated facilities.
 - The Contractor shall furnish the necessary snow shovels and other equipment to remove snow and ice from entrances, steps, landings, sidewalks, and approaches. Contractor gas-operated or other powered equipment shall be approved by the Buyer prior to use.

- The Contractor shall furnish the necessary heavy equipment and other items needed to clear or haul snow and ice from designated 300 Area parking lots, roads, driveways, etc. when required. Heavy equipment includes ride on equipment such as front-end loaders, backhoes, bobcats, snowplows, etc. Gas-operated or other powered equipment shall be approved by the Buyer prior to use.
 - The Contractor shall use caution when snow removal is in progress to prevent any damage to the buildings, grounds, vegetation, landscape areas, sidewalks, roads, fire hydrants, shrubs, signs, and other protrusions. The Contractor shall be held liable for any damage incurred to Government property during the performance of work. All locally prescribed safety regulations, laws, and practices shall be carefully observed in performance of the work.
 - The Buyer may order additional snow and ice removal services outside of a standard workday (i.e., weekends, facility closure days/holidays, etc.) and/or beyond the standard services indicated above. The order shall reflect the days and hours required for snow and ice removal and be authorized through issuance of a firm fixed price release for the appropriate and required work task(s).
- D. Teamster Support – Contractor shall provide labor services and vehicles that support systems furniture move-in, relocation, and move-out activities involving the moving of furniture and equipment, boxes, and supplies.
- E. Carpentry Support – Contractor shall provide labor services necessary for break down, assembly and disassembly of cubicles. Perform general joiner/form work, construct/install work boxes, work benches, shelving, and perform facility/tent construction and disassembly.
- F. Scaffolding Support – Contractor shall provide services including transportation, erection, maintenance, and dismantling of scaffolding. Buyer will be responsible for design. Except for consumable commodities, it is expected that Buyer possesses a majority if not all the required scaffolding parts necessary for the Contractor to construct the scaffolding assembly. In course of performing this work the Contractor may be required, however, to provide the appropriate fasteners or individual/specialized scaffolding parts to complete the assembly. If the work requires the Contractor to procure and provide scaffolding parts and/or supplies, those components shall become Buyer property at the conclusion of the work.
- G. Facility Maintenance – The Contractor shall maintain, repair, construct, and modify real property facilities and equipment to ensure cost effective, quality, safe and reliable facilities. Contractor shall address items that break or are damaged unexpectedly. This work may also be comprised of facility improvements. This category of work is comprised of routine calls, urgent calls, and emergency calls. If the category is determined to be an Emergency, the Contractor shall interrupt work if necessary and

respond immediately. Urgent calls are not emergencies but require action to prevent interruption of work. Urgent project requirements are not emergencies and shall require the Buyer's approval to move the work ahead of other work. The Contractor must be prepared to support and respond to Emergency or Urgent calls on a 24-hour, seven (7) day per week basis. Routine work are minor problems or tenant improvement projects that do not compromise on-going work. The Contractor shall perform Call Backs to inform Buyer of service status i.e., proposed solution, progress, and expected completion date/time. Types of work that falls into this category include:

- i. HVAC Repairs/Replacement – emergency HVAC needs including delivery and set-up of portable heaters/air conditioners.
- ii. Plumbing Systems – The Contractor shall inspect, repair, maintain and provide safe, functional, and reliable plumbing systems to meet International Plumbing Code (IPC) using certified personnel. The Contractor shall identify, isolate, record and correct cross connection and other potential sources of distribution systems contamination. Work may include repair/replacement of water pumps/water heaters, toilets/urinals, city water access repairs at the 324 Mock-Up Facility.
- iii. Structural Systems – The Contractor shall repair and maintain facility structures and all integral and accessory components of Real Property and associated equipment items required for full functionality of the facility(ies). The Contractor shall provide maintenance and repair service to ensure structural integrity, operational functionality of facility components, windows, doors, finishes, and roofing including gutter repair/replacement/redirection, siding/skirting/roof repair/replacement, interior wall, flooring, carpeting, repair/replacement, corrective actions associated with safety concerns such as removing slip/trip/fall hazards, door/door handle repair/replacement, and stairs and landing repair/replacement.

3.5 Special Requirements

Contractor shall perform and complete the work scope in accordance with this SOW, JCS Work Packages, and any applicable facility work control processes. SOW, JCS Work Packages, and any applicable facility work control processes.

The Contractor shall be responsible for providing any personal-wear items such as prescription safety glasses, inclement weather clothing, and footwear appropriate for work locations(s) (e.g., ankle top leather/steel-toed boots) required for meeting CPCC safety requirements.

3.6 Acceptance Criteria

Work products and services provided shall meet all applicable Buyer procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.

At the completion of each facility maintenance/construction activity, or cleaning sequence, Buyer will inspect Contractor's work products/services for the purposes of determining acceptability of the work. Buyer's inspection will determine the condition of the area(s) serviced and the rate area(s) serviced as "satisfactory" or "unsatisfactory." All areas that are considered to be "unsatisfactory" will be documented and forwarded to the Contractor with an explanation of the rating. If any of the services do not conform to contract requirements, Buyer may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. The Contractor shall take the necessary corrective measures (i.e., re-work) to bring the area(s) into compliance with contract requirements.

After completing the re-work, the Contractor shall notify Buyer identifying the corrective action taken and requesting re-inspection. A satisfactory rating from Buyer constitutes acknowledgment that the services conform to applicable contract quality and quantity requirements.

If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, the Buyer may-by Contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Buyer that is directly related to the performance of such service.

3.7 Organizational Interfaces

The Contractor shall interface with various Buyer (and other) organizations through the Buyer's Contract Specialist (or designee), as required. The interfaces are:

- Buyer Technical Representative
- Shift Office Management/Release Authority
- Work Control
- Engineering, Environmental, Chemical Custodian, Quality Assurance, Safety, Industrial Hygiene and Waste Management,
- Project Procurement and Document Control
- Project Management
- Department of Energy - DOE
- Hanford Mission Integration Services - HMIS
- Pacific National Labs - PNNL
- And other on-site or off-site contractors performing work on the Hanford site

3.8 Work Not Included

Work not included in this Contract includes development of any required CPCC work packages, the authority to release facility work scope, and the authority to serve as Responsible Manager (RM), Release Authority (RA), and Controlling Organization Administrator (COA) – these functions will be performed by a Buyer representative. The Contractor shall not work on Buyer/Government automotive vehicles; communication cables; transport garbage/refuse to off-site disposal facility, electrical, apply pesticides or herbicides, service or disconnect business machines, copiers, personal computers, or office equipment of similar nature.



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3.9 Buyer Furnished Materials and Equipment

The CPCC will furnish the following materials, equipment, and facilities at no cost to the Contractor for use in performing this work scope:

- Space in the building, when available, furniture and furnishings (to include telephone for restricted use) for a supervisor's office to be for official business only in the performance of this contract. The Contractor or the Contractor's employees shall not use government property in any manner for any personal advantage, business gain, or other personal endeavor.
- Space in the building for the storage of an inventory of janitorial/custodial supplies and Contractor equipment that will be used in the performance of work under the contract (see 300 Area Facilities listing below).
- Custodial closets, where available, at various points throughout the building, for storing equipment.
- Ice melt, ice melt containers, garbage/recycling receptacles, water dispensers/bottles, electrolytes, sunscreen, bug repellent, ice dispensers/makers, refrigerators for Buyer's use.
- Engineering and Design packages.
- Work Packages/Permits.
- Radiological Contract and Industrial Hygiene support.
- Portable/Temporary heating or cooling systems for use in CPCC facilities.
- Government owned or leased motor vehicles, or powered industrial equipment (i.e., fork trucks or other similar equipment) may be made available to the Contractor for loading, unloading, and transportation, on the Hanford site provided the Contractor meets the contract requirements of the Buyer's programs for motor vehicle safety. Government motor vehicles are to be used for official purposes only. Official use of a motor vehicle is using a motor vehicle to perform Buyer contract scope, as authorized by DOE. You may not use a Government motor vehicle for transportation between a personal residence and place of employment unless authorized in accordance with 31 USC 1344 and 41 CFR 102-5. Government motor vehicles may be used for assigned tasks and are not to be used to stop anywhere on personal business or driven to restaurants, including food truck vendors on the Hanford Site.
- The following hand-tools and other equipment may be available for use. Should the equipment/facilities not operate properly or be unavailable for use, Contractor shall provide their own equipment/facilities to complete assigned work.

Batteries and Chargers
Various Milwaukee M12 and M18 Batteries and multi-voltage Chargers



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Power Tools
Delta, Table Saw (Model#: 36-5152)
Rigid Wet/Dry Vac 10 Gal 6HP (Model#: WD1060)
Hougen Drill, with compatible Slugger Bit, Annular Cutter 2INCH X 2INCH, and 3INCH X 4INCH Bit Hougen part#: 4-12296
Milwaukee Power Tools
Milwaukee Circular Saws (Model#: 2830-20)(QTY: 2)
Milwaukee Impact Drivers (Model# 2553-20)(QTY: 2)
Milwaukee Hammer Drills (Model#:2504-20) (QTY: 2)
Milwaukee 21 Degree Nailer (Model#: 2744-20) (QTY: 1)
Milwaukee Dual Bevel Sliding Compound Miter Saw Kit (Model#: 2734-21HD)(QTY: 1)
Milwaukee Jig Saw (Model#: 2737B-20)(QTY: 1)
Milwaukee Double Cut Metal Shear (Model#: 2636-20) (QTY: 1)
Milwaukee Cordless Compact Router (Model#: 2723-20) (QTY: 1)
Milwaukee Deep Cut Band Saw (Model#: 2729-20)(QTY: 1)
Milwaukee Heavy-Duty Corded Hole Hawg Drill (Model#: 1675-6)(QTY: 1)
Milwaukee Wet/Dry Vacuums (Model#: 0880-20)(QTY: 1)
Miscellaneous and Consumables
Oceanaire Portable Coolers (Model#: PAC1811)(QTY 3) - Used for emergency cooling for trailers
Flagro Diesel Heater - Dual Ducting - Used for the Maintenance Tents - Fire Permit Required - Current Permit Expires October 2022.
Dayton - 1200LB Hand-track (Grainger Model#: 4XKJA)(QTY 1)
Milwaukee Compact Router Plunge Base (Model#: 48-10-5601) (QTY: 1)
Hole Saw, 8INCH Economy Bi-Metal, MFR: Custom Hole Saw Technologies (Model#: E8BM) (QTY: 2)
DeWalt, Socket and Driver Set's with adapters (2 - Multi-packs)

Milwaukee, Steel Insert Bits, 1INCH, Philips Shockwave Impact Duty (Various Multi-packs)
Milwaukee, Titanium, Drill Bit Set, Shockwave Impact Duty (Multi-pack)
Milwaukee, Shockwave Compact Magnetic Bit Tip Holder (Multiple)
300-Area Facilities
MO-3103 (New Mexico - South of Cypress) - Temperature controlled storage for Janitorial and Maintenance chemicals
Various conex boxes (at 324 Mock-up Facility and Construction Maintenance Laydown Yard) - Used for storing maintenance supplies and equipment, as well as other consumables - some consumables are currently stored in these locations.
Big Top Tents (QTY: 2) - 20FT X 50FT and 20FT X 20FT - One Tent is used as a carpenter/maintenance shop, the other is used for material receiving
Mock-up BLDG A – (2) Office Spaces and a craft breakroom
Mock-up BLDG B – (2) Office Space and a shared training/pre-job space ((2) turnaround computers available for Hanford computer-based training courses)

3.10 Work Management Requirements

3.10.1 Work Control

- A. Work shall be performed in accordance with existing Buyer-provided procedures, policies, and guidance documents. No work shall be performed that is out of scope of the contract. If work is determined as out of scope or questionable, work shall be stopped, and the issue/concern shall be defined and evaluated. Contract revision will be prepared, as necessary. Requirements for coordinating, scheduling, and releasing work will be determined and specified by the Buyer’s Technical Representative (BTR) and POC.
- B. The Contractor shall use the written work instructions provided by Buyer. The work instructions are written specifically to define work scope, identify hazards, and implement mitigating hazard controls and a corresponding Job Hazard Analysis (JHA). The work instructions will be placed in a work package and include the necessary permits and associated project documentation needed to safely complete the work scope at each work location.
- C. Contractor and lower-tiered subcontracts shall participate in work planning, and Job Hazard Analysis (JHA) in accordance with CPCC-PRO-WKM-079, as required. These meetings will discuss work instruction planning scope, hazards and hazard mitigation and analysis preparation. Contract shall assign a representative from each building trade craft type that are performing the work task.

- D. Work scope that interfaces with any existing Structures, Systems, and Components (SSC's) shall be performed following the preparation and approval of a Facility Modification Package (FMP), needs and application are determined Buyer Engineering in accordance with application procedures.
- E. Buyer Work Control will provide the Work Packages(s) that will invoke the requirements for the performance of work. The Contractor shall document and execute their Work in accordance with these requirements. Any changes to a work package or supporting documentation shall be reported to the assigned maintenance coordinator for each project.
- F. Daily/Weekly release of work packages is determined by the Release Authority. FWS is required to check in before the start of the day or work task to confirm work is released.
- G. Fieldwork Supervisor shall communicate activity progress daily and participate in brief daily work planning meetings with the assigned maintenance coordinator for each location.
- H. Contractor may be asked to participate in daily/weekly project meetings called "Plan of the Day (POD), Plan of Tomorrow, Plan of the Week (POW), and 3-Week Look Ahead. These meetings may have options for in-person attendance and/or remote attendance over Microsoft Teams. Instructions will be provided by each project as required.

3.10.2 Permits

Work elements requiring Hanford Site permits are identified in this section. Permits will be provided by Buyer at no cost. Please notify Buyer (5) working days in advance of work requiring a work permit. Fieldwork Supervisor is responsible for ensuring all workers understand the contents and requirements of the work permit.

- A. Asbestos Work Plan: Required prior to asbestos (Class I or Class II) work is performed.
- B. Hanford Site Confined Space Hazard Identification (A-6005-724): Required to access potential confined spaces and obtain a Confined Space Entry Permit.
- C. Hanford Confined Space Entry Permit (A-6005-717): Required prior to entry into any area determined to be classified as a Confined Space and containing conditions detrimental to employee safety in accordance with DOE-0360.
- D. Electrical Installation Permit (A-6005-707): One permit covers new electrical installation work governed by the National Electrical Code (NFPA 70).
- E. NOTE: Electrical installations require NEC compliance inspection by a qualified NEC Inspector in accordance with DOE-0359.
- F. Hanford Site Excavation Permit. In accordance with DOE-0344. Required for excavation involving hand digging greater than 12 inches in depth, or machine digging.
- G. Fall Protection Work Permit (A-6004-286): Required prior to being exposed to a fall hazard (greater than 6 feet for construction industry and 4 feet for general industry).

- H. Fire Marshall Permit: Notify Buyer in accordance with SP-4. Required when fire alarm systems, fire sprinkler systems, or fire hydrants will be taken out of service; for new construction and demolition; when using combustible chemicals, compressed gas, explosives, and flammable/combustible liquids; when performing cutting/welding or outdoor burning; and for any activity falling under the scope of NFPA 1.
- I. Hanford Site Oversize/Overweight Permit (A-6003-609): Required for each vehicle and/or non-reducible load that exceeds the dimensions or weights shown in SP-4.
- J. Hot Work Permit (A-6006-115): Required prior to performing any work which may produce a spark, arc, or flame on the Hanford Site.
- K. Nonemergency Hydrant Tie-In Permit (A-6003-681): Required for any water being obtained through an existing hydrant. Contractor shall notify Buyer a minimum of 2 weeks prior need, in accordance with SP-4.
- L. Radiological Work Permit: Required prior to performing any work within a radiological posted area.
- M. Utility/System Outage Permit: This permit is required prior to Lockout/Tag-out isolation of any facility equipment, systems, and/or utilities in accordance with SP-5 and DOE-0336. Notify Buyer 15 days prior to need date. To obtain permit issue an HMIS Service Request.
- N. State Waste Discharge Permit: Buyer has already obtained the required permit. No discharges of water are allowed or authorized within 300 horizontal feet of any known crib, catch basin, infiltration trench, or underground disposal area.
- O. Beryllium Work Permit: Required prior to performing any work within a Beryllium Contaminated Area.
- P. Industrial Hygiene Work Permit: Required prior to performing work in any areas identified as having lead, cadmium, and chromium contamination.

3.11 Site Conditions and Known Hazards

The site conditions and/or known hazards are as follows:

Falls	Overhead lines	Biohazards & vermin
Uneven walking surfaces	Portable tools and hand-held power tools	Ergonomic hazards
Lifting	Falling objects	Noise sources



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Thermal stress (heat or cold stress/hypothermia)	Forklift operation	Sharp objects
Chemical substances	Vehicle traffic	Seasonal inclement weather

3.12 Site Coordination Requirements

Contractor site coordination and interface requirements include contractor’s FWS interface with BTR, 324 Shift Office, and 300-296 Project Manager.

4.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract, CPCC internal policies and procedures, and quality assurance provisions, including safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

4.1 Work Location / Access Requirements (if applicable)

- 300-Area and 324 BLDG Mock-up: General Hanford-site Access Badge Required & 324 Building FEHIC

4.2 Codes and Standards

The following latest version of the codes, standards, and requirements included below, are hereby incorporated into, and made a part of this SOW, as applicable. They shall have the same force and effect as if written into the body of the SOW.

<i>Document No.</i>	<i>Title</i>
ANSI Z535.1	American National Standard for Safety Color Code
29 CFR 1910.120	Hazardous Waste Operations and Emergency Response
DOE Order 414.1D	Quality Assurance
DOE/RL-92-36	Hanford Hoisting and Rigging Manual.
DOE-0336	Lock-out/Tag-out
DOE-0343	Stop Work Procedure
DOE-0346	Hanford Site Fall Protection Program
DOE-0359	Hanford Site Electrical Safety Program
DOE-0360	Hanford Confined Space Procedure
DOE-0352	Hanford Site Respiratory Protection Program
DOE-0342	Hanford Site Chronic Beryllium Disease Prevention Program
NFPA 1	Fire Code

<i>Document No.</i>	<i>Title</i>
NFPA 24	Safeguard Construction, Alteration and Demolition Operations
NFPA 70-2020	National Electrical Code

4.3 Electrical Safety Requirements

If electrical work is requested the following shall apply:

Services under the management of the Contractor shall be performed in accordance with CPCC-PRO-SH-40078 - Contractor Safety Processes, Appendix F – Safety Program Specifications for Contractors, Section 3.11, which flows down the 10 CFR 851 and Hanford site requirements to the Contractor.

For the purpose of worker safety, electrical equipment must be approved per DOE-0359 Hanford Site Electrical Safety Program. Electrical equipment and industrial control panels delivered or brought on to the site in performance of the contract must be labeled by an organization currently recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL). All equipment installed as part of the contract must comply with the National Electrical Code (NEC), NFPA 70 and, where applicable, ANSI C2 (NESC).

4.4 Hoisting and Rigging Requirements

Applicable hoisting and rigging shall be performed in strict accordance with DOE-RL-92-36, Hanford Site Hoisting and Rigging Manual, current revision.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

- A. Contractor personnel will be trained and qualified to Buyer requirements for performing services. Personnel assigned to enter radiation zones within Buyer areas of responsibility will be fully qualified to perform work in such zones.
- B. Buyer will provide Contractor staff task or facility specific training as required for site and facility access and safe performance of assigned tasks. Buyer will schedule and furnish Hanford Site-specific training courses at no cost to the Contractor. The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their skill of craft at the Hanford site. In some cases, the requirements encompassed by this contract will necessitate that personnel have prior relevant experience. Buyer will provide training to support specialized systems and equipment in Buyer-equipped facilities. The contractor shall provide training required for professional employee development or for maintaining existing skills of contractor personnel.

- C. The following training/qualifications are required for general to the Hanford Site and 300 Area. All other trainings and required qualifications will be communicated by the BTR in work instructions driven by Employee Job Task Analysis (EJTA):
- i. Hanford General Employee Training (HGET)
 - ii. CPCC General Employee Training (CGET)
 - iii. 324 FEHIC/Facility – Computer Based Training (CBT)
 - iv. On-site Safety Representative Specific:
 - a. Must have Construction Health and Safety Technician Certification or Occupational and Safety Technologist Certification or be an Associate Safety Professional or a Certified Safety Professional from the American Board of Certified Safety Professionals.
 - b. 10 years full time experience in a safety and health position in industrial safety, and familiar with radiological contaminated materials, and chemicals and hazardous material handling experience.
 - v. On-site Field Work Supervisor Specific:
 - a. 10 years combined of general construction experience. Experience on a DOE nuclear site preferred.
 - b. 5 years supervisory level experience, which shall include labor management associated with bargaining units, radiological contaminated materials, chemicals, and hazardous material handling experience.
 - c. Must have CPCC FWS (Field Work Supervisor) and QES (Qualified Electrical Supervisor) qualifications or be qualified within 3-months of contract kick-off.
- D. As soon as practical after award, the Contractor shall submit a badge request for personnel required under the contract to facilitate and schedule training and medical evaluations. The badging request is required and a necessary step for coordinating training and medical evaluations.
- E. If electrical work is requested, the Contractor shall use Qualified Electrical Workers and Qualified Instrument Specialists as identified in DOE -0359 to perform electrical work scope.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services SP-5 for details.

- A. The Contractor shall wear a CPCC-issued security badge will performing work on the Hanford site or within CPCC designated facilities and work areas. A minimum of two working days advance notice is needed for site badging.

- B. Contractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Site Access and Work Hours

The work shall be performed during normal working hours as scheduled and agreed to by Contractor and Buyer. Normal working hours are 6:00 A.M. to 4:30 P.M. Monday – Thursday. When required, a work schedule shall be submitted to the Facility POC by the Contractor that has been mutually agreed upon, prior to the start of work. However, the nature of the work may require the Contractor to perform work Friday through Sunday or off-hours to prevent any impact to facility operations during the normal (Mon.-Thurs.) work week. Therefore, Contractor shall be available to perform work Friday through Sunday or off-hours if required to support service requests including Emergency and Urgent repairs. If schedule alternative is required BTR will communicate to contractor’s contact.

5.4 Personal Protective Equipment

Contractor shall provide contractor personnel with the appropriate Personal Protective Equipment (PPE) such as hard hats and non-prescription safety glasses/goggles that meet Buyer’s standards. The Contractor shall also be responsible for providing any personal-wear items such as prescription safety glasses, inclement weather clothing, and footwear appropriate for work locations(s) (e.g., ankle top leather/steel-toed boots) required for adherence to Buyer safety requirements.

5.5 Cellular Telephones

In order for Buyer to access Contractor personnel during regular business hours and as otherwise agreed to, Contractor personnel involved in the direct oversight/management/supervision of Contractor personnel performing work on the Hanford site under this contract shall have a cellular telephone. Any charges for cellular telephone service use shall be borne by the Contractor and not billed directly to Buyer under the Contract.

6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist CPC in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives.

Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA . www.biopreferred.gov

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the contract [General Provisions](#) and, when work is

being conducted on site, the additional ESH&Q requirements in [SP-5](#) (*On-Site Services*) shall be followed.

6.1 Safety Requirements

- A. Contractor shall identify a staff member as the “Designated Safety Representative” prior to the start of work if the Contractor has more than one employee working on site in performance of this contract, in accordance with Special Provisions – On-Site Services (SP-5). Contractor shall notify the Contract Specialist if the name of the Designated Safety Representative changes.
- B. For on-site work, Contractor and its subcontractors shall be responsible to comply with all applicable sections of both SP-5, Special Provisions – On-Site Services and CPCC-PRO-SH-40078 - Contractor Safety Processes, Appendix F, Safety Program Specifications for Contractors
- C. Contractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area. These procedures and requirements comply with State, Federal, and DOE requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.
- D. Contractor (and any lower-tier subcontractor) personnel working on site shall utilize the Hanford Site Occupational Medical Provider to obtain contract-related medical examinations. Contractor shall support development/completion of an Employee Job Task Analysis (EJTA) for each assigned individual: a) assigned to an on-site work location for greater than 30 days in a rolling 12-month period, including work done for other Hanford Prime Contractors or Subcontractors; or b) exposed to chemical, biological, or physical agents (noise) above allowable limits. Delivery persons, suppliers, landlords of off-site space, utility providers, etc. may be excluded from this policy as permitted by 10 CFR 851. Excluded personnel include:
 - i. Excluded personnel must engage in no more than tangential work at on the Hanford Site or at off-site space leased for DOE work relating to delivery, installation, or repair of their products. Examples of excluded personnel include but are not limited to Contractors delivering raw material (steel, concrete, gravel, etc.) or commercial products to the site.
 - ii. Landlords of off-site space leased by CPCC for DOE work.
 - iii. Utility providers, such as power or communications providers that may have power or communications lines installed on-site operate under supply contracts rather than contracts for services.

EJTAs drafted by the Contractor (form available at [Safety Reference Documents - Central Plateau Cleanup Company \(hanford.gov\)](#)) shall be submitted to the Contract Specialist for approval by the CPCC Health and Safety professional. Approved EJTAs

will be forwarded to the Hanford Site Occupational Medical Provider for required medical examination(s) identification and scheduling.

All personnel performing work involving exposures to hazards are required to have an approved EJTA (with appropriate medical screening) prior to starting hazardous work.

- Personnel performing work that does not expose them to any chemical/physical hazard (as identified in CPCC-PRO-SH-40078) must still have an approved EJTA on file, even though no subsequent medical monitoring may be required.
- The documents are available on the www.hanford.gov internet website by clicking on “Contracting” and then “Central Plateau Cleanup Company,” locate “Business Opportunities” (on the right-hand side of the screen), “Safety Reference Documents” on the left side of the screen, and selected “Employee Job Task Analysis (EJTA) ([Safety Reference Documents - Central Plateau Cleanup Company \(hanford.gov\)](#)).

- E. Contractor shall use the current Hanford Site Occupational Medical Provider for first aid treatment and return to work evaluations and the Hanford Fire Department for ambulance service for urgent medical situations requiring care and transport.
- F. Contractor shall take appropriate action, up to and including stopping work, and immediately notify the CPCC if an unplanned risk or hazard is discovered that is not covered by directions provided by CPCC. This action includes notifying the CPCC if the work exposes their workers to hazards that require medical monitoring.
- G. All services will be conducted in accordance with Hanford Site environmental, safety and health standards, security requirements, and Quality Assurance Program Plan applicable to scope.
- H. The Contractor and its lower-tier subcontractors shall take all reasonable precautions in the performance of the work to protect the safety and health of employees and of members of the public. Where there is a difference in regulations or requirements, the most stringent shall apply.
- I. Contractor must be familiar with the CPCC training, permits, and facility specific procedures applicable to this scope.
- J. Contractor shall arrange for their personnel and any lower-tier subcontractor personnel to obtain regulatory required-occupational medical examinations, which are triggered by the activities of this contract.
- K. In accordance with CPCC-PRO-SH-40078 - *Contractor Safety Processes*, Appendix F – *Safety Program Specifications for Contractors, Section 3.2*, the Contractor may be required to assist in or prepare a Job Hazard Analysis. The Analysis shall address specific work activities and hazards associated with the specific work and to identify the controls necessary to eliminate or control the hazards. The Analysis shall be written in such a

manner as to be understood and usable by Contractor personnel in order to aid them in the identification, control, and response of potential hazards and is not just a compliance document. To achieve the level of coordination desired, approval of the Hazard Analysis by BTR, and CPCC Project Safety are required to ensure proper safety planning and communication prior to the start of work. The Hazard Analysis shall be prepared in a format provided by CPCC. The Contractor shall submit the Hazard Analysis to the BTR for approval prior to work on each release.

- L. The Contractor shall immediately notify the BTR and the Contract Specialist of any injuries or incidents; to include damage to Contractor-owned property or equipment.
- M. Contractor shall use a fall protection system whenever the work surface is greater than 6 feet for the Construction Industry and 4 feet for General Industry. Fall protection anchorage points must be engineered and approved by CPCC. Approved anchorage point documentation must be readily available. Refer to DOE-0346 for technical requirements.
- N. Worker Exposure Monitoring for Hazardous Agents (i.e., Industrial Hygiene) - CPCC shall be responsible for providing industrial hygiene technical support. Such support shall include establishing exposure controls and limits and conducting sampling and monitoring for hazardous agents associated with the activities and evolutions performed by the Contractor. These exposure controls and limits for hazardous agents (i.e., chemical; not radiological) shall be specified in the Site-Specific Health and Safety Plan and/or the Hazard Analysis. Results of all industrial hygiene surveys and monitoring shall be provided to both the Contractor's Safety Representative and the Contractor's on-site Project Manager. CPCC Industrial Hygienists will discuss exposure monitoring results with the respective Contractor Representatives and, as necessary, recommend or specify actions and controls to reduce or prohibit employee exposure to hazardous agents. The Contractor and CPCC shall collaborate to implement these controls and ensure their effectiveness.
- O. In accordance with CPCC-PRO-SH-40078 - Contractor Safety Processes, when the Contractor brings chemicals on site, the activity is subject to CPCC's Chemical Management System Program. The Contractor must fill out Form A-6004-750, Chemical Inventory Worksheet, and submit for approval to CPCC prior to mobilization.
- P. Hazardous material used on Site shall be labeled in accordance with the requirements of the Globally Harmonized System of Classifications and Labeling of Chemicals. The Contractor shall supply a list of all hazardous materials and their corresponding Safety Data Sheets (SDS) and obtain Buyer's prior approval before bringing any hazardous material onto the Site. The Contractor shall keep the list current and shall provide the list to the assigned BTR when list has been updated.
- Q. The Contractor shall comply with CPCC-PRO-SH-40078 - Contractor Safety Processes, Appendix F, Section 3.15, for controlling exposures to airborne hexavalent chromium.

These requirements are specifically applicable to welding, grinding, torch-cutting, metal buffing and metal polishing, and spray-painting activities.

- R. Lock-out/Tag-out performed by the Contractor shall be performed in accordance with DOE 0336, and with the oversight of CPCC's Controlling Organization representative and BTR (See also CPCC-PRO-SH-40078 - Contractor Safety Processes, Appendix F, Safety Program Specifications for Contractors, Section 3.11).
- S. The Contractor shall comply with the CPCC ladder safety policy as described in CPCC PRO-SH-40078 - Contractor Safety Processes, Appendix F, Section 3.16. The intent of this policy is to ensure that alternatives to Portable Ladders have been examined on a task specific basis.
- T. The Contractor shall observe and provide spotters for Overhead restrictions as described in CPCC-PRO-SH-40078 - Contractor Safety Processes, Appendix F, Section 3.11.4.
- U. If chemical contamination is encountered, work shall be stopped immediately, the BTR contacted, and an appropriate chemical monitoring plan prepared by CPCC.
- V. Contractor (and lower-tier contractors) Shall comply with CPCC motor vehicle safety policies for securing loads as described in CPCC-PRO-SH-40078 – Contractor Safety Processes Appendix F, Section 3.10.18.

6.2 Quality Assurance and Control

Contractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to requirements above. Quality workmanship is expected and shall follow standard commercial quality practices. The Contractor shall provide accurate data/reports and meet contract objectives, with emphasis on overall success and positive impact to the CPCC acquisition program and organizational mission. Other areas of consideration include:

- Applicable Plans, procedures, and engineering documentation shall be controlled in accordance with the CPCC Quality Assurance Program requirements.
- CPCC reserves the right to make inspections at any time at the source of supply of materials.
- All items and processes are subject to review, inspection, or surveillance by CPCC at the Contractor facility, or any lower-tier subcontractor's facility, as applicable.
- Applicable equipment requiring calibration shall be periodically calibrated to assure reliable results. Calibration shall be traceable to National Institutes of Standards and Technology Calibration (NIST) Standards.
- Contractor is responsible for the achievement and the verification of the quality of the activities performed in the completion of the described work scope. Compliance with codes, standards and requirements is the responsibility of the contractor.

- At the conclusion of construction activities, the Construction Manager/ BTR and/or Quality Assurance (QA) will conduct a Final Acceptance Walk-down during which time; work will be inspected for compliance with contract requirements.

6.2.1 Suspect/Counterfeit and Defective Items

The Contractor shall take the measures necessary to ensure Suspect/Counterfeit items are not brought onto the Hanford Site. This includes items within the Contractor's equipment or supplied as part of the Contract.

6.3 Radiological Requirements

The Contractor must receive written approval from the Project Radiological Control Manager prior to bringing a radioactive source on site. This includes any source or equipment that contain sources (e.g., soil densitometers) which is governed under a U.S. Nuclear Regulatory Commission (NRC) license or license by an NRC agreement state.

If work is deemed Radiological, the Contractor shall be subject to Title 10, Code of Federal Regulations, Part 835 as well as the Central Plateau Cleanup Company Radiological Control Manual, CPCC-000175.

- A. Daily radiological control technician (RCT) with field instruments may be performed. If at any point, radioactive materials above specified action levels are encountered, work shall be stopped immediately. CPCC Radiological Control shall be contacted by the RCT and a Radiological Work Permit will be prepared by CPCC to cover working with radiological contaminated soils and materials.
- B. Items belonging to the Contractor that: a) were located in known or suspected contamination areas; or b) become contaminated at levels exceeding CPCC-000175 table 4.1 values are subject to CPCC administrative controls. CPCC will determine if release back to the Contractor is possible. If not possible, the Contractor will be compensated for items taken.
- C. Arrangements for pickup and drop-off of dosimeters, when required, must be made with the CPCC Dosimetry Office in the 200W/MO-2159.

6.4 Nuclear and Criticality Safety

If work is deemed nuclear-related, the Contractor shall be subject to Title 10, Code of Federal Regulations, Part 830.122 (10 CFR 830.122), "Quality Assurance Requirements", and the enforcement actions under 10 CFR 820, "General Statement of Enforcement Policy".

6.5 Motor Vehicle

Contractor shall ensure that all vehicles are operated in a safe manner while on site. (Reference Contract Terms and CPCC-POL-SH-54212).

6.6 Environmental/Cultural Requirements

It is not anticipated that cultural or protected plants or animals will be encountered during project activities in previously disturbed areas. However, workers are to be instructed to watch for bones or possible historic artifacts, especially during excavation. If cultural materials are encountered, stop work within the immediate vicinity of the find and notify Buyer.

Contractor shall watch for cultural materials such as bones or historic artifacts during field work on the Hanford Site. Contractor shall notify Buyer at least 24 hours in advance of performing excavations to arrange for monitoring by cultural resource experts. No excavation may proceed without such monitoring. If cultural materials are encountered, stop work within the immediate vicinity of the find and notify Buyer.

Migratory birds may be present at this site and nesting activities shall not be disturbed. If field work is to be initiated during active nesting season (i.e., between mid-March through end of July), Contractor shall contact Buyer to initiate a review of the area where the work is to be performed to make sure no nesting is occurring within the affected area). Workers are to be instructed to watch for active nests. If active nests and/or any nesting birds are encountered, or birds exhibit defensive behavior, the Contractor shall stop work in the immediate vicinity of the nest and shall contact Buyer for additional review and required action.

Ground-disturbing activities have the potential to spread and increase noxious plants. Vehicles should stay on existing roadways, graveled areas, and bare areas to the extent possible.

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

- A. Contractor shall participate in an initial contract kickoff meeting for each assigned task.
- B. Regular/weekly status meetings via telephone/teleconference or in person with Contractor management personnel as required.

7.2 Submittals/Reports

Contractor shall submit the following documents as required to the BTR via email.

NOTE: The Monthly Reports (see 7.2.C. below) will be submitted as an attachment to each monthly invoice.

- A. Construction Daily Field Reports – Site Form A-6004-822 shall be completed on a daily basis.
- B. Weekly Manpower Report - summarizing all construction operations and maintenance activities accomplished during the previous work week period. The manpower report shall include:
 - i. Name



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- ii. Date and hours worked
 - iii. Craft Type and/or Exempt Position
 - iv. For Craft, pay type – Straight Time or Overtime
- C. Monthly Status Report – Monthly Status Report covers ALL contract activities The Contractor shall provide a consolidated monthly management report to be delivered to the Buyer on or before the 10th calendar day of the month following the reporting period. This report shall include the follow:
- i. Progress for the period – an accurate, up-to-date summary account of tasks completed during the previous month.
 - ii. Activities planned for the next reporting period as well as the status of any deliverables, including planned deliver date(s) and actual and/or anticipated delivery date(s).
 - iii. Problem encountered - identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems
- D. Monthly report of labor hours worked on Site – Per SP-5 Article 5.5.B.

8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

A. Submittal Register (example below)

Contract Number and Name: Contract #								
1 No.	2 Submittal Type	3 Technical Submittal	4 Vendor Information	5 Description / Document Title	6 Submittal Date (Calendar Days)	7 Approver Organizations	8 CPCC Review Time (Workdays)	9 Contract Paragraph or Requirement Reference
1	APW	No	No	Job Hazard Analysis	A+5	S & H	5 Days	SOW, 6.4
2	APW	No	No	Employee Job Task Analysis	A+5	S & H	5 Days	SOW, 5.1
3	APW	No	No	Hanford Safety Record/Training Verification	A + 5	S & H	5 Days	SOW, 5.1
4	APW	No	No	Chemical Inventory Worksheet and SDSs	A + 5	FCC	5 Days	SP-5
5	APW	No	No	Air Emissions Sources Inventory	A + 5	ENV	5 Days	SP-5



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6	APW	No	No	DOT Safety Management Plan	A + 5	TRANS/CON	5 Days	SP-5
7	APW	No	No	Training Matrix	A + 5	S&H/BTR	5 Days	SP-5
8	AP	No	No	Construction Daily Field Reports CPCC form A-6004-822	Daily	BTR	5 Days	SOW, 7.0
9	AP	No	No	Delay Reports	Daily, as required	BTR	5 Days	SOW, 7.0
10	AP	No	No	QAIPs/Receipt Inspections	Daily, as required	QA	5 Days	SOW, 6.3
11	APW	No	No	NCR's	Daily, as required	QA	5 Days	SOW, 6.3
12	APW	No	No	Product Data	Daily, as required	ENG	5 Days	SOW, 6.4
13	AP	No	No	Daily Safety Inspection	Weekly, as required	BTR Only Approver	5 Days	SOW 6.5

SUBMITTAL PROCESS

1. Typically, a numerical sequence (i.e., 1, 2, 3...). However, other numbering systems may also be used.
2. Submittal type:
 - APW** = Approval Required Prior to Work (CPCC must approve the Contractor's submittal prior to the Contractor being authorized to proceed with any activity/work associated with the submittal).
 - AP** = Approval Required (CPCC must approve the Contractor's submittal; however, work associated with the submittal may proceed prior to CPCC approval).
3. Technical submittals are Engineering or Quality affecting submittals. A Yes in this column designates the need for formalized comments, and a formalized comment disposition process by the Contractor. Examples of Technical Submittals would include Engineering or Fabrication Drawings, or Certificates of Conformance.
4. Vendor Information for project record purposes.
5. Description / Document Title. Description of the document
6. Required submittal date or its relationship to project milestones. Examples are July 14, 2009, or Award + 15 days, Contract Completion +30 days.
 - A+5** Date of contract plus five (5) days
7. Approver Organization. Examples are Construction Manager, Transportation, Safety, Quality, Radiation Protection, Waste Management, and/or Buyer's Technical Representative.
8. The number of Workdays required for review of the submittal.
9. Contract Reference: Cross reference to the Contract requirement that defines this submittal:
 - SOW** Statement of Work
 - SP-5** Special Provision 5 (Contract document)

B. Deliverables other than the reports in "C" below may be identified in individual tasks.

C. The contractor shall follow the deliverable schedule for reports as directed below. All days are indicated in calendar days. All documents shall be in compliance with Section 4.0 and be prepared in MS Word, using 12-point Times New Roman, Arial or similar



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font. Contractor shall send to the BTR, copying (cc:_) the Contract Specialist on email submission of reporting deliverables.

NOTE: Task 7.2.C deliverable shall be to a Buyer-designated location all other deliverables will be as described above.

Task	Deliverable	Due Not Later Than
7.2.A	Construction Daily Field Reports	One week's worth submitted weekly Thursday by 1630 hours
7.2.B	Weekly Manpower Reports	Monday, by 10AM each week
7.2.C	Monthly Status Report	By the 10 th day each month and with each monthly invoice
7.2.D	Monthly Report of Labor Hours Worked on Site	Per the schedule established in SP-5 Article 5.5B

D. Schedule - Contractor shall be responsible for the management of its personnel work schedule(s) in accordance with Buyer needs. It is expected the majority of the work performed on the Hanford site will be completed in accordance with Section 4.5 (Work Location) and Section 5.3 (Site Access and Work Hours). The Contractor shall communicate any changes to the schedule to the BTR in advance of the schedule change.