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N40084-17-T-6000

ePROJECT NO.: 1564797

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PERFORMANCE WORK STATEMENT  
FOR  
RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES FOR FORKLIFTS AT COMMANDER, FLEET  
ACTIVITIES, SASEBO, JAPAN

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SECTION C

PERFORMANCE WORK STATEMENT  
FOR  
RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES FOR FORKLIFTS AT COMMANDER,  
FLEET ACTIVITIES, SASEBO, JAPAN

<u>ANNEX / SUB-ANNEX NUMBER</u>	<u>TITLE</u>
Annex 1    0100000	General Information
Annex 2    0200000	Management and Administration
Annex 17   1700000	Base Support Vehicles and Equipment

<b>0100000 – General Information</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
1	General Information	
1.1	Outline of Services	<p>Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) at Commander, Fleet Activities, Sasebo, Japan (CFAS) under a performance-based contract that is comprised of Recurring Work Items. Non-recurring task order or modification may be ordered by the Government on an as needed basis.</p> <p>The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements. The annex numbers are identified as 1 through 18 in the description column, but the full expanded annex numbers include seven digits (e.g., Annex 1 expanded number is 0100000 as shown in the header row at the top of this page).</p> <p><b>Annex 1 General Information</b>  <b>Annex 2 Management and Administration</b>  Annex 3 Command and Staff –N/A  Annex 4 Public Safety – N/A  Annex 5 Air Operations – N/A  Annex 6 Port Operations – N/A  Annex 7 Ordnance – N/A  Annex 8 Range Operations – N/A  Annex 9 Health Care Support – N/A  Annex 10 Supply – N/A  Annex 11 Personnel Support – N/A  Annex 12 Morale, Welfare and Recreation Support – N/A  Annex 13 Galley – N/A  Annex 14 Housing – N/A  Annex 15 Facilities Support – N/A  Annex 16 Utilities – N/A  <b>Annex 17 Base Support Vehicles and Equipment</b>  Annex 18 Environmental – N/A</p>
1.2	Project Location	The work shall be performed at various locations and could vary from location to location. Work locations are specified in the Annexes and Attachments and may include CFAS including but not limited to Main Base, Main Base Housing, Dry Dock #2, Akasaki POL Depot, Iorizaki POL Depot, Yokose POL Depot, Hario Housing, Hario-Shima Ordnance, and Maebata Ordnance and transit to those locations. All areas are located in Nagasaki Prefecture, Japan.
1.3	Acquisition of Additional Work	The Government reserves the right to acquire rental and delivery of forklifts, to include maintenance and repairs services at additional locations in addition to the services and locations identified in the recurring work requirements of this contract. Additional services will be incorporated into the contract in accordance with the CHANGES clause, SECTION I or ordered under the indefinite delivery indefinite quantity provisions of the contract. Items of work not covered by this contract but within the general intent are considered in the scope of this contract.
1.4	Background Information	See the website at <a href="http://www.cnmc.navy.mil/Sasebo/index.htm">http://www.cnmc.navy.mil/Sasebo/index.htm</a>

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1.5	Verification of Workload and Conditions	Throughout the PWS, the workload data is generally referred to as being located in Section J. Section J provides data such as inventories, maps, floor plans, and tables to represent the type, quantity and location of services to be provided. However, offerors are encouraged to visit the project site during the site visit for offerors and to visit the technical library during posted hours as part of its due diligence to assess the nature of work and conditions under which work is to be performed.
1.6	Climate Patterns	See the website at <a href="http://www.data.jma.go.jp/obd/stats/data/en/index.html">http://www.data.jma.go.jp/obd/stats/data/en/index.html</a>
1.7	Related Information	<p>There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows:</p> <p>Informational Notes as used throughout this PWS provides additional information to offerors to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked “Informational Notes” throughout Annexes 1 through 18 is subject to this disclaimer. Offerors may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractual requirement on either party to this contract.</p> <p>Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone.</p> <p>Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard.</p> <p>Requirement Information further describes client requirements associated with each Performance Objective.</p>
1.8	Navy Approach to Service Contracting	<p>The Department of Navy (DoN) spends over \$1 billion in annual obligations to meet global requirements for facility operations and maintenance provided through Facility Support Contracts (FSC) and additional billions to provide other base operations support services (OBOS). The Head of the Contracting Activity (HCA) of the Naval Facilities Engineering Command (NAVFAC) has focused increased attention on re-engineering FSC contracts in response to customer and industry feedback, budget constraints, and the impact of a variety of contracting, program management and financial management regulations.</p> <p>The Navy also supports the following principles:</p>
1.8.1	Partnering Philosophy	The first principle is that the Navy views its contractors as partners and not just abstract service providers. The Navy wants its contractors to succeed because partners' success drives the Navy's successful mission completion. Within the bounds of acquisition policy the Navy intends to work to find solutions that will be beneficial to both the Government and its partners.
1.8.2	Contractor's Knowledge	The second principle is that the Navy will receive insightful management from its contractors. This management will include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management

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		to adjust processes and resources needed to reach specified objectives at the highest performance level.
1.8.3	Industry Best Practices	The third principle is that the Navy will adopt industry best commercial practices and maintain state-of-the-art service delivery. It is the Navy's and contractor's responsibility as partners to reach this goal. To that end, the Navy's emphasis will be in evaluating performance objectives (end results).
1.9	Standard Template	<p>Key to implementing a programmatic approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs. This contract conforms to the standard template and has been tailored for this solicitation. NAVFAC intends to use this template-based approach for future service contracts. Offerors should develop an understanding of the template as part of performing due diligence in reaching an understanding of the Navy's requirements and expectations.</p> <p>The standard template contains 18 standard annexes. Annex 1 will always contain information that is relevant to the entire scope of the contract. Annex 2 contains on-site project management and administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 contain the technical information and requirements peculiar to that technical annex. Within each technical annex, the organization of information and requirements are also standardized. Specification item 1 will always contain General Information. Specification item 2 will always contain the management and administrative requirements. Specification item 3 will always contain the Recurring Work requirements. Specification item 4 will always contain the Non-recurring Work requirements. Requirements and standards for higher level specification items apply to all subordinate specification items, e.g., Specification Item 3 standards apply to all recurring work specification items. Specification Item 3.1 is applicable to all 3.1 subordinate specification items. Specification Items 3.2 and 3.3 are not considered subordinate to 3.1. All costs associated with Annexes 1 and 2 and Specification items 1 and 2 must be priced and distributed within Specification Item 3 of Annexes 3 through 18.</p>
1.10	Navy PBSA Approach	The Navy's approach to performance-based service acquisition (PBSA) includes four component parts which are 1) performance outcomes, 2) measurable standards, 3) consideration of incentives, and 4) performance assessment plan.
1.11	Technical Proposal Certification	The Contractor warrants that its proposal incorporated herein by reference will meet or exceed the performance objectives set forth in this contract.

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Government Regular Working Hours	The Government's regular working hours are from 0800-1645, five days per week, Monday through Friday, except observed Federal holidays. Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior Contracting Officer (KO) and/or Contracting Officer's Representative (COR) approval.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.1.2	Restriction to Contractor Working Hours	If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F. Required form is provided in J-0200000-04. Excludes work to be performed during specified hours.
2.2.2	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1 and so on.  Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings. The Contractor shall attend meetings as requested by the KO and/or COR.
2.3.2	Partnering	To increase the likelihood of successful performance of this contract, the Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands who will receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and subcontractors teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps.  Partnering should accomplish three goals: - The first goal is to develop a cohesive team with common purpose,

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		<p>commitment and established communication processes.</p> <ul style="list-style-type: none"> <li>- The second goal of partnering is contract specific, identifying risks and opportunities for the team to address.</li> <li>- The third goal is to sustain the Partnership throughout the contract by identifying and addressing issues that affect the Partnership.</li> </ul>
2.3.2.1	Informal Partnering	<p>The KO and/or COR shall organize the initial Partnering Meeting with key personnel of the project team, including Contractor's personnel and Government personnel. The initial session will be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award and will be held at a Government provided facility as designated by the KO and/or COR.</p> <p>The Initial Informal Partnering Session will be conducted and facilitated by the KO and/or COR. The senior Government stakeholder present will lead the meeting, however, the Contractor's PM or senior representative is encouraged to participate as co-lead.</p> <p>The Partners will determine the frequency of the follow-on sessions.</p>
2.3.2.2	Contract Partnering Administration	<p>Upon award, the Administrative Contracting Officer (ACO) will contact the Contractor, supported command(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process.</p> <p>Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member.</p> <p>The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.</p>
2.3.2.3	Contract Partnering Session Attendees	<p>The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel.</p> <p>President/Vice President</p> <ul style="list-style-type: none"> <li>* Project Manager</li> <li>* Quality Manager</li> </ul> <p>Site Safety and Health Officer</p> <p>Translator/Interpreter if required.</p>
2.3.3	Permits and Licenses	<p>The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with the latest version of Japan Environmental Governing Standards (JEGS), and all the applicable Federal, Japanese, prefectural, and local laws and regulations. The Contractor shall submit copies of Permits and Licenses per Section F, and identified in the Spec Item 2.2.1, Certification, Training, and Licensing of 1700000, Base Support Vehicles and Equipment.</p>
2.3.4	Insurance	<p>The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A</p>

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		GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.4.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO and COR by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.4.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage:  Comprehensive General Liability: ¥50,000,000 per occurrence  Automobile Liability: ¥20,000,000 per person, ¥50,000,000 per occurrence, ¥2,000,000 per occurrence for property damage  Workmen's Compensation: As required by Japanese worker's compensation and occupational disease statutes  Employer's Liability coverage: Not applicable  Other as required by Japanese Law
2.3.5	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.
2.3.6	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other applicable Directives, Instructions, and References are listed in J-0200000-02. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.
2.3.7	Invoicing Procedures	Refer to Section G for invoicing instructions. Refer to additional instructions in J-0200000-03, and Invoice Form in J-0200000-04 for sample.
2.3.8	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting are included among the Forms in J-0200000-04.
2.3.9	Government Performance Assessment	The Government will conduct performance assessments (PA) of contractor performance to ensure services and products comply with contract requirements and payments are proper. The Government may use several methods of evaluation to assess performance, both interim and final, and may vary these assessment methods and frequencies based on contractor performance. The Government's Performance Assessment Plan (PAP) will be provided to the Contractor after contract award for information and constructive interaction. The Government may alter its plan at any time at its discretion.  The Government will send performance assessment reports and customer complaints reports to the Contractor. The Contractor is required to respond within twenty-four (24) hours upon receipt of Government performance assessment reports and customer complaint reports for the action to be taken in response to the reports or complaints. Performance assessment reports include, but are not limited to, the Performance Assessment Worksheet and the Customer

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		Complaint Record.
2.4	Government-Furnished Property, Materials and Services	In accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials, equipment and services for use in connection with this contract as stated below.
2.4.1	Government-Furnished Utilities	<p>The Government will furnish water and electricity at existing outlets required for the work to be performed under the contract at no cost to the Contractor. Information concerning the location of existing outlets may be secured from the KO and/or COR. The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. Meet all Federal, State, local, and installation codes and regulations for backflow prevention devices and electrical transformer provisions. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor at no cost to the Government.</p> <p>Government-furnished utilities shall not be used for any purpose other than those specified and ordered under the provisions of this contract.</p>
2.5	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO and/or COR may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and polychlorinated biphenyls (PCBs) shall not be brought onsite. Energy efficient tools and equipment shall be used when available. The KO and/or COR may at any time require Samples, Safety Data Sheets (SDS) or Manufacturer's Data Cut Sheets of Materials used in this contract. The Contractor shall obtain KO and/or COR approval for all substitute items prior to their use.
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.
2.6.1	Work Reception	The Contractor shall provide the capability to receive, prioritize, correspond, and respond to trouble calls and/or non-recurring task orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours.
2.6.2	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are

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		available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided when requested by the KO and COR. A status update of any item of work must be provided within two (2) hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.
2.6.3	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall notify the KO and COR of any difficulty in scheduling work due to Government controls.
2.6.4	Deliverables	Records and reports are specified in Section C and listed as deliverables in Section F. The Contractor shall submit accurate and complete documents within the required timeframes as specified in Section F.  Government acceptance of deliverables will not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.
2.6.5	Service Interruptions	If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, COR, and the supported commands by an electronic mail using the Facility Impact Notification System (FINS) per Section F. The Contractor shall submit a coordination report to the KO and COR for acceptance. If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO and COR as soon as practicable.
2.6.6	Quality Management System (QMS)	The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address: <ul style="list-style-type: none"> <li>• Accurate documentation of work processes, procedures, and output measures.</li> <li>• A systematic procedure for assessing compliance with performance objectives and standards.</li> <li>• Accurate documentation of quality inspections and surveillance conducted throughout the execution of work.</li> <li>• Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.</li> </ul>
2.6.6.1	Quality Management (QM) Plan	The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. If any changes are made during the period of performance, submit to the KO and COR a revised QM Plan for acceptance.  The Contractor's QM Plan shall include, at a minimum, the following: <ul style="list-style-type: none"> <li>• Policy and objectives of Quality Management System (QMS)</li> <li>• Quality organization <ul style="list-style-type: none"> <li>○ List of personnel</li> </ul> </li> </ul>

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		<ul style="list-style-type: none"> <li>○ Responsibilities &amp; lines of authority</li> <li>○ Training and qualifications</li> <li>• Approach to assuring quality of services provided and conformance with performance objectives and standards</li> <li>• Methods and procedures for effective planning, operation and control of processes and performance of work</li> <li>• Procedures for inspection and surveillance of services <ul style="list-style-type: none"> <li>○ Scheduling and performance of inspection and surveillance</li> <li>○ Measurement, data collection and analysis</li> <li>○ Corrective action, preventive action, and continuous improvement</li> <li>○ Oversight of subcontracted work</li> </ul> </li> <li>• Documentation and records management</li> <li>• Communication with government (customers).</li> </ul>
2.6.6.2	Quality Inspection and Surveillance	The Contractor shall establish and maintain an inspection and surveillance system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The quality inspection and surveillance file shall be the property of the Government and made available during the Government’s regular working hours. The file shall be turned over to the KO and COR within five (5) calendar days of termination of the contract.
2.6.6.3	Quality Inspection and Surveillance Report	The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a summary and results of the quality inspection and surveillance events performed and assessment-driven corrective actions and process adjustments during the previous month. The Government may adjust the frequency of the submittal based on the Contractor’s quality of performance.
2.6.7	System and Equipment Replacement	The Contractor shall replace equipment when it becomes damaged or unusable. The Contractor shall maintain the integrity and performance of existing energy saving, water conservation or other sustainability design features of systems and equipment in the performance of repair and replacement work. Except where otherwise specified, replacement components shall be of the same model/style or equivalent as the component being replaced. Substitutes for replacement must be accepted by the KO and/or COR prior to use.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Key Personnel	<p>Key personnel are responsible for and critical to the successful performance of the contract. Key personnel shall include the Project Manager (PM), Quality Manager, Site Safety and Health Officer (SSHO), Environmental/Energy Manager, and Translator/Interpreter. Key personnel shall have basic knowledge of English and Japanese. Language ability may not be required if the key personnel have full support by the translator at all times.</p> <p>Key personnel shall be employees of the Prime Contractor. Key personnel positions shall not be occupied by Subcontractor personnel. The Contractor shall submit a List of Key Personnel and Qualifications</p>

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		<p>per Section F. The Contractor shall provide any additional information requested by the KO and COR necessary to certify their qualifications. The initial submission shall include resume of each key personnel and their alternates. A sample format of resume is provided in J-0200000-04.</p> <p>The Contractor shall submit an Organizational Chart per Section F, showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, Quality Manager, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.</p>
2.7.1.1	Project Manager (PM)	<p>The Contractor shall provide a PM and designated alternate, as applicable, who has the full authority to act for the Contractor on all contract matters relating to this contract.</p> <p>The PM shall have at least three (3) years of experience in managing a workforce providing services on contracts of similar size, scope and complexity. The PM shall not fulfill any other position on the contract with the exception of the SSHO position and Translator/Interpreter position. The PM may occupy the SSHO position if the PM fulfills the pre-requisite qualification and experience for the SSHO position.</p> <p>The PM must have the authority to sign all contract related documents. The PM must be appointed in writing by the signatory of the contract. During the absence of the PM for leave or other temporary purposes, the Contractor shall identify and appoint in writing an alternate that possess the equivalent authority as the PM for the temporary period of time identified in the appointment letter. The alternate shall have the similar qualifications of the PM, and must be appointed in writing by the PM or signatory of the contract and approved by the KO.</p> <p>The PM or designated alternate shall be available on-site within one (1) hour after the KO and/or COR or authorized Government representative's call.</p> <p>The PM is subject to removal by the KO and COR for non-compliance with requirements specified in the contract and for failure to manage the project to insure timely completion.</p>
2.7.1.2	Quality Manager	<p>The Contractor shall provide a Quality Manager or designated alternate, as applicable who has full responsibility for assuring Performance Objective and Performance Standard identified in this contract are met. The QM must report directly to a senior corporate official and shall not report directly to the PM.</p> <p>The Quality Manager shall have fulfilled the following pre-requisite training and experiences before being hired as the Quality Manager under this contract:</p> <p>The Quality Manager shall complete the course entitled "Construction Quality Management for Contractors" prior to the start of contract performance. This course is periodically offered by the Government. Contact an authorized Government representative to schedule attendance to the course.</p>

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		<p>The Quality Manager shall have at least three (3) years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager may be the same person as the SSHO if the Quality Manager fulfills the pre-requisite qualification and experience for the SSHO position.</p> <p>The Quality Manager or designated alternate shall be on-site during Government's regular working hours, and shall be on-site within one (1) hour after the KO and/or COR or authorized Government representative's call after Government's regular working hours.</p> <p>The designated Alternate Quality Manager shall have the similar qualifications as the Quality Manager.</p>
2.7.1.3	Site Safety and Health Officer (SSHO)	<p>The SSHO must meet the requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one Competent Person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan (APP). The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.</p> <p>A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted APP, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the KO and COR for acceptance in consultation with the Safety Office. The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:</p> <p>The SSHO shall have completed five (5) years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past or three (3) years experience if he/she possesses a Certified Safety Professional (CSP) or safety and health degree. The SSHO shall have completed the OSHA 30-hour construction safety class or equivalent and maintain competency through 24 hours of formal safety and health related coursework every four (4) years. The SSHO may be the same person as the PM but shall have fulfilled the pre-requisite qualification and experience.</p> <p>Note: Host Nation safety training will be considered to meet this training requirement. The Japan Construction Occupational Safety and Health Association (JCOSHA) safety course "Course for Construction Site Foreman (Kouji Shunin course / 工事主任コース)" or "Course for Construction Site Managers (Shocho course / 所長コース)," which is an acceptable equivalent to the 30-Hour OSHA construction safety</p>



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		<p>course mentioned above. JCOSHA website:  <a href="http://www.kensaibou.or.jp">http://www.kensaibou.or.jp</a></p> <p>The SSHA shall be available on-site within one (1) hour after the KO and/or COR or authorized Government representative's call after the Government's regular working hours.</p>
2.7.1.4	Translator/Interpreter	<p>The Contractor shall furnish the service of a translator/interpreter on the job. This translator/interpreter shall have strong knowledge of the English language in terms of writing, listening, speaking and reading skills. Interpreter's English skills shall also be well suited to the construction and service industries. List the license, certificate of English skills, or alternate qualifications in the resume. If at any time the Government feels the Contractor's translator/interpreter is unable to perform the duties required of him/her, the Government will ask for his/her immediate replacement. When the PM or Quality Manager talks with the Government representative, on-site or off-site, they shall be accompanied by their translator/interpreter. The Translator/Interpreter shall be on the site at all times or available on site within one (1) hour after the KO and/or COR or authorized Government representative's call.</p> <p>A PM, Quality Manager, SSHA or Environmental/Energy Manager may serve as a Translator/Interpreter, if qualified.</p>
2.7.1.5	Key Personnel Replacements	<p>During the first 180 calendar days after the contract award date, the Contractor shall not replace or substitute any key personnel unless such changes are necessitated by an individual's sudden illness, death, termination of employment or circumstances which are beyond Contractor's control.</p> <p>During the performance of the contract, the Contractor shall notify the KO and COR when it intends to remove or replace key personnel and provide the names and resumes of the temporary substitutes or permanent replacements. The notification shall be submitted to the KO and COR in writing at least thirty (30) calendar days in advance of the intended hire date. Key personnel positions shall not be vacant for more than fourteen (14) calendar days.</p> <p>If the Contractor replaces key personnel, the full requirements of contract specification item of 2.7.1 Key Personnel remain and the Contractor shall comply with NFAS clause 5252.237-9301, SUBSTITUTIONS OF KEY PERSONNEL. The KO and COR are the determining authority for comparable qualifications. The KO and COR are the approving authority for all key personnel substitutes or replacements.</p>
2.7.2	Employee Requirements	<p>The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform.</p>
2.7.2.1	Employee Certification and Training	<p>The Contractor shall maintain personnel certification, training, and licensing records for employee requirements specified herein and within all technical annexes/sub-annexes. Certification, training, and licensing records shall be kept current and on file for the duration of the contract including all option periods. Records shall be made available for Government review within four (4) hours of request. Training for</p>

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		Contractor personnel to meet qualification requirements shall be provided at no additional cost to the Government.
2.7.2.2	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO and COR reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.
2.7.2.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.2.4	Identification as Contractor Employee	Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. All Contractor employees shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.
2.7.2.5	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO and COR to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.3	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)	<p>The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address: <a href="https://doncmra.nmci.navy.mil">https://doncmra.nmci.navy.mil</a>.</p> <p>Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <a href="https://doncmra.nmci.navy.mil">https://doncmra.nmci.navy.mil</a>.</p>
2.8	Security Requirements	The Contractor shall comply with all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted or as requested by the KO and/or COR or authorized Government representative when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained.
2.8.1	Employee Listing	<p>The Contractor shall maintain a current Employee List and submit an Employee Listing per Section F. The list shall include, but not limited to, all Key Personnel, employee's name, position titles, and identify the company names and employees of all subcontractors performing on this contract.</p> <p>Upon request of the KO and/or COR, the Contractor shall provide the identification numbers of all Contractor and subcontractor employees.</p> <p>If any change occurs to the organization, or if subcontractors are changed depending on the ordered work, the revised organization chart shall be submitted.</p>
2.8.2	Vehicles	The company name shall be displayed in English on each of the

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		<p>Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid license plate that complies with Japanese Road Transport Vehicle Act. Vehicles shall meet all other requirement of the Japanese Road Transport Vehicle Act, such as safety standards, and shall carry proof of insurance and registration. Vehicles shall be maintained in good repair and inspected daily prior to use.</p> <p>Prior to the start of on-site work, and as changes are made thereafter, the Contractor shall submit a Vehicle Listing to be utilized during the project to the KO and COR per Section F.</p>
2.8.3	Passes and Badges	<p>All Contractor employees shall obtain the required employee and vehicle passes. All Contractor personnel performing work/conducting business associated with the contract shall obtain proper pass authorization. All Pass Requests shall be submitted to the KO and/or COR prior to the required start/attendance date per Section F. When an employee leaves the Contractor's service, the employee's pass shall be returned as required by the Security Office, CFAS.</p> <p>Due to the shortage of vehicle parking spaces, the number of contractor vehicles passes are limited to a maximum ratio of one vehicle pass to three personnel passes issued. If the Contractor needs extra vehicle passes, the Contractor must submit a justification (free form) to the Government stating the needed requirement for extra vehicles.</p> <p>Vehicles brought on base shall be used in the execution of work under the contract. Vehicles primarily used for commuting shall not be parked on base.</p>
2.8.4	Access to Installation	All Contractor personnel shall obtain access to the installation by obtaining passes from the Security Office. Immediately report instances of lost or stolen passes to the KO and COR and the Security Office.
2.8.4.1	One-Day Passes	The Contractor shall obtain one-day passes from the Security Office per Spec Item 2.8.3 of 0200000 Management and Administration as required.
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that

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		result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	<p>The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO and COR will provide information on applicable buildings, spaces and the appropriate point of contact.</p> <p>The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 15 minutes. The Contractor shall notify the KO and COR and appropriate point of contract if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements, e.g., trouble calls, may require a longer wait for an escort.</p>
2.8.7	Security Clearances	The Contractor shall obtain all required corporate and personnel Security Clearances prior to commencement of work. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.
2.8.8	Employee Status	The Contractor shall notify the KO and COR of any changes to any employee's status to include, but not limited to, termination, convictions/arrests, adverse actions taken on the job for any reason or any other documented misbehavior that may affect, or have the potential to affect, security standing in terms of access to federal facilities or IT systems.
2.9	Contractor Safety Program	<p>The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the following:</p> <ul style="list-style-type: none"> <li>a. The latest version of EM 385-1-1 U.S. Army Corps of Engineers Safety and Health Requirements Manual</li> <li>b. Public Law 91-596 Occupational Safety and Health Act</li> <li>c. Unified Facilities Guide Specifications (UFGS) Section 01 35 26 Government Safety Requirements</li> </ul> <p>Where discrepancies exist among the documents, the more stringent of the requirements shall govern. Other directives, instructions and references are listed in J-0200000-02. The publications in J-0200000-02 form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only. Any reference to "USACE" facilities, property, or equipment specified in EM 385-1-1 should be interpreted as Government facilities, property, and equipment.</p>
2.9.1	Accident Prevention Plan (APP)	<p>The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site.</p> <p>The APP shall follow the abbreviated format and include, as a minimum, elements addressed in paragraph 3.k. of Appendix A of EM 385-1-1.</p> <p>The Contractor shall submit an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur.</p>

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		<p>Submittal of the APP shall include Activity Hazard Analyses (AHAs) and applicable compliance plans, programs, and procedures as specified below.</p> <p>The Contractor shall not commence work until the APP has been accepted and no activity shall be started on site until the applicable AHAs and compliance plans have been accepted.</p> <p>Once accepted by the KO and/or COR, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the KO and/or COR, until the matter has been rectified.</p>
2.9.2	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. AHAs for recurring work shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs for non-recurring and one-time (e.g., non-recurring work task orders) work occurrences shall be submitted at least two (2) working days prior to start of work. Specifically:</p> <ul style="list-style-type: none"> <li>• For contract modifications to recurring work requirements where changes are germane to the original contract, the Contractor shall revise applicable AHAs within fifteen (15) calendar days after modification is signed.</li> <li>• For contracts with non-recurring work ELINs, the Contractor shall submit an AHA on non-recurring work task orders, with the associated proposal, whenever the service environment or required task is different from the recurring work priced services.</li> </ul> <p>The Contractor shall follow the Risk Management Process for the development of Activity Hazard Analysis (AHA) in accordance with paragraph 01.A.14 and Appendix A of EM 385-1-1. A formatted outline of an AHA is provided in Figure 1-2 of EM 385-1-1. During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO and/or COR for review and acceptance.</p>
2.9.3	Safety and Occupational Health (SOH) Risks and Compliance Plans	<p>Based on a risk assessment of recurring and non-recurring work requirements and on mandatory OSHA compliance programs, the Contractor shall develop, provide and implement all applicable compliance plans, as necessary for the situation or types of work to be performed under this contract. Compliance plans, programs, and procedures along with their respective references are detailed in Appendix A, paragraph 3.i of EM 385-1-1.</p> <p>These plans shall be submitted with the APP and shall be updated as situations change. Additional compliance plans, programs, and procedures shall be developed as applicable when new types of work are required under this contract.</p> <p>No radiographic testing of any type is authorized in the performance of</p>

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		<p>this contract.</p> <p>Additional requirements for specific compliance plans are provided below.</p>
2.9.3.1	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1.
2.9.3.2	Emergency Response Plan	The Contractor shall develop emergency response plans to ensure safe evacuation and personnel safety in the event of fire or other emergency that include elements addressed in paragraphs 01.E, 03.A, 03.D, and 19.A.04 of EM385-1-1.
2.9.3.3	Heat/Cold Stress Monitoring Plan	The Contractor shall develop a heat/cold stress monitoring plan to include elements addressed in paragraph 06.J of EM 385-1-1.
2.9.3.4	Site Sanitation Plan	The Contractor shall develop a site sanitation plan to include elements addressed in paragraph 02.B of EM 385-1-1.
2.9.4	Accident and Damage Reporting	<p>The Contractor shall notify the KO and COR as soon as practical, but no more than four (4) hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage, or any Weight Handling Equipment (WHE) accident. Notification shall also be provided for any mishap occurring in any of the following high hazard areas: electrical (to include Arc Flash, electrical shock, etc.); uncontrolled release of hazardous energy (includes electrical and non-electrical); weight or load handling equipment (LHE) or rigging; fall-from-height (any level other than same surface); and underwater diving. These mishaps shall be investigated in depth to identify all causes and to recommend hazard control measures.</p> <p>Within initial notification include the following information:  Contractor name  Contract title  Type of contract  Name of activity, installation or location where accident occurred  Date and time of accident  Names of personnel injured  Extent of property damage  If any; extent of injury, if known  Brief description of accident (to include type of equipment used, Personal Protective Equipment (PPE) used, etc.).</p> <p>Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.</p> <p>After the initial notification, the Contractor shall complete the following reporting process as applicable;</p> <p>A. For recordable injuries or illnesses, high visibility accidents, property damage equal to or greater than ¥5,000,000 or any WHE accident:</p> <ol style="list-style-type: none"> <li>1. Per Section F, the Contractor shall submit the initial accident report by completing NAVFAC Contractor Incident Reporting System (CIRS), and submit to KO and COR within twenty-</li> </ol>

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		<p>four (24) hours of accident occurrence. Sample form of CIRS is provided in J-0200000-04. The Contractor shall follow the direction by the Government for submission format.</p> <ol style="list-style-type: none"> <li>2. Follow up report shall be submitted within twenty-four (24) hours of accident occurrence.</li> <li>3. The Contractor shall conduct an accident investigation to establish the root cause(s) of the accident.</li> <li>4. The Contractor shall submit the final incident report by completing the CIRS no later than thirty (30) calendar days of accident occurrence.</li> </ol> <p>B. For property damage less than ¥5,000,000:</p> <ol style="list-style-type: none"> <li>1. Per Section F, the Contractor shall submit the initial accident report by completing the CIRS and submit to KO and COR within three (3) working days of accident occurrence.</li> <li>2. The Contractor shall conduct an accident investigation to establish root cause(s) of the accident and submit the result of investigation to the KO and COR no later than thirty (30) calendar days of accident occurrence. Submission of CIRS is not required.</li> </ol> <p>In addition to the above accident and damage reporting procedures, for any WHE accident (including rigging gear accidents) the Contractor shall conduct an accident investigation to establish the root cause(s) of the accident and comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12. The Contractor shall submit a WHE Accident Report (Crane and Rigging Gear) per Section F. No crane operations are allowed to proceed until cause is determined and corrective actions have been implemented to the satisfaction of the KO and COR. For a near miss, the Contractor shall complete the applicable documentation in NAVFAC CIRS per Section F.</p> <p>For a near miss involving crane or rigging operations, the Contractor shall report verbally to the KO and COR as soon as management becomes aware but not later than four (4) hours of such event and comply with additional requirements and procedures for near-misses in accordance with NAVFAC P-307, Section 12. A near miss occurs when an accident was avoided by mere chance or when intervention prevented an ongoing sequence of events that would have resulted in an accident (e.g. unplanned encroachment, improper crane set-up, improperly rigged load, etc.). The Contractor shall submit a Crane and Rigging Gear Near Miss Report per Section F.</p>
2.9.4.1	Accident Reporting and Notification Criteria	<p>The following criteria and definitions apply to the accident reporting requirements specified above:</p> <p>Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ol style="list-style-type: none"> <li>1) Death, regardless of the time between the injury and death, or</li> </ol>

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		<p>the length of the illness;</p> <p>2) Days away from work (any time lost after day of injury/illness onset);</p> <p>3) Restricted work;</p> <p>4) Transfer to another job;</p> <p>5) Medical treatment beyond first aid;</p> <p>6) Loss of consciousness; or</p> <p>7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.</p> <p>High Visibility Accident. Any mishap which may generate publicity or high visibility.</p> <p>Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.</p> <p>WHE Accident. A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.)</p>																																	
2.9.5	Fire Protection	<p>The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials. Contractor employees operating critical equipment shall be trained to properly respond during a fire alarm or fire in accordance with activity instruction procedure. The following fire department locations and phone numbers are to be utilized by the Contractor, whenever a fire situation occurs:</p> <table border="1"> <thead> <tr> <th>AREA LOCATION</th> <th>BUILDING NUMBER</th> <th>PHONE NUMBER (DSN/Commercial)</th> <th>EMERGENCY PHONE NUMBER</th> </tr> </thead> <tbody> <tr> <td>MAIN BASE</td> <td>222</td> <td>252-3518</td> <td>911</td> </tr> <tr> <td>MAEBATA ORDNANCE</td> <td>T-714</td> <td>252-5537</td> <td>911</td> </tr> <tr> <td>HARIO ORDNANCE</td> <td>3015</td> <td>252-5736</td> <td>911</td> </tr> <tr> <td>AKASAKI</td> <td>141</td> <td>252-4130</td> <td>911</td> </tr> <tr> <td>YOKOSE</td> <td>801</td> <td>0959-32-1392</td> <td>911</td> </tr> <tr> <td>IORIZAKI</td> <td>610</td> <td>252-4190</td> <td>911</td> </tr> <tr> <td>HARIO HOUSING</td> <td>5121</td> <td>252-8820</td> <td>911</td> </tr> </tbody> </table>		AREA LOCATION	BUILDING NUMBER	PHONE NUMBER (DSN/Commercial)	EMERGENCY PHONE NUMBER	MAIN BASE	222	252-3518	911	MAEBATA ORDNANCE	T-714	252-5537	911	HARIO ORDNANCE	3015	252-5736	911	AKASAKI	141	252-4130	911	YOKOSE	801	0959-32-1392	911	IORIZAKI	610	252-4190	911	HARIO HOUSING	5121	252-8820	911
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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		<p>Emergency phone number on commercial line is 0956-50-0911.</p> <p>No smoking is allowed except in designated areas.</p>
2.9.6	Monthly On-Site Labor Report	The Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor.
2.9.7	Safety Inspections and Monitoring	<p>The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure:</p> <ul style="list-style-type: none"> <li>• The site is safe and free of job-site hazards</li> <li>• Proper PPE is being utilized and worn.</li> <li>• Safe work practices and processes are being followed.</li> <li>• Workers are familiar with the hazards covered in the respective AHA for that work activity.</li> <li>• All equipment and tools are in good condition and being used safely.</li> </ul> <p>The Contractor shall submit a Safety Assessment Worksheet per Section F. Required form is provided in J-0200000-04. An acceptable score of 90 or greater is required.</p> <p>The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO and/or COR upon request.</p> <p>Whenever the KO and/or COR becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO and/or COR will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO and COR may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work order issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p>
2.9.8	Safety Certification	Safety and transportation certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.9.9	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel (garment, vest, or harness of retro-reflective and fluorescent material) meeting ANSI/ISEA 107-2010 requirements. Appropriate garment shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed. As a minimum, the Contractor personnel shall wear ANSI/ISEA 107-2010 Class II compliant apparel and other applicable high-visibility safety protection in accordance with Section 05 of EM 385-1-1.
2.9.10	Emergency Medical Treatment	The Contractor shall contact the Fire Department by calling 0956-50-0911. The Contractor will arrange for their own emergency medical treatment. The Government has no responsibility to provide emergency medical treatment.
2.10	Environmental Management and Sustainability	<p>The Contractor shall perform work under this contract consistent with the policy and procedures identified in the CFAS Environmental Policy Statement provided in J-0200000-05 which outlines the objectives of the Environmental Management System (EMS) program.</p> <p>The Contractor shall perform work under this contract consistent with the following EMS goals and policy.</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>• Reduce purchase and use of toxic and hazardous materials;</li> <li>• Expand purchase of green products and services; increase recycling;</li> <li>• Reduce energy and water use;</li> <li>• Increase use of alternative fuels and renewable energy;</li> <li>• Integrate green building concepts in major renovations and new construction;</li> <li>• Prevent pollution at the source; and</li> <li>• Continual improvement.</li> </ul> <p>Policy:</p> <ul style="list-style-type: none"> <li>• Protect public health and the environment by being an environmentally responsible member of Sasebo's community;</li> <li>• Preserve natural, historic and cultural resources;</li> <li>• Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials;</li> <li>• Integrate sound environmental practices into all operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material;</li> <li>• Prevent or minimize pollution at its source and seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste;</li> <li>• Maintain a sound partnership with regulatory agencies to sustain compliance with existing and new environmental laws and regulations;</li> <li>• Enhance our program as we develop and implement an Environmental Management System; and</li> <li>• Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words.</li> </ul>

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		<p>In addition to compliance with the Japan Environmental Governing Standards (JEGS), the Contractor shall perform work in a manner that conforms to the CFAS Environmental Policy Statement and operational controls identified by the EMS awareness training. The Contractor shall provide monitoring and measurement information, as necessary, to address environmental performance relative to environmental, energy and transportation management goals.</p> <p>In the event an EMS nonconformance or environmental noncompliance occurs, which is associated with the contracted services, tasks or actions, the Contractor shall take corrective and/or preventive actions. In the case of a noncompliance, the Contractor shall assume legal and financial liability for the noncompliance and immediately take corrective action and document the root cause. In the case of a nonconformance, the Contractor shall respond and take corrective action based on the time schedule established by the KO and COR. In addition, the Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS program and how their performance affects work performed under the contract.</p> <p>The Contractor is responsible for ensuring that their employees receive applicable environmental and occupational health and safety training and remains current on regulatory required specific training for the type of work to be conducted onsite. All on-site contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience.</p> <p>All contractor personnel who perform work at CFAS must complete the EMS Awareness Training using the Environmental Compliance, Training and Tracking System (ECATTS). The Contractor shall provide a list of all employees who are expected to perform work or services on CFAS property and completed the EMS Awareness Training to the KO and COR after award prior to commencement of work per Section F. When any change occurred to the list of employees, updated list shall be submitted to the KO and COR.</p> <p>Instructions for Completing EMS Awareness Training are provided in J-0200000-06.</p>
2.10.1	Energy Management Program	The Contractor shall comply with the installation's energy management program. The Contractor PM, or designee, shall represent the Contractor's interest at all meetings of the activity's Energy Management Board when requested.
2.10.1.1	Energy Efficient Products	The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For product groups where Energy Star labels are not yet available, select products that are in upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high energy consuming tools or equipment is subject to approval by the KO and/or COR prior to use.

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.10.2	Environmental Protection	The Contractor shall comply with all applicable Japanese, local laws and regulations, standards listed in the JEGS, and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO and COR. Inspection of any of the facilities operated by the Contractor may be accomplished by the Installation Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience.
2.10.2.1	Non-Hazardous Waste Disposal	<p>The Contractor shall dispose all wastes in accordance with all applicable Federal, state, and Japanese, local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements.</p> <p>All non-hazardous, non-regulated debris and rubbish including Industrial Waste resulting from the work under this contract or maintenance and repair of the Contractor equipment excluding recyclable materials shall be disposed of at outside U.S. Government installation waste handling facilities in accordance with JEGS, and all applicable Japanese, local laws and regulations, at the Contractor's expense. The Contractor shall ensure all disposal facilities are licensed in accordance with Japanese law.</p> <p>All regulated, non-hazardous waste shall be disposed of at outside U.S. Government installation waste handling facilities in accordance with all applicable Japanese, local laws, regulations, and with base-wide instructions, at the Contractor's expense.</p> <p>Recyclables may be turned in to the base Recycling Center, Bldg. 323, without documentation.</p>
2.10.2.2	Hazardous Waste (HW) Disposal	The Contractor shall dispose of hazardous waste resulting from the work under this contract or maintenance and repair of their equipment, at outside U.S. Government facilities, at the Contractor's expense. No disposal of hazardous waste on the installation is allowed. Manifest is not required for the Contractor generated hazardous waste.
2.10.2.3	Spill Prevention, Containment, and Clean-up	The Contractor shall prevent, contain, clean up, and report all spills on Government property caused by the Contractor, in a manner that complies with applicable Federal, state, and local laws and regulations, the latest version of JEGS and with CFASINST 5090.6E Enclosure (1) 2015 Spill Prevention and Response Plan at no additional cost to the Government.
2.10.2.4	Hazardous Material Management	The Contractor shall receive approval from the KO and/or COR prior to bringing hazardous material on Government Property or prior to any other use in conjunction with this contract. The Contractor shall submit to the KO and/or COR a hazardous material inventory and Safety Data

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		<p>Sheet (SDS) for acceptance a minimum of ten (10) working days prior to bringing hazardous material on-site. The Contractor shall post Safety Data Sheets (SDS) at the worksite where the products are being used. Should the Government determine that a chemical the Contractor will use needs to be tracked, the Government may direct the Contractor to submit additional information in order to fulfill reporting requirements.</p> <p>The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA.</p> <p>Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. The KO and COR, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further KO and COR approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.</p>
2.10.2.5	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO and COR endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO and COR to resume work.
2.10.2.6	Noise Control	The Contractor shall comply with all applicable Federal, state and local laws, ordinances, and regulations relative to noise control.
2.10.2.7	Salvage	All material and equipment removed or disconnected that is sound and of value shall remain the property of the Government. The Contractor shall deliver this material and equipment at the Contractor's expense to the location designated by the KO and COR.
2.10.2.8	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO and COR within one hour and follow-up with written ACM Notification within 24 hours per Section F.
2.10.3	Sustainable Procurement and Practices	The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F when requested. This plan shall identify how the Contractor will comply with all applicable Japanese and local laws and regulation, Installation Energy Management Program and Water Conservation Programs and energy reduction requirements. The plan shall specifically address the

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Spec Item	Title	Description
		<p>following components:</p> <ul style="list-style-type: none"> <li>• Recycled Contents Products</li> <li>• Energy/Water efficiency</li> <li>• Energy Efficient Tools and Equipment</li> <li>• Alternate Fuels and Alternate Fuel Vehicles</li> <li>• Biobased ProductsNon-Ozone Depleting Products</li> <li>• Environmental Preferred Products and Services</li> <li>• Low/Non-Toxic and Hazardous Materials</li> </ul> <p>The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F when requested.</p>
2.10.3.1	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable ( <i>e.g.</i> , Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	<p>The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website (<a href="http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm">http://www.epa.gov/epawaste/consERVE/tools/cpg/index.htm</a>).</p> <p>Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products must be accepted by the KO and COR before it is used.</p>
2.10.3.3	Use of Biobased Products	The Contractor shall make maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS. Information about these products is available at <a href="http://www.usda.gov/biopreferred">http://www.usda.gov/biopreferred</a> .
2.11	Disaster Preparedness	The Contractor shall comply with the installation's Contingency Instruction. The Contractor shall support the installation contingency response plan as directed by the KO and COR. Applicable references

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		will be provided by the Government when requested.
2.12	Recurring Work Procedures	
2.12.1	Notification to the Government for Work Above the Recurring Work Limitations	The Contractor is fully responsible for work up to the recurring work limits. Recurring work limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the recurring work limits, the Contractor shall notify the KO and COR within two (2) hours of identification for further direction. The Government may accomplish the work by means other than this contract.
2.12.2	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work ELINs are provided in J-0200000-07.
2.13	Non-recurring Work	Non-recurring work is identified in each applicable annex or sub-annex. Non-recurring work will consist of Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all non-recurring task work as ordered by the KO and COR per Section G. Non-recurring work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government on an as needed basis by a task order or modification.
2.13.1	Unit Priced Labor (UPL) Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as non-recurring work that utilizes negotiated labor hours and materials to accomplish a task not required by the recurring work portion of the contract. UPL includes separately priced labor, material, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes the fixed price for the task order.
2.13.1.1	Non-recurring Work Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit a non-recurring work proposal to the KO within two (2) working days following receipt for each potential task order which includes: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.13.1.1.1	Labor Requirements	Accepted industry time standards published in the Ministry of Land Infrastructure, Transport and Tourism cost data, industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the scope of work.
2.13.1.1.2	Material and Equipment Requirements	Accepted industry and Government material and equipment costs published in the latest version of "Kensetsu Bukka / 建設物価", "Sekisan Shiryo / 積算資料" cost data, national material supplier catalogues, equipment rental catalogues, and similar estimating sources shall be used for determining customary and reasonable costs for the material and equipment estimate. Projected material requirements shall include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials shall not be included in the list of materials since the cost for these items are to be included in the labor hour unit price. Material prices shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall include all discounts and rebates for core value and salvage value that accrue to the Contractor and Contractor-furnished warehousing cost. Equipment

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		costs shall include rental and lease costs, ownership costs where Contractor-owned, equipment mobilization, and tools, not priced under the recurring work portion of the contract. The direct material price will be multiplied by the Contractor's non-recurring work material fixed burden rate.
2.13.1.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.



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<b>1700000 – Base Support Vehicles and Equipment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, and equipment required to perform Base Support Vehicles and Equipment (BSVE) rental services at Commander, Fleet Activities, Sasebo (CFAS), Japan.
1.1	Concept of Operations	The intent of 1700000 BSVE is to specify the requirements for delivery, rental, maintenance and repairs services for Material Handling Equipment (MHE) – Forklifts.

<b>1700000 – Base Support Vehicles and Equipment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-2000000-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operations within the BSVE function.
2.2.1	Certification, Training, and Licensing	<p>The Contractor shall provide necessary training to the personnel to perform delivery, rental, maintenance and repairs services for forklifts in compliance with Japanese, prefectural, local laws and regulations.</p> <p>Personnel inspecting, testing and certifying forklifts shall be trained and qualified in accordance with the Ordinance on Industrial Safety and Health (労働安全衛生規則) under the Ordinance of the Japanese Ministry of Health, Labour and Welfare. Personnel certifying forklifts shall possess training certificate for forklift inspectors within company or forklift inspectors within inspection agency (事業者内検査者修了証または検査業者検査員修了証).</p> <p>Forklift operators shall comply with all Japanese, prefectural, and local laws and regulations regarding certification, training and licensing. The Contractor shall submit proof of all certification, training, and licensing requirements per Section F.</p>
2.3	Special Requirements	
2.3.1	Safety	The Contractor shall provide forklifts that meet the safety standards in accordance with the Ordinance on Industrial Safety and Health under the Ordinance of the Japanese Ministry of Health, Labour and Welfare, and comply with EM385-1-1.
2.3.2	Audits and Inspections	The Contractor shall provide assistance and cooperation for all authorized transportation related inspections, internal reviews, and audits conducted by the Government.
2.3.3	Catalogue/Brochure /Manuals	The Contractor shall provide two (2) sets of catalogue/brochure/manuals for each forklift per Section F.
2.3.4	Rental and Delivery of Forklifts	The Contractor shall provide rental, delivery, maintenance, and repair services. List of Required Types of Forklifts is provided in J-1700000-01.
2.3.4.1	Maintenance Services	<p>The Contractor shall provide Maintenance, repair and/or replacement services to Forklifts.</p> <p>The Contractor shall be responsible for, and at his expense maintain the Forklifts in good operating condition during the rental period. The Contractor shall perform periodic maintenance for the Forklifts in accordance with the manufacturer's Original Equipment Manufacturer (OEM) Manuals and the Ordinance on Industrial Safety and Health.</p>

<b>1700000 – Base Support Vehicles and Equipment</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.3.4.2	Repair Services	<p>The Contractor shall provide Repair Services to Forklifts.</p> <p>Contractor’s Responsibilities for Repairs and Services. The Contractor shall be responsible for performing all repairs and services required to keep the Forklifts in a safe and operable condition during the rental period. In the event a Forklift must be taken out of service by the Contractor to perform repairs for more than one (1) working day, the Contractor shall provide a substitute or replacement Forklift for the time frame repairs are being performed.</p> <p>Government’s Responsibility. The Government shall be responsible for damage to the Forklifts caused only by the fault or negligence of the Government, its agents, or its employees. In such cases, the Government shall pay the reasonable cost of repairs and delivery of substitute Forklift.</p>
2.4	References and Technical Documents	References and Technical Documents are listed in J-1700000-02.

<b>1700000 – Base Support Vehicles and Equipment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3	Recurring Work	The Contractor shall provide forklifts and ensure they are fully functional and in normal working condition.	<p>The Contractor shall provide forklifts and Maintenance and Repair functions to maintain the forklifts in normal working condition.</p> <p>The Contractor shall provide all necessary test instruments, equipment, parts, and tools required to perform maintenance and repairs.</p> <p>Site Map for Area of Delivery and Operation of Forklifts is provided in J-1700000-03.</p>	Forklifts are in normal working condition and function properly in accordance with OEM Manuals and specified standards.
3.1	Delivery and Rental of Forklifts	The Contractor shall provide forklifts and ensure they are fully functional and in normal working condition.	<p>The Contractor shall deliver, install, and setup the forklift to the designated locations specified in the site map per J-1700000-03.</p> <p>List of Required Types of Forklifts is provided in J-1700000-01.</p> <p>The Contractor shall provide a total of three (3) electric forklifts under this contract.</p> <p>a. One (1) 0.5 Ton or 0.7 Ton Electric Forklift;</p> <p>b. One (1) 1.2 Ton Electric Forklift;</p> <p>c. One (1) 1.5 Ton Electric Forklift.</p> <p>The Contractor shall provide one (1) - hour hands-on training at the initial set-ups for the forklifts and replacement forklifts if they are of a different make and/or model.</p> <p>The Contractor shall provide two (2) copies of an operational manual for each forklift per Section F. The Government's qualified personnel will operate the forklifts in accordance with the operational manual and the training provided by the Contractor.</p> <p>The Contractor shall assess and document forklift condition per Contractor's schedule.</p>	<p>Forklifts are delivered, installed, and setup to the required locations and are in normal working condition and function properly.</p> <p>Hands-on training and operational manuals are provided at time of delivery of forklifts.</p>

<b>170000 – Base Support Vehicles and Equipment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.2	Maintenance Services	The Contractor shall maintain and repair forklifts to ensure they are in fully operational condition.	<p>The Contractor shall submit a Maintenance Schedule per Section F.</p> <p>The Contractor shall maintain certification and updated labels on each forklift as required by the Ordinance on Industrial Safety and Health under the Ordinance of the Japanese Ministry of Health, Labour and Welfare.</p> <p>The Contractor shall maintain forklifts history files (hardcopy) for life of all units serviced under this contract.</p> <p>Forklifts are maintained in accordance with OEM recommendations.</p> <p>Breakdown maintenance is not an acceptable approach.</p> <p>The Contractor is fully responsible for and shall perform all repairs, including replacement of worn and/or deteriorated parts, discovered during scheduled maintenance work at no additional cost to the Government.</p>	<p>A maintenance schedule is submitted as required.</p> <p>Adequate parts are available to expedite maintenance repairs.</p> <p>Records, data, and reports are accurate and complete.</p> <p>Certification and updated labels are properly maintained on each forklift in accordance with Japanese, prefectural, local laws and regulations.</p> <p>Maintenance and repair functions are performed in accordance with manufacturer specifications, recommendations, and Japanese, prefectural, local laws and regulations.</p>
3.2.1	Inspection and Load Test Certification of Forklifts	The Contractor shall perform inspection, testing, and certification of forklifts to ensure equipment is maintained in a safe and fully operational condition.	<p>The Contractor shall inspect and test monthly, and certify annually forklifts in accordance with the Ordinance on Industrial Safety and Health under the Ordinance of the Japanese Ministry of Health, Labour and Welfare, and the equipment manufacturer's instructions and manuals.</p> <p>The Contractor shall perform repairs found necessary as a result of any inspection/test, and/or maintenance deficiency at no additional cost to the Government and fully comply with certification and alternation/modification requirements.</p> <p>The Contractor shall submit a Schedule for Testing and Certification of Forklifts per Section F.</p> <p>Testing and Certification Qualifications, including names and qualifications of Contractor personnel</p>	<p>Inspection and testing performed per Japanese, prefectural, and local laws and regulations, and the equipment manufacturer's instructions and manuals as specified.</p> <p>Certification is current and updated labels are posted on each forklift in full view of operator.</p> <p>Repairs are identified and performed.</p> <p>Testing and certification are completed as per the Contractor's Schedule.</p>

<b>1700000 – Base Support Vehicles and Equipment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>performing load testing certification shall be submitted per Section F.</p> <p>The Contractor shall maintain certification and post updated labels on forklifts after completion of Annual Inspection and Load Test and in full view of operator.</p> <p>The Contractor shall submit Maintenance Inspection Record per Section F.</p> <p>Note: For forklifts in the custody of the Government in excess of one (1) day and operated by the Government personnel, the Government will be responsible for and perform daily inspection before the operation.</p>	
3.3	Repair Services	The Contractor shall perform mechanical repairs to ensure forklifts are safe, operational, and present a sightly appearance.	The Contractor shall provide Repair Services to Forklifts.	Forklifts are returned to safe, operable condition.
3.3.1	Trouble Calls	The Contractor shall accomplish trouble calls to ensure forklifts to safe and operational condition.	<p>The Contractor shall receive trouble calls in accordance with the work reception requirements in Annex 2.</p> <p>The Contractor shall schedule and perform trouble calls in a way that minimize disruptions to supported commands and Government operations.</p> <p>Forklifts trouble calls repairs include battery replacement, tire repair, and other minor repairs or service necessary to return forklifts to safe operation.</p> <p>Informational Note: Trouble calls have historically been one or less per year.</p> <p>The Contractor shall respond to trouble calls within one (1) hour after receipt of trouble call or the following work day at 0830 if within one (1) hour to the end of the Government’s regular working hours throughout the</p>	<p>Trouble calls responded to within one (1) hour of receipt of call.</p> <p>Repairs to disabled forklifts are completed within four (4) hours of initial call.</p> <p>Forklifts are returned to safe, operable condition.</p> <p>Replacement of a forklift, if needed, shall be delivered within twenty-four (24) hours.</p>

<b>1700000 – Base Support Vehicles and Equipment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>contract period. Performance of trouble calls is not required outside of Government regular working hours.</p> <p>In the event a Forklift must be taken out of service by the Contractor to perform repairs for more than one (1) working day, the Contractor shall provide a substitute or replacement Forklift for the time frame repairs are being performed or for the duration of the rental period.</p> <p>The Contractor shall submit a Monthly Trouble Calls Work Completion Report per Section F.</p>	



<b>1700000 – Base Support Vehicles and Equipment</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
4	Non-recurring Work	Non-recurring work may be ordered on an as needed basis by a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G or by modification. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	All periods of performance are measured from issue date of order to acceptance of the work. Performance Standards for non-recurring will be the same as those in Spec Item 3 where applicable.	

SECTION F: DELIVERIES OR PERFORMANCE

**NOTE: Paper size for submission to the Government shall be 8.5” x 11” Letter Size. Unless otherwise specified, a Contractor-provided form is acceptable.**

DELIVERABLES							
Annex/ Spec Item	Deliverable No.	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
					Original/ Copies	Method	
0200000/ 2.2.1.2	F-0200000-A	J-0200000-04A	Request to Work Outside Government Regular Working Hours	At least three (3) working days prior to requested day.	COR/KO	Electronic	As required
0200000/ 2.3.3 1700000/ 2.2.1	F-0200000-B	N/A	Permits and Licenses / Certification, Training, and Licensing	Within 15 calendar days after award prior to commencement of work and at other times as requested by the KO/COR.  Within five (5) calendar days after any change occurred.	KO/COR	Electronic	After award and as required.
0200000/ 2.3.4	F-0200000-C	N/A	Certificate of Insurance	Within 15 calendar days after contract award and modification to exercise each option year.  Within five (5) calendar days of any changes in policy or coverage.	KO/COR	Electronic, Hard copy	Annual
0200000/ 2.6.5	F-0200000-D	N/A	Facility Impact Notification System (FINS)	As specified.	KO/COR /Support ed Comman d	Electronic	As required.
0200000/ 2.6.6.1	F-0200000-E	N/A	Quality Management (QM) Plan	Within 15 calendar days after contract award prior to commencement of work, within three (3) working days of request by the KO/COR.	KO/COR	Electronic	After award and as required.

DELIVERABLES

Annex/ Spec Item	Deliverable No.	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
					Original/ Copies	Method	
				Within seven (7) calendar days of any change during period of performance.			
0200000/ 2.6.6.3	F-0200000-F	N/A	Quality Inspection and Surveillance Report	Within five (5) calendar days of the following month.	COR/KO	Electronic	Monthly
0200000/ 2.7.1	F-0200000-G	J-0200000-04B (Sample format)	List of Key Personnel and Qualifications	Within 15 calendar days after award.  Within five (5) calendar days after a change occurred.	KO/COR	Electronic	Once after award and as required.
0200000/ 2.7.1	F-0200000-H	N/A	Organizational Chart	Within 15 calendar days after award.  Within five (5) calendar days after a change occurred.	KO/COR	Electronic	Once after award and as required.
0200000/ 2.7.3	F-0200000-J	N/A	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)	No later than 31 October each year	Direct System Input		Annually
0200000/ 2.8.1	F-0200000-K	N/A	Employee Listing	Within 15 calendar days after award.  Within five (5) calendar days after a change occurred.	KO/COR	Electronic	Once after award and as required.
0200000/ 2.8.2	F-0200000-L	N/A	Vehicle Listing	Within 15 calendar days after award.  Within five (5) calendar days after a change occurred.	KO/COR	Electronic	Once after award and as required.
0200000/ 2.8.3	F-0200000-M	N/A	Passes and Badges	(Pass Request) Minimum seven (7) calendar days	(Request) COR/KO	Electronic	As required.

DELIVERABLES

Annex/ Spec Item	Deliverable No.	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
					Original/ Copies	Method	
				<p>prior to the required start/attendance date.</p> <p>(Returning) Within one day of leaving the Contractor's service.</p>	(Return) Pass Office		
0200000/ 2.9.1 2.9.2 2.9.3	F-0200000-N	N/A	Safety Plan	<p>(Initial submission) No later than 15 calendar days after award and as required.</p> <p>(Change submission) Within 10 calendar days after a change in work conditions, hazards, or activities occur.</p>	KO/COR	Electronic	Once after award and as required.
0200000/ 2.9.4	F-0200000-P	J-0200000-04C	Accident and Damage Reporting	<p>Initial Notification: As soon as practical but no later than four (4) hours of accident occurrence.</p> <p>Initial Report: Within 24 hours of accident occurrence.</p> <p>Follow up Report: Within 24 hours of accident occurrence.</p> <p>Final Report: Within 30 calendar days of accident occurrence.</p>	KO/COR	<p>Electronic</p> <p>Oral Report is acceptable for Initial Notification.</p>	Each report: once after the accident.
0200000/ 2.9.4	F-0200000-Q	Figure 12-1 of NAVFAC P-307	Weight Handling Equipment (WHE)	Within 15 calendar days of the accident.	KO/COR	Electronic	Once after the accident.

DELIVERABLES							
Annex/ Spec Item	Deliverable No.	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
					Original/ Copies	Method	
			Accident Report				
0200000/ 2.9.4	F-0200000-R	J-0200000-04C	Near Miss Report	Within 10 calendar days of occurrence.	KO/COR	Electronic	Once after the accident.
0200000/ 2.9.4	F-0200000-S	Figure 12-2 of NAVFAC P-307	Crane and Rigging Gear Near Miss Report	Initial Notification: As soon as management becomes aware but no later than four hours of occurrence.  Written Report: Within 30 calendar days of occurrence.	KO/COR	Initial Notification: Verbally  Written Report: Electronic	Each report: Once after the accident.
0200000/ 2.9.6	F-0200000-T	N/A	Monthly On- Site Labor Report	Within two (2) working days of the following month.	COR/KO	Electronic	Monthly
0200000/ 2.9.7	F-0200000-U	J-0200000-04D	Safety Assessment Worksheet	Within two (2) working days of the following month.	COR/KO	Electronic	Monthly
0200000/ 2.10	F-0200000-V	N/A	Environmental Management System (EMS) Awareness Training	Within 15 calendar days after award and prior to commencement of work.  Within five (5) calendar days after any change occurred.	KO/COR	Electronic	Once after award and as required.
0200000/ 2.10.2.8	F-0200000-W	N/A	Asbestos Containing Material (ACM) Notification	(Initial Notification) Within one hour after ACM is encountered or suspected.  (Follow-up Notification) Within 24 hours after ACM is encountered or suspected.	KO/COR	Initial Notification - Verbally  Follow-up Notification Electronic	As required.
0200000/ 2.10.3	F-0200000-X	N/A	Sustainable Procurement	Within 15 calendar days	KO/COR	Electronic	When requested.

DELIVERABLES

Annex/ Spec Item	Deliverable No.	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
					Original/ Copies	Method	
			and Practices Plan and an annual Sustainable Delivery of Services Report	upon the request.			
1700000/ 2.3.3	F-1700000-A	N/A	Catalogue/Bro chure/Manuals	Within 15 calendar days after award and/or prior to commencement of work.  Within two (2) working days after any model/type changed.	COR/KO /Support ed Comman ds	Hard copy	As required.
1700000/ 3.2	F-1700000-B	N/A	Maintenance Schedule	Base Period: Within 15 calendar days after award and/or prior to commencement of work.  Option Period: At least five (5) calendar days prior to beginning of option period and/or prior to commencement of work.  Within two (2) working days after any changes occurred.	COR/KO	Electronic	Annually, as required.
1700000/ 3.2.1	F-1700000-C	N/A	Schedule for Testing and Certification of Forklifts	Base Period: Within 15 calendar days after award and/or prior to commencement of work.  Option Period: At least five (5) calendar days prior to beginning	COR/KO	Electronic	Annually, as required.

DELIVERABLES

Annex/ Spec Item	Deliverable No.	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
					Original/ Copies	Method	
				of option period and/or prior to commencement of work.  Within two (2) working days after any changes occurred.			
1700000/ 3.2.1	F-1700000-D	N/A	Maintenance Inspection Record	Within two (2) working days after the completion of work.	COR/KO	Electronic	As required.
1700000/ 3.3.1	F-1700000-E	N/A	Monthly Trouble Calls Work Completion Report	Within two (2) working days for the following month.	COR/KO	Electronic	Monthly.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-A

Deliverable Title: Request to Work Outside Government Regular Working Hours

Annex / Spec Item: 0200000 / 2.2.1.2

Form Attachment No.: J-0200000-04A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

##### Preparation and Submission

Complete the form J-0200000-04A, convert it into PDF format, and submit to COR via e-mail for Government approval. Submit at least three (3) working days prior to requested day.

Approved/disapproved request will be returned to the Contractor by e-mail.

##### Other Requirements:

- If any change occurs, submit a revised request for approval.
- On-site supervisor must keep the printed approved request at work site.



**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-B

Deliverable Title: Permits and Licenses / Certification, Training, and Licensing

Annex / Spec Item: 0200000 / 2.3.4, 1700000 / 2.2.1

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

**Instructions:**

Preparation

Permits and licenses / Certifications, Training, and Licensing shall be converted to PDF file.

Minimum Required Permits and Licenses

- Names and qualifications of Contractor personnel performing testing and certification of forklift
- Any other permits and licenses necessary to perform the work.

Due Date

Send them to KO and COR via e-mail.

- Within fifteen (15) calendar days after award prior to commencement of work, and at other times as requested by the KO and COR.
- Within five (5) calendar days after any change occurred. Submit copies of permits and licenses when they are renewed, or new employees are hired.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-C

Deliverable Title: Certificate of Insurance

Annex / Spec Item: 0200000 / 2.3.4

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

Instructions:

#### Preparation

Certificate of insurance shall be converted to PDF file.

#### Minimum Insurance Amounts

- Comprehensive General Liability: ¥50,000,000 per occurrence
- Automobile Liability: ¥20,000,000 per person, ¥50,000,000 per occurrence, ¥2,000,000 per occurrence for property damage
- Workmen's Compensation: As required by Japanese worker's compensation and occupational disease statutes
- Other as required by Japanese Law

#### Submission

Submit a hard copy to KO and COR and also via e-mail.

#### Due Date

- Within fifteen (15) calendar days after contract award.
- Within fifteen (15) calendar days after issuance of modification to exercise each option year.
- Within five (5) calendar days of any changes in policy or coverage.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-D

Deliverable Title: Facility Impact Notification System (FINS)

Annex / Spec Item: 0200000 / 2.6.5

Form Attachment No.: N/A

Government Approval Required:     Yes         No

Media:     Hard Copy         Electronic         Direct System Input

**Instructions:**

Required Information In the notification via Facility Impact Notification System (FINS), at a minimum, the following information shall be provided:

- Date, time and location of scheduled work.
- Description of work.
- Maps and other attachments as necessary.

Method of Coordination

Notification shall be made either by the following methods:

- E-mail  
Send e-mails with voting function of Approval/Disapproval to KO, COR, and the supported commands.
- By phone
- Meeting

Coordination report shall be submitted to the KO and COR of each commodity prior to start of work.

Due Date of Coordination:

As soon as the Contractor schedules the work that will affect the Government work.

The Contractor shall perform the scheduled work after the service interruption is agreed by the supported commands, and accepted by the KO and COR.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-E

Deliverable Title: Quality Management (QM) Plan

Annex / Spec Item: 0200000 / 2.6.6.1

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

##### Preparation

Convert the file into PDF format.

##### Submission

Submit to KO and COR via e-mail.

##### Due date

- Within fifteen (15) calendar days after contract award prior to commencement of work;
- Within three (3) working days of request by the KO and COR;
- Within seven (7) calendar days of any change occurred during the period of performance.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-F

Deliverable Title: Quality Inspection and Surveillance Report

Annex / Spec Item: 0200000 / 2.6.6.3

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

**Instructions:**

Format

Contractor's format is acceptable.

Submission

Send the report to KO and COR via e-mail.

Due Date

Within five (5) calendar days of the following month.

NOTE: The Government may change the frequency and submission due date will be changed accordingly.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-G

Deliverable Title: List of Key Personnel and their Qualifications

Annex / Spec Item: 0200000 / 2.7.1

Form Attachment No.: J-0200000-04B

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

##### Preparation

Sample format (J-0200000-04B) for Resume of Key Personnel is provided. Contractor's format of resume must include all the items in the sample format. Convert the list and resume into PDF format.

##### Content

All key personnel and their alternates must be included in the list. The following information for each personnel shall be included in the list.

- Names
- Position titles
- Copies of certificates
- Phone numbers
- Resume of each key personnel and their alternates. Key personnel shall be the employees of the Prime contractor. Attach a copy of employment certificate.
- Additional information as requested by KO and COR.

##### Submission

Send forms to the KO and COR via e-mail.

##### Due Date

- Within fifteen (15) calendar days after contract award.
- Within five (5) calendar days after any change is made to the key personnel.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-H

Deliverable Title: Organization Chart

Annex / Spec Item: 0200000 / 2.7.1

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

##### Format

Contractor's format is acceptable.

##### Content

Minimum following information on each personnel shall be included in the organization chart:

- Company's address
- Names of employees
- Position titles
- Phone numbers
- Subcontractor's name and address if any

In the subcontractor portion, include a percentage in the overall contract work.

##### Submission

Submit the chart to KO and COR via e-mail.

##### Due Date

- Within fifteen (15) calendar days after contract award.
- Within five (5) calendar days after any change is made.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-J

Deliverable Title: Enterprise-wide Contractor Manpower Reporting Application (eCMRA)

Annex / Spec Item: 0200000 / 2.7.3

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

##### Input Method

Contractor is required to fill in all required data fields using the following web address:  
<https://doncmra.nmci.navy.mil>.

Contractor User Guide is available at the above website.

##### Reporting Period

Period during each Government fiscal year (FY), which runs 1 October through 30 September.

##### Input Due Date

No later than 31 October of each calendar year.



### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-K

Deliverable Title: Employee Listing

Annex / Spec Item: 0200000 / 2.8.1

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

##### Preparation

Contractor's format is acceptable.

The list shall include, but not limited to, following information for each personnel:

- Name, position title, and phone number
- Primary functional areas such as administrative or operational
- Company names of all subcontractor personnel performing on this contract

##### Submission

Submit the list to KO and COR via e-mail.

##### Due Date

- Within fifteen (15) calendar days after contract award
- Within five (5) calendar days after any change is made to the list.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-L

Deliverable Title: Vehicle Listing

Annex / Spec Item: 0200000 / 2.8.2

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

##### Preparation

Contractor's format is acceptable.

The list shall include the following information for each vehicle:

- Make
- Year
- Type
- License number
- Insurance company
- Policy number
- Expiration Date of Issuance

##### Submission

Submit the list to KO and COR via e-mail.

##### Due Date

- Within fifteen (15) calendar days after contract award.
- Within five (5) calendar days after any change is made to the vehicle listing.

### Deliverables Form Preparation Instructions

Deliverable No. F-0200000-M

Deliverable Title: Passes and Badges

Annex / Spec Item: 0200000 / 2.8.3

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

Instructions:

#### **Personnel and Vehicle Pass Request**

##### Preparation and Submission

Pass request form will be provided by the Government. Submit a hard copy of completed request form to KO and/or COR for approval.

##### Due Date

Minimum seven (7) calendar days prior to the required start/attendance date.

##### Justification for requesting passes for extra vehicles

Vehicle passes are limited to a maximum ratio of one (1) vehicle pass to three (3) personnel passes issued. Justification must state in detail why the Contractor needs extra vehicle passes. Contractor's form is acceptable.

#### **Returning Passes**

When an employee leaves the Contractor's service, the employee's pass and badges shall be returned to the Pass Office of Security Department.

##### Return Due Date:

Within one (1) day of leaving the Contractor's service.

## Deliverables Form Preparation Instructions

Deliverable No. F-0200000-N

Deliverable Title: Safety Plan

Annex / Spec Item: 0200000 / 2.9.1, 2.9.2 and 2.9.3

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

### Instructions:

#### Preparation

APP shall be prepared by the Contractor's Site Safety and Health Officer (SSHO). Contractor's format is acceptable. Convert the file into PDF format.

#### Content:

APP shall include Activity Hazard Analysis (AHA) and applicable Safety and Occupational Risk (SOH) and Compliance Plans.

#### **Accident Prevention Plan (APP) (Spec Item 2.9.1)**

Appendix A of EM 385-1-1 provides format and topics to cover. Website of EM385-1-1 is listed in J-0200000-02.

#### **Activity Hazard Analysis (AHA) (Spec Item 2.9.2)**

- a. Follow the format of Figure 1-2 of EM 385-1-1 and explain all the required topics.
- b. Update and submit an AHA as work activities or condition change.
- c. Additional AHAs as new work activities are required, especially on task orders, with the associated proposal, whenever the service environment or required task is different from the recurring work.

#### **Safety / Occupational Health (SOH) Risk and Compliance Plans (Spec Item 2.9.3)**

Types of plans are listed in Spec Item 2.9.3.1 through 2.9.3.4. Develop the plan as necessary for the situation or types of work performed under this contract. Additional plans shall be developed as applicable when new types of work are required under this contract.

#### Submission

Submit to KO and/or COR via e-mail.

#### Due Date

- Initial submission: No later than fifteen (15) calendar days after award and as required.
- Change submission: Within ten (10) calendar days after a change in work conditions, hazards, or activities occur.
- When requested by the KO and/or COR, the Contractor shall submit APP no later than fifteen (15) calendar days of request.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-P

Deliverable Title: Accident and Damage Reporting

Annex / Spec Item: 0200000 / 2.9.4

Form Attachment No.: J-0200000-04C

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input  Oral (for initial notification)

**Instructions:**

The Contractor shall notify and report to the Government when the following accidents occurred.

- Recordable injuries or illnesses
- High visibility accidents
- Property damages
- Any Weight Handling Equipment (WHE) accidents

Notification and Reporting Process

1. Initial Notification for any accidents identified above:
  - Notify KO and COR by e-mail or orally.
  - As soon as practical but no later than four (4) hours after the accident.
  
2. For recordable injuries or illnesses, high visibility accidents, property damage equal to or greater than ¥5,000,000 or any WHE accident:
  - Complete the form NAVFAC Contractor Incident Report System (CIRS) and submit to the KO and COR via e-mail as an initial report. Attach photos of accident site, sources of injury such as tools, equipment or materials.
  - Submit within twenty-four (24) hours of accident occurrence.
  - Follow up report shall be submitted within twenty-four (24) hours of accident occurrence.
  - Conduct an accident investigation to establish the root cause(s) of the accident.
  - Submit final incident report by completing CIRS no later than thirty (30) calendar days of accident occurrence.
  
3. For property damage less than ¥5,000,000:
  - Complete the form CIRS and submit to the KO and COR via e-mail as an initial report. Attach photos of accident site, sources of injury such as tools, equipment or materials.
  - Submit within three (3) working days of accident occurrence.
  - Final incident report of CIRS is not required.

Note: Notification, reporting, and investigation shall be conducted by the Prime Contractor.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-Q

Deliverable Title: Weight Handling Equipment (WHE) Accident Report

Annex / Spec Item: 0200000 / 2.9.4

Form Attachment No.: Figure 12-1 of NAVFAC P-307

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

**Instructions:**

Preparation

Complete the report form (Figure 12-1 of NAVFAC P-307).

Submission

Submit to KO and COR via e-mail.

Due Date

Within fifteen (15) calendar days of the accident occurrence.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-R

Deliverable Title: Near Miss Report

Annex / Spec Item: 0200000 / 2.9.4

Form Attachment No.: J-0200000-04C

Government Approval Required:     Yes     No

Media:     Hard Copy     Electronic     Direct System Input

Instructions:

Preparation

Complete the report using the CIRS form.

Submission

Submit the report to the KO and COR via e-mail.

Due Date

Within ten (10) calendar days of occurrence.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-S

Deliverable Title: Crane and Rigging Gear Near Miss Report

Annex / Spec Item: 0200000 / 2.9.4

Form Attachment No.: Figure 12-2 of NAVFAC P-307

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

**Instructions:**

Preparation

Complete the report form (Figure 12-2 of NAVFAC P-307).

Submission

Submit to KO and COR via e-mail.

Due Date

- Initial notification: Verbally as soon as management becomes aware but no later than four (4) hours of occurrence.
  
- Written Report: Within thirty (30) calendar days of occurrence.



**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-T

Deliverable Title: Monthly On-Site Labor Report

Annex / Spec Item: 0200000 / 2.9.6

Form Attachment No.: N/A

Government Approval Required:     Yes     No

Media:     Hard Copy     Electronic     Direct System Input

Instructions:

Preparation and Submission:

Report total labor hours of employees of prime and subcontractor(s) who worked within the Government controlled areas during the previous month.

Submission

Submit the report to KO and COR via e-mail.

Due Date

Within two (2) working days of the following month.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-U

Deliverable Title: Safety Assessment Worksheet

Annex / Spec Item: 0200000 / 2.9.7

Form Attachment No.: J-0200000-04D

Government Approval Required:     Yes     No

Media:     Hard Copy     Electronic     Direct System Input

**Instructions:**

Preparation

Complete the form J-0200000-04D.

Submission

Submit the report to KO and/or COR via e-mail.

Due Date

Within two (2) working days of the following month.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-V

Deliverable Title: Environmental Management System (EMS) Awareness Training

Annex / Spec Item: 0200000 / 2.10

Form Attachment No.: N/A

Government Approval Required:     Yes     No

Media:     Hard Copy     Electronic     Direct System Input

**Instructions:**

Preparation and Submission:

Environmental Compliance, Training and Tracking System (ECATTS) training website is <http://navfac.ecatts.com> After completing the training, submit a list of employees who complete the training to the KO and COR via e-mail. The list must contain minimum following information:

- Names of employees
- Completion date
- Company name

Due Date:

- Within 15 calendar days after award and prior to commencement of work.
- When any change occurred, submit the updated list within five (5) calendar days after a change occurred.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-W

Deliverable Title: Asbestos Containing Material (ACM) Notification

Annex / Spec Item: 0200000 / 2.10.2.8

Form Attachment No.: N/A

Government Approval Required:     Yes     No

Media:     Hard Copy     Electronic     Verbal (Initial notification only)

**Instructions:**

Minimum information:

Notification shall contain minimum following information:

- Location and photos
- Date and time ACM is encountered or suspected
- Description of situation where the Contractor personnel encountered ACM

Notification:

Initial notification: Verbally notify the COR, KO, and Asbestos Program Manager of Environmental Division within one (1) hour of encounter to ACM.

Follow-up notification: Notify in writing to KO and COR via e-mail within twenty-four (24) hours of encounter to ACM.

**Deliverables Form Preparation Instructions**

Deliverable No. F-0200000-X

Deliverable Title: Sustainable Procurement and Practices Plan and an annual Sustainable Delivery of Services Report

Annex / Spec Item: 0200000 / 2.10.3

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

Instructions:

Preparation

The Contractor shall develop a plan/report when requested by the Government.

Submission and Due Date

Within fifteen (15) calendar days upon the request from the Government.

**Deliverables Form Preparation Instructions**

Deliverable No. F-1700000-A

Deliverable Title: Catalogue/Brochure/Manuals

Annex / Spec Item: 1700000 / 2.3.3

Form Attachment No.: N/A

Government Approval Required:     Yes         No

Media:     Hard Copy         Electronic         Direct System Input

**Instructions:**

1. Distribution:

Submit two (2) sets of Catalogue/Brochure/Manuals to COR/KO/Supported Commands.

2. Due Date:

Within fifteen (15) calendar days after award and/or prior to commencement of work.

Within two (2) working days after any model/type changed.

### Deliverables Form Preparation Instructions

Deliverable No. F-1700000-B

Deliverable Title: Maintenance Schedule

Annex / Spec Item: 1700000 / 3.2

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

1. File Format: Contractor's format is acceptable.
2. Distribution: Submit the schedule to COR and KO by e-mail.
3. Due Date:

Base Period: Within fifteen (15) calendar days after award and/or prior to commencement of work.

Option Period: At least five (5) calendar days prior to beginning of option period and/or prior to commencement of work.

Within two (2) working days after any changes occurred.

### Deliverables Form Preparation Instructions

Deliverable No. F-1700000-C

Deliverable Title: Schedule for Testing and Certification of Forklifts

Annex / Spec Item: 1700000 / 3.2.1

Form Attachment No. N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

1. File Format: Contractor's format is acceptable.
2. Distribution: Submit the schedule to COR and KO by e-mail.
3. Due Date:

Base Period: Within fifteen (15) calendar days after award and/or prior to commencement of work.

Option Period: At least five (5) calendar days prior to beginning of option period and/or prior to commencement of work.

Within two (2) working days after any changes occurred.



### Deliverables Form Preparation Instructions

Deliverable No. F-1700000-D

Deliverable Title: Maintenance Inspection Record

Annex / Spec Item: 1700000 / 3.2.1

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

1. Format: Contractor's format is acceptable.
2. Content: The report shall have minimum following information:
  - a. Date of Maintenance Inspection
  - b. Location and model/type number of forklift
  - c. Description of deficiency and repair
  - d. Date and time of work completion
  - e. A copy of Certifications and/or Completed Check lists.
3. Distribution: Submit the record to COR and KO by e-mail.
4. Due Date: Within two (2) working days after the following month.

### Deliverables Form Preparation Instructions

Deliverable No. F-1700000-E

Deliverable Title: Monthly Trouble Calls Work Completion Report

Annex / Spec Item: 1700000 / 3.3.1

Form Attachment No.: N/A

Government Approval Required:  Yes  No

Media:  Hard Copy  Electronic  Direct System Input

#### Instructions:

1. Format: Contractor's format is acceptable.
2. Content: The report shall have minimum following information:
  - a. Date and time of trouble calls.
  - b. Location and model/type number of forklifts
  - c. Description of deficiency and repair
  - d. Date and time of work completion
3. Distribution: Submit the report to COR and KO by e-mail.
4. Due Date: Within two (2) working days of the following month.

SECTION J

DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS  
TABLE OF CONTENTS

<b>ATTACHMENT NUMBER</b>	<b>ATTACHMENT TITLE</b>
J-0200000-01	Definitions and Acronyms
J-0200000-02	References, Instructions, Directives
J-0200000-03	Invoicing Procedures
J-0200000-04	Forms
J-0200000-05	CFAS Environmental Policy Statement
J-0200000-06	Instruction for Completing EMS Awareness Training
J-0200000-07	Exhibit Line Item Numbers
J-1700000-01	List of Required Types of Forklifts
J-1700000-02	References and Technical Documents
J-1700000-03	Site Map for Area of Delivery and Operation of Forklifts

ATTACHMENT J-0200000-01

<u>DEFINITION AND ACRONYMS</u>	
<b>Definition</b>	<b>Description</b>
Assessment	A general term referring to either a survey or inspection of a facility to determine condition.
Asset	A general term used to refer to an item, such as a component, system, building or facility, which is managed by an automated data management program.
Business Management System (BMS)	A web-based tool that provides a systematic method for the management of business processes, common practices, and process quality improvements that produce and support the most efficient and effective delivery of NAVFAC's products and services.
Competent Person	A person who has the professional experience and training necessary to identify existing and predictable hazards at a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove dangers from the environment. One who can identify existing and predictable hazards in the working environment or working conditions that are dangerous to personnel and who has authorization to take prompt corrective measures to eliminate them.
Confined Work Space	A space that is large enough and so configured that a person may bodily enter a space (such as in tanks, vessels, silos, storage bins, hoppers, vaults, pits, and like spaces where there is limited means of entry) and is hindered or restricted from escaping during an emergency.
Contracting Officer (KO)	That individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
Contracting Officer's Representative (COR)	The individual appointed by the KO responsible for monitoring the Contractor's technical compliance and progress, relative to assigned contract(s)/orders(s), based on the contract requirements specified in the PWS and in accordance with the PAP. The COR performs a variety of contract administration duties that includes oversight of PA, documenting and rating Contractor performance, reviewing invoices, and acceptance of work. Assignment as a COR is a collateral duty typically performed by the FSCM or SPAR.
Contractor	That entity or its representative responsible for the delivery of the services or materials specified in this contract, as designated by contract award. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall insure that subcontractors comply with the provision of this contract.
Contractor Representative	That individual appointed by the Contractor, either orally or in writing, who has been assigned responsibility for executing the requirements of this contract.
Direct Material Costs	The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.
Equipment	Tangible asset that is functionally complete for its intended purpose, durable, and non-expendable.
Facility	A building or structure designed and created to serve a particular function.

## ATTACHMENT J-0200000-01

<u>DEFINITION AND ACRONYMS</u>	
<b>Definition</b>	<b>Description</b>
Frequency of Service	<p>Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days.</p> <p>Biennial (B). Services performed once during each 24-month period of the contract at intervals of 670 to 790 days.</p> <p>Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted.</p> <p>Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays.</p> <p>Monthly (M). Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days.</p> <p>Quarterly (Q). Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days.</p> <p>Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.</p> <p>Semimonthly (SM). Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days.</p> <p>Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday.</p> <p>Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.</p> <p>Weekly (W). Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.</p>
Government Furnished Property (GFP)	Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
Infrastructure Condition Assessment Program (ICAP)	A Navy automated data management program that utilizes historical asset lifecycle data and a structured assessment process to evaluate the condition facilities and their components.
Government Purchase Card (GPC)	The Contractor shall possess the capability to accept orders and/or payments through GPC in accordance with the DOD EMALL requirements and for orders outside of EMALLs. No partial or advance payments are permitted under the GPC program. Currently, the Government's Purchase Card is a VISA card issued by Citibank. The type of purchase card and the vendor may change in the future.
Inspection	A rigorous, detailed assessment of the condition of a facility performed to generate a fundable scope and cost estimate for prioritization and funding of maintenance and repair.
Japan Environmental Governing Standards (JEGS)	Specific environmental compliance criteria, typically limitations on effluent, discharges, etc., or specific management practices with which all DoD activities and installations in Japan must comply.
Job or Work Order	An authorization for work that requires planning and estimating and has an individual line of accounting for financial and performance evaluation.
Maintenance and Repair	The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.
Material Handling Equipment (MHE)	Self-propelled and conveyor equipment used in storage and materials handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and on-board ships. Included are warehouse tractors, forklift trucks, rough terrain forklift trucks, platform trucks, pallet trucks, conveyors and conveyor systems, and straddle carrying trucks.

ATTACHMENT J-0200000-01

<u>DEFINITION AND ACRONYMS</u>	
<b>Definition</b>	<b>Description</b>
Monthly On-Site Labor Report	A compilation of all Contractor and subcontractor employee-hours involved in delivering contract services on a Government property.
Performance Assessment	A method used by the Government to provide some measure of control over the quality of purchased goods and services received.
Performance Assessment Representative (PAR)	The individual(s) assigned as a Technical Point of Contact (TPOC) / Subject Matter Expert (SME) to the COR to perform duties as the on-site representative who assesses Contractor performance. The PAR periodically observes Contractor performance, reviews delivered services, reviews quality management corrective actions, periodically assesses and documents Contractor performance on PAWs and the MPAS, and communicates findings as necessary with the Contractor, SPAR, and COR.
Pre-Expended Bin Materials And Supplies	The minor materials and supplies that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is \$10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, plumbers tape and compound, clips, welding rods, and touch up paint.
Project Site	The entire CFAS including but not limited to Main Base, Main Base Housing, Dry Dock #2, Akasaki POL Depot, Iorizaki POL Depot, Yokose POL Depot, Hario Housing, Hario-Shima Ordnance, and Maebata Ordnance but within Nagasaki prefecture.
Property Administrator	An authorized representative of the Contracting Officer who is responsible for administering contract property requirements, terms and conditions of the contract.
Property Management Program	A Government program established for the purpose of reviewing and approving the Contractor's Property Management Plan and System through performance of a system analysis whenever government property is in the possession of the Contractor.
Quality Assurance (QA)	The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.
Quality Control (QC)	The observation techniques and activities used to fulfill requirements for quality.
R. S. Means	A data collection and organization system developed by R. S. Means Company which can be used to prepare accurate, dependable construction estimates and budgets in a variety of ways. The Contractor shall use the latest edition. Material prices are based on a national average and computed labor costs are based on a 30-city national average. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".
Real Property Inventory Equipment (RPIE)	A Government owned or leased individual pieces of equipment, apparatus, or fixture that are essential to the function of the real property (i.e. plumbing, electrical, heating, cooling and elevators). It is physically attached to, integrated into, and built in or on the property.
Response Time	The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.
Unit Priced Labor (UPL) Hour	The unit price bid by the Contractor to perform one hour of work-in-place. With the exception of direct material and construction equipment costs, the unit price includes all indirect and direct costs associated with performing work. The price includes the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity; costs for pre-expended bin materials, union agreements, crew sizes, hand tools, payroll burdens and fringes, overtime, job (field) overhead (including clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance), general and administrative (home office) overhead, and profit. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements are included.

## ATTACHMENT J-0200000-01

<u>ACRONYMS</u>	
<b>Acronym</b>	<b>Title</b>
ACO	Administrative Contracting Officer
AHA	Activity Hazard Analysis
APP	Accident Prevention Plan
BW	Biweekly
CDR	Contract Discrepancy Report
CFAS	Commander, U.S. Fleet Activities, Sasebo
CIRS	Contractor Incident Report System
CLIN	Contract Line Item Number
CMMS	Computerized Maintenance Management System
CNIC	Commander, Navy Installations Command
COR	Contracting Officer's Representative
COR	Condition of Readiness
CS	Contract Specialist
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DoN	Department of Navy
DRMO	Defense Reutilization and Marketing Office
ECATTS	Environmental Compliance, Training and Tracking System
ELIN	Exhibit Line Item Number
EMALL	Electronic Mall
EMS	Environmental Management System
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FSC	Facility Support Contract
FSCM	Facility Support Contract Manager
GFE	Government-furnished Equipment
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
GPC	Government Purchase Card
HCA	Head Contracting Agency
ICAP	Infrastructure Condition Assessment Program
JEGS	Japan Environmental Governing Standards
KO	Contracting Officer
LAN	Local Area Network
MHE	Material Handling Equipment
NAVFAC	Naval Facilities Engineering Command
NFAS	Naval Facilities Acquisition Supplement
NMCI	Navy Marine Corps Intranet
OEM	Original Equipment Manufacturer
OSHA	Occupational Safety and Health Administration
PAP	Performance Assessment Plan
PAR	Performance Assessment Representative
PAW	Performance Assessment Worksheet
PBSA	Performance-Based Service Acquisition
PM	Project Manager
PPE	Personal Protective Equipment
PRCSP	Permit Required Confined Space Program
PWD	Public Works Department
PWS	Performance Work Statement
QMS	Quality Management System
RPIE	Real Property Inventory Equipment
RFP	Request for Proposal
SDS	Safety Data Sheets
SLIN	Contract Sub-line Item Number

## ATTACHMENT J-0200000-01

<u>ACRONYMS</u>	
<b>Acronym</b>	<b>Title</b>
SPAR	Senior Performance Assessment Representative
SSHO	Site Safety and Health Officer
UPL	Unit Priced Labor
UPT	Unit Priced Task
WBS	Work Breakdown Structure
WHE	Weight Handling Equipment



ATTACHMENT J-0200000-02

<u>REFERENCES, INSTRUCTIONS, DIRECTIVES</u>	
Note: 1. The Contractor shall comply with the latest version. 2. The Government will provide copy of documents that do not have URL.	
Reference	Title
CFASINST 3440.1	Chemical, Biological, Radiological and Nuclear Defense Plan
CFASINST 5090.6E Enclosure (1)	CFAS Spill Prevention and Response Plan
CFASINST 11262.1K	Management of Weight Handling Equipment (WHE) Program
29 CFR 1926.16	Rules of Construction <a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=e5f4fea6fcd8ad3d22158d53e9a97aa6&amp;node=29:8.1.1.1.1.2.13.7&amp;rgn=div8">http://www.ecfr.gov/cgi-bin/text-idx?SID=e5f4fea6fcd8ad3d22158d53e9a97aa6&amp;node=29:8.1.1.1.1.2.13.7&amp;rgn=div8</a>
DFARS	Defense Federal Acquisition Regulation Supplement (DFARS) <a href="http://farsite.hill.af.mil/vdfara.htm">http://farsite.hill.af.mil/vdfara.htm</a>
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements  <a href="http://www.usace.army.mil/SafetyandOccupationalHealth/EM38511,2008BeingRevised.aspx">http://www.usace.army.mil/SafetyandOccupationalHealth/EM38511,2008BeingRevised.aspx</a>  Consolidated EM 385-1-1 with changes is available at the above website. However, the consolidated version may not contain the latest change. Therefore, the Contractor shall incorporate the changes into the file of EM 385-1-1 if necessary.
FAR	Federal Acquisition Regulation (FAR) <a href="http://farsite.hill.af.mil/">http://farsite.hill.af.mil/</a>
JEGS	Japan Environmental Governing Standards (2016)  <a href="http://www.usfj.mil/Portals/80/Documents/Other/2016%20JEGS.pdf">http://www.usfj.mil/Portals/80/Documents/Other/2016%20JEGS.pdf</a>
NAVFACFEINST 11260.1G	Weight Handling Equipment Program Manual
NAVFACINST 11013.40 series	NAVFAC Partnering Policy
NAVFAC P-307	Management of Weight Handling Equipment  See the following website for the most updated version of P-307 and all changes: <a href="http://www.navfac.navy.mil/content/dam/navfac/Specialty%20Centers/Navy%20Crane%20Center/PDFs/P307/P307-Manuals/P307-2009-with-ch1-to-ch3.pdf">http://www.navfac.navy.mil/content/dam/navfac/Specialty%20Centers/Navy%20Crane%20Center/PDFs/P307/P307-Manuals/P307-2009-with-ch1-to-ch3.pdf</a>  Japanese version <a href="http://www.navfac.navy.mil/content/dam/navfac/Specialty%20Centers/Navy%20Crane%20Center/PDFs/P307/P307-Manuals/p307-2009-including-ch1-ch2-and-ch3-jp-ver.pdf">http://www.navfac.navy.mil/content/dam/navfac/Specialty%20Centers/Navy%20Crane%20Center/PDFs/P307/P307-Manuals/p307-2009-including-ch1-ch2-and-ch3-jp-ver.pdf</a>
NFAS Clause 5252.237.9301	Naval Facilities Acquisition Supplement Substitutions of Key Personnel
Ordinance on Industrial Safety and Health	<a href="http://law.e-gov.go.jp/htmldata/S47/S47F04101000032.html">http://law.e-gov.go.jp/htmldata/S47/S47F04101000032.html</a>
P.L. 91-596	Occupational Safety and Health Act <a href="http://www.labtrain.noaa.gov/osha600/refer/menu01b.pdf">http://www.labtrain.noaa.gov/osha600/refer/menu01b.pdf</a>
UFGS Section 01 35 26	Government Safety Requirements <a href="https://www.wbdg.org/ccb/DOD/UFGS/UFGS_01_35_26.pdf">https://www.wbdg.org/ccb/DOD/UFGS/UFGS_01_35_26.pdf</a>
UFGS Section 01 35 26 NAVFAC Far East Addendum	The Government will provide copy of documents after contract award.

ATTACHMENT J-0200000-03

INVOICING PROCEDURES

1. Invoice shall be submitted using via Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) at <https://wawf.eb.mil/>. Refer to Section G for detailed instruction.
2. Following forms shall be filled out and submitted via iRAPT.
  - a. Invoice Form NAVFAC 7300/30 (J-0200000-04E)
  - b. Price Breakdown  
Include minimum following information:
    - (1) Contract number
    - (2) Contractor's name
    - (3) Price breakdown by each ELIN
  - c. Final Invoice Certification (J-0200000-04F): This form is submitted when the invoice for the final month of the final option year is submitted
  - d. Contractor's Release (J-0200000-04G): This form is submitted when the invoice for the final month of the final option year is submitted.
3. The Contractor shall submit invoices periodically, not more frequently than once every month.

ATTACHMENT J-0200000-04  
FORMS

<b>FORM NO.</b>	<b>TITLE</b>
J-0200000-04A	Request to Work Outside Government's Regular Working Hours
J-0200000-04B	Resume of Key Personnel
J-0200000-04C	Contractor Incident Report System (CIRS)
J-0200000-04D	Safety Assessment Worksheet
J-0200000-04E	Invoice Form NAVFAC 7300/30
J-0200000-04F	Final Invoice Certification
J-0200000-04G	Contractor's Release

ATTACHMENT J-0200000-04A

From:  
To:  
Via:

Subj: REQUEST FOR WORK OUTSIDE GOVERNMENT REGUALR WORKING HOURS

1. It is requested for permission to work outside Government regular working hours as detailed below:

- a. Date(s): \_\_\_\_\_
- b. General location (no map required): \_\_\_\_\_
- c. Time: \_\_\_\_\_
- d. Approximate number of workers: \_\_\_\_\_
- e. On-site supervisor: \_\_\_\_\_
- f. Reason for request: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

FIRST ENDORSEMENT

From: PAR  
To: FSCM

- 1. Forwarded recommending approval/disapproval.
- 2. If recommending approval, customer has been notified and has approved.

\_\_\_\_\_  
Signature Date

SECOND ENDORSEMENT

From: FSCM  
To: Contractor/On-site Supervisor

- 1. Returned approved/disapproved.
- 2. Comment.

\_\_\_\_\_  
Signature Date

Notes:

submit this request at least 3 working days prior to required dates. Submit a request for each location and a period not exceeding one week.

- Example: (1) Maebata, 4 - 5 July 2015 (Saturday and Sunday), 0800 -1630
- (2) Main Base, 30 - 31 July 2015, 1645 - 1800

On-site Supervisor must keep the printed approved request at work site.

ATTACHMENT J-0200000-04B

RESUME OF KEY PERSONNEL  
(SAMPLE FORMAT)

Name of Key Personnel: \_\_\_\_\_

Key Personnel Position: \_\_\_\_\_

A. Qualification: *(To be filled out by the Contractor per description in Annex 2)*

\_\_\_\_\_  
\_\_\_\_\_

Name of company/organization	
Branch/Contract title	
Position in the branch/contract	
Period of being in the position	
Duties related to key personnel position (Describe in detail.)	

Name of company/organization	
Branch/Contract title	
Position in the branch/contract	
Period of being in the position	
Duties related to key personnel position (Describe in detail.)	

Name of company/organization	
Branch/Contract title	
Position in the branch/contract	
Period of being in the position	
Duties related to key personnel position (Describe in detail.)	

*(Attach additional sheet if necessary.)*

B. Completed courses:

Japan Construction Occupational Safety and Health Association safety course	
Course Title	Date of certificate (Month/Year)
Koji Shunin Course	
Course for Construction Site Managers	
<i>List other courses if any.</i>	

C. Copy of prime contractor's employment certificate.

Initial Report  
 Follow-up Report  
 Final Report  
 Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Contractor Incident Report System (CIRS)

1. Contract Information		Incident Information	
Prime Contractor:	Cage Code:		
Contract Number:	Installation of Incident:		
Task Order #:	Contracting Activity/ROICC Office:		
Contractor Contact Information			
Name (Last, First):	Phone #:		
Email Address:	Date Notified:		
2. Incident Type (Please Check/Bold/All That Apply)			
<input type="checkbox"/> Assault/Violent Act	<input type="checkbox"/> Extreme Environmental Exposure	<input type="checkbox"/> Man over the side (No water entry)	
<input type="checkbox"/> Diving	<input type="checkbox"/> Falls, slip, trip, or bodily exertion	<input type="checkbox"/> Man Overboard - Water Entry	
<input type="checkbox"/> Electrical Shock/Burns	<input type="checkbox"/> Fires - All Types	<input type="checkbox"/> Material Handling Equipment	
<input type="checkbox"/> Equipment Installation/Repair	<input type="checkbox"/> Hazardous Material (any type)	<input type="checkbox"/> Ordnance-Related (Explosive)	
<input type="checkbox"/> Explosion, Non-Ordnance	<input type="checkbox"/> Industrial (Select Additional Below)	<input type="checkbox"/> Vehicle (Government or Private)	
Industrial Incident Additional Information (Please Check/Bold/All That Apply)			
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hand and Power Tools	<input type="checkbox"/> Work Platforms and Scaffolding	
<input type="checkbox"/> Demolition/Renovation	<input type="checkbox"/> Rigging	<input type="checkbox"/> Underground Construction, Shafts, and Caissons	
<input type="checkbox"/> Trenching/Entrapment	<input type="checkbox"/> Cranes and Hoisting Equipment	<input type="checkbox"/> Concrete, Masonry, Steel Erection and Residential Construction	
<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Floating Plant and Marine Activities	<input type="checkbox"/> Tree Maintenance and Removal	
<input type="checkbox"/> Welding and Cutting	<input type="checkbox"/> Pressurized Equipment and System	<input type="checkbox"/> Airfield and Aircraft Operations	
<input type="checkbox"/> Control of Hazardous Energy	<input type="checkbox"/> Fall Protection		

3. General Information		Incident Information
Date of Accident:	Time of Accident:	
Describe the accident in detail in your words: <i>(Use the back of page if you need additional space)</i>		
Exact Location of Accident:		
Were Hazardous Material(s) Involved <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain What Hazardous Materials Were Involved and Why:		
Who Provided Clean-up? <input type="checkbox"/> Onsite <input type="checkbox"/> Base <input type="checkbox"/> Public		
Activity of the injured person at the time of incident:		
Personal Protective Equipment: (Check/Bold Response)  <input type="checkbox"/> Available and used <input type="checkbox"/> Available and not used <input type="checkbox"/> Not Required <input type="checkbox"/> Not related to Mishap <input type="checkbox"/> Wrong PPE for job  List PPE Used:		

<b>4. Fully Explain What Allowed or Caused the Incident:</b>		<b>Incident Information</b>
<b>Direct Cause:</b>		
<b>Indirect Cause:</b>		
<b>Additional Action Taken:</b> (Please Include a Begin Date and Est. End Date in Description)		
<b>Additional Action Taken:</b> (Please Include a Begin Date and Est. End Date in Description) <i>(Use the back of page if you need additional space)</i>		
<b>5. Contributing Factors:</b>		
<b>Was Visibility Restricted?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Distance Visibility was restricted:</b>	
<b>Unit of Measure (Check/Bold):</b> <input type="checkbox"/> Feet <input type="checkbox"/> Yards <input type="checkbox"/> Meters <input type="checkbox"/> Miles <input type="checkbox"/> Nautical Miles		
<b>Visibility Restricted By: (Check/Bold all that apply)</b>		
<input type="checkbox"/> Fog	<input type="checkbox"/> Smoke	<input type="checkbox"/> Rain
<input type="checkbox"/> Mist	<input type="checkbox"/> Dust	<input type="checkbox"/> Sandstorm
<input type="checkbox"/> Sleet	<input type="checkbox"/> Snow	<input type="checkbox"/> Unknown Object <input type="checkbox"/> Other:
<b>Lighting Conditions at Site of Mishap:</b> (Please Check) <input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/> Unknown	<b>Was Noise Level a Factor:</b> (Please Check) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<b>Was Carbon Monoxide (CO) a Factor:(Please Check)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes CO Alarm Manufacturer:</b>





<b>1: Injured Data</b> <span style="float: right;">(if applicable) <b>Person #:</b></span>			
Age:	Gender: (Check/Bold) <input type="checkbox"/> Male <input type="checkbox"/> Female	Prime Contractor Company Name:	Subcontractor Company Name:
<b>2: General Information</b>			
Drug or Alcohol Involved: (Check/Bold all that apply)			
<input type="checkbox"/> None	<input type="checkbox"/> Unknown	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol and Drugs
Who Provided First Aid? <input type="checkbox"/> Onsite <input type="checkbox"/> Base <input type="checkbox"/> Public			
Was Ergonomics a Factor: (Check/Bold) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of Ergonomic Injury: (Check/Bold All That Apply)			
<input type="checkbox"/> Lifting	<input type="checkbox"/> Positioning	<input type="checkbox"/> Bending	<input type="checkbox"/> Equipment Placement Office
<input type="checkbox"/> Equipment Placement Industrial	<input type="checkbox"/> Repetitive Motion	<input type="checkbox"/> Impact Strain	
<b>3: Injury/Illness/Fatality Information</b>			
Severity of Injury/Illness: (Check/Bold)			
<input type="checkbox"/> Fatality	<input type="checkbox"/> Lost Workday Case Involving Days Away From Work		
<input type="checkbox"/> Temporary Disability	<input type="checkbox"/> Recordable Workday Case Involving Restricted Duty		
<input type="checkbox"/> Permanent Total Disability	<input type="checkbox"/> Other Recordable Case	<input type="checkbox"/> Recordable First Aid Case	
<input type="checkbox"/> Permanent Partial Disability	<input type="checkbox"/> Non-Recordable Case	<input type="checkbox"/> No Injury	
Where There Days Lost: (Check/Bold)	Where There Days Hospitalized: (Check/Bold)	Where There Days Restricted Duty: (Check/Bold)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Part of Body Affected:			
Nature of Injury or Illness:			
Event or Exposure:			
Source of Injury or Illness:			
General Location Description:			
Injury Activity Code:			

**4. License** (If applicable) **Person #**

Are Appropriate License and Certification/Medical Current: (Check/Bold)  Yes  No

Describe or Explain:

Attach Image of License or Certification Name/Description:	Date Added:	Uploaded By:

**5. Training**

Was all the contract-required training provided to the employee: (Check/Bold)  Yes  No

Explain:

**6. Attached Documents**

Attached Documents Name/Description:	Date Added:	Uploaded By:



**4 License (if applicable) Property Damage**

Are Appropriate License and Certification/Medical Current: (Check/Bold)  Yes  No

Describe or Explain:

Attach Image of License or Certification Name/Description:

Date Added:

Uploaded By:

Attach Image of License or Certification Name/Description:	Date Added:	Uploaded By:

**5 Training**

Was all the contract-required training provided to the employee? (Check/Bold)  Yes  No

Explain:

**CONTRACTOR INCIDENT REPORT SYSTEM (CIRS) INSTRUCTIONS**  
Complete Only Sections Appropriate to Incident (Rev. 03/11).

**NOTE: THE ATTACHED CIRS FORM IS TO BE USED BY CONTRACTORS TO RECORD THE RESULTS OF THEIR ACCIDENT/INCIDENTS INVESTIGATIONS AND SHALL BE PROVIDED TO THE CONTRACTING OFFICER WITHIN THE REQUIRED TIMEFRAMES.**

**GENERAL.** Complete a separate report for each person who was injured in the accident pages 5-6. A report needs to be completed for all OSHA recordable accidents and property damage cases. Please type or print legibly. Appropriate items shall be Checkd/Bolded, non-applicable sections shall be marked "N/A". If additional space is needed, provide the information on a separate sheet of paper and attach to the completed form.

**Mark the report: (Check/Bold)**

**Initial:** If this form is being used as initial notification of a Fatality or High Visibility Mishap. The initial form is due within 4 hours of a serious accident. A form marked 'Follow-up' or 'Final' is required within 5 days.

**Follow-Up:** If you are providing additional information on a report previously submitted.

**Final:** If you are providing a completed report and expect no changes.

**Incident Information**

**Section 1 Contract Information = Incident Information**

**Prime Contractor:** Name as it appears on contract documents.

**Cage Code:** If known.

**Contract Number:** Number as it appears on the contract documents.

**Installation:** Name of installation where incident occurred.

**Task Order #:** Insert number if applicable.

**Contracting Activity/ROICC Office:** Enter the name and address of the Contracting Office administering the contract under which the mishap took place (e.g. ROICC MCBH, ROICC NORFOLK, PWC GUAM, etc.).

**Contractor Contact Information:** (Contractor point of contact information for the individual responsible for completing the form) Self Explanatory

**Section 2 Incident Type:** Check/Bold most applicable category, if you select Industrial you must Check/Bold at least one additional category from the **Industrial Incident/Additional Information Section**.

**Section 3 General Information Incident Information**

**Date of Accident:** Enter the month, day, and year of accident.

**Time of Accident:** Enter the local time of accident in military time. Example: 14:30 hrs (not 2:30 p.m.).

**Describe the Accident in Detail in your words:** Fully describe the accident in the space provided. If property damage involved, give estimated dollar amount of damage and/or repair costs involved. If additional space is needed continue on a separate sheet and attach to this report. Give the sequence of events that describe what happened leading up to and including the accident. Fully identify personnel and equipment involved and their role(s) in the accident. Ensure that relationships between personnel and equipment are clearly specified. Ensure questions below regarding direct cause(s), indirect cause(s), and actions taken are answered. **NOTE!** Review questions in Section 4 (Fully Explain What Allowed or Caused the Incident - Incident Information) below before completing.

**Exact Location of Accident:** Enter facts needed to locate the accident scene (e.g. installation/project name, building/room number, street, direction and distance from closest landmark, etc.).

**Were Hazardous Material(s) Involved**      Yes      No

**If Yes, Explain What Hazardous Materials Were Involved and Why:** Check or Bold appropriate block and list name(s) and quantities of hazardous materials spilled/released during the mishap. List why the hazardous chemicals were being used.

**Activity at the time of incident:** What type of work/task was being performed by the injured when the injury took place or property damage occurred.

**Personal Protective Equipment–** Check/Bold appropriate items and list PPE which was being used by the injured person at the time of the accident (e.g. protective clothing, shoes, glasses, goggles, respirator, safety belt, harness, etc.)

**Section 4 Fully Explain What Allowed or Caused the Incident to Happen/Information**

**Direct Cause(s):** The direct cause is that single factor which most directly lead to the accident. See examples below.

**Indirect Cause(s):** Indirect cause are those factors, which contributed to, but did not directly initiate the occurrence of the accident.

Examples for Direct and Indirect Cause:

1. Employee was dismantling scaffold and fell 12 feet from unguarded opening.

*Direct cause:* Failure to provide fall protection at elevation

*Indirect causes:* Failure to enforce safety requirements: improper training/motivation of employee (possibility that employee was not knowledgeable of fall protection requirements or was lax in his attitude toward safety); failure to ensure provision of positive fall protection whenever elevated; failure to address fall protection during scaffold dismantling in phase hazard analysis.

2. Private citizen had stopped his vehicle at intersection for red light when vehicle was struck in rear by contractor vehicle. (note contractor vehicles was in proper safe working condition.)

*Direct cause:* Failure of contractor driver to maintain control of and stop contractor vehicle within safe distance.

*Indirect cause:* Failure of employee to pay attention to driving (defensive driving).

**Additional Action Taken:** Fully describe all the actions taken, anticipated, and recommended to eliminate the cause(s) and prevent reoccurrence of similar accidents/illnesses. Continue in the additional box and or on additional sheets of paper if necessary to fully explain and attach to the completed report form.

**Please Include a Begin Date and Estimated Completion Date in Description**

(1) Begin: Enter the date when the corrective action(s) identified above will begin.

(2) Est. End Date - Enter the date when the corrective action(s) identified above will be completed.

**Section 5 Contributing Factors Incident Information:**

Check/Bold appropriate items fill in information where required  
**Other Contributing Factors:** Describe in detail any additional contributing factors not listed in previous information provided.

**Section 6 Attached Documents:**

Provide the appropriate information for each document/file attached or uploaded.

**Injured Data Person #**

Complete Pages 5 and 6 for each injured person At the upper right hand corner of page 5 and 6 differentiate between each person by using a numerical value (e.g. Person #1, Person #, Person #3, etc.)

**Section 1 Injured Data:** Fill in all applicable information, Check/bold appropriate responses.

**Section 2 General Information:**

Check/bold appropriate responses

**Section 3 Injury/Illness/Fatality/Information:** Check/bold appropriate responses

**Part of Body Affected:** Enter the most appropriate primary and when applicable, secondary, etc. body part(s) affected (e.g. arm: wrist: abdomen: single eye; jaw: both elbows: second finger: great toe: collar bone: kidney, etc.).

## ATTACHMENTJ-0200000-04C

**Nature of Injury/Illness:** Describes the manner in which the injury or illness was inflicted or produced. It attempts to answer the broad question of "how" work injuries and illnesses occurred. (e.g. Fall, Struck By, Caught By, Repetitive Motion, Rubbed or Abraded By, etc.)

**Event or Exposure:** Describes what was produced by the injury or illness was produced or inflicted. (e.g. Infectious Parasitic Diseases, Traumatic Injuries and Disorders, Open Wounds, Burns, Intracranial Injuries, etc.)

**Source of Injury Illness:** Identifies the object, substance, bodily motion, or exposure, which directly produced or inflicted the previously identified injury or illness. (e.g. Acids, Chemical Products, Furniture and Fixtures, Machinery, Structures and Surfaces, Tools Instruments and Equipment, etc.)

**General Location Description:** Describes where the injury occurred (e.g. Industrial Facilities, Operational Industrial Building Plant , Roadway, etc.)

**Injury Activity Code:** Describes what the injured person was doing when the injury occurred. (e.g. Operating Type of Equipment, Construction Activity Being Performed, Industrial Operation Being Conducted, etc.)

### **Section 4 License:**

**Are Appropriate License and Certification/Medical Current:** Did the injured employee have the appropriate license/certification or medical evaluations completed to conduct the work/task being performed.

**Describe/Explain:** Describe the required (licensing/certification/medical evaluation) for job/task being performed, date when license was issued, and expiration date. (e.g. "Powdered Actuated Tools, Hilti DX-350, License issued 11/29/2011, expires 3-years from issue date." "Respirator Semi Annual Medical Evaluation, conducted 12/30/2011, expires on 12/30/2013", etc.)

**Attach Image of License or Certification:** Self-Explanatory

### **Section 5 Training:**

**Was all the contract-required training provided to the employee:** Self-Explanatory

**Explain:** If no, to the previous questions explain why the employee was not trained.

### **Section 6 Attached Documents:**

Self-Explanatory use this for photos, drawings, diagrams, or other relevant documents.

## **Property Damage**

**Section 1 Involved Person Data:** Fill in all applicable information, Check/bold appropriate responses.

### **Section 2 Attached Documents:**

Self-Explanatory use this for photos, drawings, diagrams, or other relevant documents.

### **Section 3 Property Damaged:**

Check/bold appropriate responses. Other Headings Self-Explanatory.

### **Section 4 License:**

**Are Appropriate License and Certification/Medical Current:** Did the equipment operator have the appropriate license/certification or medical evaluations completed to conduct the work/task being performed.

**Describe/Explain:** Describe the required (licensing/certification/medical evaluation) for job/task being performed, date when license was issued, and expiration date. (e.g. "State Issued Driver, License issued 11/29/2011, expires on MM/DD/YYYY)" "Scissor Lift, JLG Model 260MRT conducted 12/30/2011, does not expire.")

**Attach Image of License or Certification:** Self-Explanatory

### **Section 5 Training:**

**Was all the contract-required training provided to the employee:** Self-Explanatory



# SAFETY ASSESSMENT WORKSHEET

**ACQUISITION OFFICE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CONTRACT TITLE:** \_\_\_\_\_

**CONTRACT % COMPLETE:** \_\_\_\_\_

**CONTRACTOR SUPERINTENDENT:** \_\_\_\_\_

**CATEGORY:**

**Date  
Corrected:**

<b>PREPARATORY</b>	(Yes) (No) (N/A)	1) Activity Hazard Analysis performed and used on the site for each major phase of the work?	
<b>PHASE (Planning)</b>	(Yes) (No) (N/A)	2) Are weekly safety meetings and indoctrination held on site and documented for all workers?	
Comments/Notes:	(Yes) (No) (N/A)	3) Is the submitted safety plan on site and in use?	
	(Yes) (No) (N/A)	4) Is the Activity Hazard Analysis reviewed during the preparatory inspection?	
	(Yes) (No) (N/A)	5) Hazardous materials program in place with MSDS sheets available and maintained for easy reference?	
	(Yes) (No) (N/A)	6) EM 385-1-1 available on the site?	
	(Yes) (No) (N/A)	7) Other? Extra Credit?	
<b>OFFICE TRAILER</b>	(Yes) (No) (N/A)	8) Are office and storage trailers anchored?	
<b>GENERAL</b>	(Yes) (No) (N/A)	9) Are emergency phone numbers posted?	
Comments/Notes:	(Yes) (No) (N/A)	10) Is a phone available?	
	(Yes) (No) (N/A)	11) First aid log maintained (contractors must use OSHA Form 200)?	
	(Yes) (No) (N/A)	12) Toilet facilities available?	
	(Yes) (No) (N/A)	13) Site posted "HARD HAT AREA," "NOISE HAZARD," "CONSTRUCTION AREA," etc., as required?	
	(Yes) (No) (N/A)	14) Garbage cans and dumpsters available?	
	(Yes) (No) (N/A)	15) Jobsite cleaned daily?	
	(Yes) (No) (N/A)	16) Is traffic control around site adequate?	
	(Yes) (No) (N/A)	17) Other? Extra Credit?	
<b>FIRE PREVENTION</b>	(Yes) (No) (N/A)	18) Are fire extinguishers available, fully charged, and easily visible within 75 feet for low hazard areas?	
Comments/Notes:	(Yes) (No) (N/A)	19) Is fuel stored in proper containers?	
	(Yes) (No) (N/A)	20) Are hot work permits being obtained?	
	(Yes) (No) (N/A)	21) Are fire watches provided?	
	(Yes) (No) (N/A)	22) Are gas cylinders stored upright and secured with chain or rope?	
	(Yes) (No) (N/A)	23) Other? Extra Credit?	
	(Yes) (No) (N/A)	24) Other? Extra Credit?	
<b>SCAFFOLD</b>	(Yes) (No) (N/A)	25) Are daily scaffold inspections performed by designated competent person?	
<b>SAFETY</b>	(Yes) (No) (N/A)	26) Planks overlapped not less than 6" or more than 12" over end supports with toe boards in place?	
Comments/Notes:	(Yes) (No) (N/A)	27) Tubing pinned properly and all cross bracing in place?	
	(Yes) (No) (N/A)	28) If scaffold height is 4X smallest base dimension, is system secured to structure?	
	(Yes) (No) (N/A)	29) All guardrails are in place?	
	(Yes) (No) (N/A)	30) Full work platform at each working level with no cracks/splits?	
	(Yes) (No) (N/A)	31) Safe access provided to each working level?	
	(Yes) (No) (N/A)	32) Scaffold and components not overloaded?	
	(Yes) (No) (N/A)	33) Is scaffold system plumb and level?	
	(Yes) (No) (N/A)	34) Suspended scaffold systems using independent personal fall arrest system?	
	(Yes) (No) (N/A)	35) Other? Extra Credit?	
<b>FALL PROTECTION</b>	(Yes) (No) (N/A)	36) Is a full body harness used where applicable?	
Comments/Notes:	(Yes) (No) (N/A)	37) Tied off at all times to structural element capable of supporting 5,000 lbs/person 100%?	
	(Yes) (No) (N/A)	38) Is protection provided for all working in an areas where they could fall 6' or more?	
	(Yes) (No) (N/A)	39) Are employees trained for fall protection systems in use?	
	(Yes) (No) (N/A)	40) Has the contractor designated a competent person for fall protection?	
	(Yes) (No) (N/A)	41) Have standard guardrails been provided where needed?	
	(Yes) (No) (N/A)	42) Have horizontal life lines been designed and installed under supervision of a qualified person?	
	(Yes) (No) (N/A)	43) Other? Extra Credit?	

**CATEGORY:** **Date**  
**Corrected:**

<b>LADDER SAFETY</b>	(Yes) (No) (N/A)	44	Do ladders extend 3' above landing platform and tied to structure?
Comments/Notes:	(Yes) (No) (N/A)	45	Are ladders used with hand tools only?
	(Yes) (No) (N/A)	46	Are ladder base distances from structure 1/4 height?
	(Yes) (No) (N/A)	47	Are floor openings either covered or surrounded by a guardrail?
	(Yes) (No) (N/A)	48	Electricians not using portable or conductive ladders?
	(Yes) (No) (N/A)	49	Stairways provided on all structures over 20' during construction and supplied with guardrail?
	(Yes) (No) (N/A)	50	Portable step ladders over 20' not used on the site?
	(Yes) (No) (N/A)	51	Are ladders properly used?
	(Yes) (No) (N/A)	52	Other? Extra Credit?

<b>EXCAVATIONS</b>	(Yes) (No) (N/A)	53	Over 4' deep must have a ladder within 25' and two means of egress?
Comments/Notes:	(Yes) (No) (N/A)	54	Has proper slope or trench box/shoring been provided?
	(Yes) (No) (N/A)	55	Is water controlled/removed?
	(Yes) (No) (N/A)	56	Is excavated material at least 2' back from trench edge?
	(Yes) (No) (N/A)	57	Barricaded, etc., to prevent workers and public from falling into trench/hole?
	(Yes) (No) (N/A)	58	In locations of known or suspected contamination, is excavation atmosphere monitored?
	(Yes) (No) (N/A)	59	Other? Extra Credit?
	(Yes) (No) (N/A)	60	Other? Extra Credit?

<b>ELECTRICAL</b>	(Yes) (No) (N/A)	61	Are temporary power panel and receptacles protected from weather?
Comments/Notes:	(Yes) (No) (N/A)	62	GFI's in use for site tools - applies to existing outlets in renovation projects as well?
	(Yes) (No) (N/A)	63	Temporary lights rigged and secured to supports properly with covers?
	(Yes) (No) (N/A)	64	If overhead power lines in area, are operations maintaining 10' distance or isolation?
	(Yes) (No) (N/A)	65	Is lockout/tagout program in effect?
	(Yes) (No) (N/A)	66	Sketch of proposed temporary power distribution been submitted/accepted before installing?
	(Yes) (No) (N/A)	67	Other? Extra Credit?
	(Yes) (No) (N/A)	68	Other? Extra Credit?

<b>CRANES</b>	(Yes) (No) (N/A)	69	Has periodic inspection been performed prior to use on site IAW EM 385-1-1, App. H?
Comments/Notes:	(Yes) (No) (N/A)	70	Are App. H daily start up inspections performed by operator and submitted with DRI?
	(Yes) (No) (N/A)	71	Is crane operator qualified IAW EM 385-1-1, App. G, and is crane certification posted in cab?
	(Yes) (No) (N/A)	72	Are workers protected from the crane swing radius and prevented from passing under the load?
	(Yes) (No) (N/A)	73	Are rigging cables and slings in good repair free of kinks and cracks?
	(Yes) (No) (N/A)	74	Is the crane level and on firm ground and outriggers in use with appropriate cribbing?
	(Yes) (No) (N/A)	75	Is crane side loading prohibited?
	(Yes) (No) (N/A)	76	Near electric power sources, are rules followed for clearance/isolation in operating zone?
	(Yes) (No) (N/A)	77	Is crane equipped with anti two-block device if required?
	(Yes) (No) (N/A)	78	Other? Extra Credit?

<b>CONFINED SPACES</b>	(Yes) (No) (N/A)	79	Has entry plan been submitted and accepted?
Comments/Notes:	(Yes) (No) (N/A)	80	Is atmosphere being monitored?
	(Yes) (No) (N/A)	81	Is space being ventilated?
	(Yes) (No) (N/A)	82	Are entrants, attendants and entry supervisor properly trained?
	(Yes) (No) (N/A)	83	Is rescue/retrieval system in place?
	(Yes) (No) (N/A)	84	Are daily entry permits posted at point of entry and signed by entry supervisor?
	(Yes) (No) (N/A)	85	Is point of entry posted "DANGER CONFINED SPACE"?
	(Yes) (No) (N/A)	86	Has blanking or locking out of systems taken place?
	(Yes) (No) (N/A)	87	Other? Extra Credit?

<b>ROOFING</b>	(Yes) (No) (N/A)	88	Are kettles at least 25 feet away from buildings?
Comments/Notes:	(Yes) (No) (N/A)	89	Has an employee fall protection system been implemented and in proper use?
	(Yes) (No) (N/A)	90	Are skylights and roof penetrations covered or barricaded appropriately?
	(Yes) (No) (N/A)	91	Has the roof been evaluated for its ability to support the intended construction loads?
	(Yes) (No) (N/A)	92	Has the roof been surveyed for deterioration?
	(Yes) (No) (N/A)	93	Are two fire extinguishers at the kettle?
	(Yes) (No) (N/A)	94	Fuel cylinder a minimum of 10' from open flame?
	(Yes) (No) (N/A)	95	Other? Extra Credit?
	(Yes) (No) (N/A)	96	Other? Extra Credit?

Date  
Corrected:

**CATEGORY:**

**EQUIPMENT**

Comments/Notes:

(Yes) (No) (N/A)	97	Are forklift operators qualified through training at the site (certificate included in Safety Plan)?
(Yes) (No) (N/A)	98	Mobile equipment equipped with rollover cages and backup alarms with moving parts adequately guarded?
(Yes) (No) (N/A)	99	Are equipment operations maintaining safe clearance from electrical power lines?
(Yes) (No) (N/A)	100	Modifications meet safety rating in accordance with manufacturer (i.e., lifting personnel with forklift)?
(Yes) (No) (N/A)	101	Are safety lashings provided for high pressure hose connections, i.e., air compressors?
(Yes) (No) (N/A)	102	Are workers clear of blind spots associated with mobile construction equipment?
(Yes) (No) (N/A)	103	Do aerial lifts have basket/platform with guardrail?
(Yes) (No) (N/A)	104	Workers not extending over guardrail of aerial lifts?
(Yes) (No) (N/A)	105	Are articulating boom platforms (JLG type) used with Full Body Harness attached to boom or basket?
(Yes) (No) (N/A)	106	Other? Extra Credit?
(Yes) (No) (N/A)	107	Other? Extra Credit?

**DEMOLITION**

Comments/Notes:

(Yes) (No) (N/A)	108	Has demolition plan been submitted and accepted?
(Yes) (No) (N/A)	109	Waste not being dropped > 6' unless in an enclosed chute and area secured from traffic?
(Yes) (No) (N/A)	110	Has an engineering survey been prepared for structural elements?
(Yes) (No) (N/A)	111	Are removal operations from the top down?
(Yes) (No) (N/A)	112	Are all floor and wall openings covered or guarded to prevent falls?
(Yes) (No) (N/A)	113	For building demolition, has notification been made to State having jurisdiction?
(Yes) (No) (N/A)	114	Are nails removed from scrap lumber/materials?
(Yes) (No) (N/A)	115	Other? Extra Credit?
(Yes) (No) (N/A)	116	Other? Extra Credit?

**PPE**

Comments/Notes:

(Yes) (No) (N/A)	117	Workers wearing leather shoes (no tennis shoes), long pants and sleeve shirt?
(Yes) (No) (N/A)	118	Hard hats being worn?
(Yes) (No) (N/A)	119	Safety glasses where appropriate?
(Yes) (No) (N/A)	120	Hearing protection where appropriate? (if you need to yell to converse)
(Yes) (No) (N/A)	121	Respirators where appropriate?
(Yes) (No) (N/A)	122	Impalement protection provided where personnel could work above vertical impalement?
(Yes) (No) (N/A)	123	Is lighting adequate?
(Yes) (No) (N/A)	124	Other? Extra Credit?

**ABATEMENT**

Comments/Notes:

(Yes) (No) (N/A)	125	Has abatement plan been submitted and accepted?
(Yes) (No) (N/A)	126	Is independent air monitoring being performed as required inside and outside barriers?
(Yes) (No) (N/A)	127	Is containment in place without integrity compromise?
(Yes) (No) (N/A)	128	Are employees utilizing appropriate PPE?
(Yes) (No) (N/A)	129	If negative air is used, are fans used continuously and monitored for pressure differential?
(Yes) (No) (N/A)	130	Has baseline been performed and necessary final clearance readings taken?
(Yes) (No) (N/A)	131	Are inspections by independent PQP performed prior to barrier removal?
(Yes) (No) (N/A)	132	Is waste material properly containerized and stored?
(Yes) (No) (N/A)	133	Are air monitoring results provided to ROICC?
(Yes) (No) (N/A)	134	Are waste shipment records provided to ROICC?
(Yes) (No) (N/A)	135	Other? Extra Credit?

**WATERFRONT  
ACTIVITIES**

Comments/Notes:

(Yes) (No) (N/A)	136	Are employees wearing appropriate flotation devices (PFDs)?
(Yes) (No) (N/A)	137	Is a space rescue skiff available?
(Yes) (No) (N/A)	138	Are emergency life rings available?
(Yes) (No) (N/A)	139	If diving operations are taking place, has a dive plan been submitted and accepted?
(Yes) (No) (N/A)	140	Does dive team consist of proper number and qualifications for employees?
(Yes) (No) (N/A)	141	Other? Extra Credit?

**SCORING:** Total applicable for each category = X (where X includes responses for category of "Yes" and "No" but does not include N/A)

Total with "Yes" responses for category = Y

**SCORE FOR EACH CATEGORY:** SCORE RATE EQUATION = Y / X

- |                                 |                           |                                 |
|---------------------------------|---------------------------|---------------------------------|
| 1 PREPARATORY PHASE: _____      | 6 LADDER SAFETY: _____    | 11 ROOFING: _____               |
| 2 OFFICE TRAILER GENERAL: _____ | 7 EXCAVATIONS: _____      | 12 EQUIPMENT: _____             |
| 3 FIRE PREVENTION: _____        | 8 ELECTRICAL: _____       | 13 DEMOLITION: _____            |
| 4 SCAFFOLD SAFETY: _____        | 9 CRANES: _____           | 14 PPE: _____                   |
| 5 FALL PROTECTION: _____        | 10 CONFINED SPACES: _____ | 15 ABATEMENT: _____             |
|                                 |                           | 16 WATERFRONT ACTIVITIES: _____ |

**OVERALL RATING = LOWEST RATING FOR ANY CATEGORY:** \_\_\_\_\_

**OVERALL COMPOSITE SCORE = (All "No" answers / All "Yes" answers) :** \_\_\_\_\_

**NAVAL FACILITIES ENGINEERING COMMAND**

**1. CONTRACTOR'S INVOICE**

From \_\_\_\_\_ Invoice Date \_\_\_\_\_  
 \_\_\_\_\_ Invoice Number \_\_\_\_\_

POC/Telephone/email for this invoice: \_\_\_\_\_

To: Contract Specialist: \_\_\_\_\_

**Below is a Statement of Performance under Contract**  
**for \_\_\_\_\_ at \_\_\_\_\_**

The enclosure provides breakdown of this statement of performance.

- A. Total value of contract/task order through change \_\_\_\_\_ ¥
- B. Percentage of performance complete \_\_\_\_\_ %
- C. Value of completed performance \_\_\_\_\_ ¥
- D. Less total of prior payments \_\_\_\_\_ ¥
- E. Amount of this invoice \_\_\_\_\_ ¥

Signature and Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature of Authorized Representative

**2. FIRST ENDORSEMENT**

**Receipt and Acceptance Certification**

From: FEAD, PWD Sasebo  
 To: DFAS

**1. Payment is recommended as follows:**

- A. Amount of work completed to (date) \_\_\_\_\_ ¥
- B. Less:
  - Retention \_\_\_\_\_ ¥
  - Other Deductions \_\_\_\_\_ ¥
- C. Subtotal \_\_\_\_\_ ¥
- D. Less previous payments \_\_\_\_\_ ¥
- E. Certified amount for payment # \_\_\_\_\_ ¥
- F. Elapsed contract time (if applicable) \_\_\_\_\_
- G. Responsible Certifying UIC \_\_\_\_\_
- H. Invoice Receipt Date \_\_\_\_\_
- I. Material/Services Receipt Date \_\_\_\_\_
- J. Material/Services Acceptance Date \_\_\_\_\_
- K. Date forwarded to paying office \_\_\_\_\_
- L. I certify this amount is correct and payment is recommended.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Authorized Representative  
 Name and Title (typed): \_\_\_\_\_  
 Phone and address: \_\_\_\_\_

**3. PROMPT PAYMENT CERTIFICATION**

I certify that the accounting data provided is accurate, funds have been obligated in appropriate accounting system and changes have been applied to the appropriate accounting classification reference number (ACRN), available funds have been decremented for the amount approved for disbursement and will not be de-obligated and the above invoice is correct and proper for payment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Authorized Representative  
 Name and Title (typed): \_\_\_\_\_  
 Phone and address: \_\_\_\_\_

**Line(s) of accounting to be used for this invoice** (include appropriate Line Item # (CLIN, SLIN, or ACRN, etc)

\_\_\_\_\_  
 \_\_\_\_\_

FINAL INVOICE CERTIFICATION

CONTRACT NO. AND TITLE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

**TRANSPORTATION OF SUPPLIES BY SEA (DFARS 252.247-7023)**

Per DFARS 252.247-7023 Transportation of Supplies by Sea, I make representation that to the best of my knowledge and belief (check only one of the following):

- \_\_\_\_\_ (1) No ocean transportation was used in the performance of this contract.
- \_\_\_\_\_ (2) Ocean transportation was used and only U.S.-flag vessels were used for all ocean shipments under the contract.
- \_\_\_\_\_ (3) Ocean transportation was used, and the Contractor had the written consent of the Contracting Officer for all non-U.S.-flag ocean transportation.
- \_\_\_\_\_ (4) Ocean transportation was used and some or all of the shipments were made on non-U.S.-flag vessels without the written consent of the Contracting Officer. The Contractor shall describe these shipments in the following format:

ITEM DESCRIPTION	CONTRACT LINE ITEMS	QUANTITY
------------------	---------------------	----------

TOTAL:

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Name/Title

ATTACHMENT J-0200000-04G

CONTRACTOR'S RELEASE  
NAVFAC 4330/7 (6-72)  
S/N 0105-LF-001-9100

**CONTRACTOR'S RELEASE UNDER CONTRACT N40084-**

KNOW ALL MEN BY THESE PRESENTS: In consideration of the premise and the sum of \_\_\_\_\_  
\_\_\_\_\_ ( ¥ \_\_\_\_\_ )

lawful money of the United States of America (hereafter called the "Government") \_\_\_\_\_

\_\_\_\_\_ ( ¥ \_\_\_\_\_ )

of which has already been paid and \_\_\_\_\_  
\_\_\_\_\_ ( ¥ \_\_\_\_\_ ) of which is to be paid

by the Government under the above-mentioned contract, the undersigned Contractor does, and by the receipt of said sum shall, for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of said contract.

IN WITNESS WHEREOF, this release has been executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_

**CERTIFICATE**

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ secretary of the corporation named as Contractor in the foregoing release; that \_\_\_\_\_ who signed said release on behalf of the Contractor was then \_\_\_\_\_ of said corporation; that said release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal)

\_\_\_\_\_



## DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES

SASEBO, JAPAN

PSC 476 BOX 1

FPO AP 96322-0001

5090

Code 00/0098

6 Feb 15

From: Commander, Fleet Activities Sasebo

To: All Fleet Activities Sasebo

Subj: ENVIRONMENTAL POLICY STATEMENT

Ref: (a) Japan Environmental Governing Standards of Dec 12  
(b) OPNAVINST 5090.1D  
(c) ISO 14001:2004, Environmental Management Systems  
Guidance of 15 Nov 04  
(d) ISO 14004:2004, Environmental Management Systems  
General Guidelines on Principles, Systems and Support  
Techniques of 15 Nov 04

1. Commander, Fleet Activities Sasebo (CFAS) is committed to the development, implementation and management of an Environmental Management System (EMS) for all activities that occur on its installation. The purpose of the EMS is to:

a. Meet the environmental goals of the Navy.

b. Maintain agreements between CFAS and the Government of Japan related to environmental compliance and stewardship per reference (a).

c. Provide sound business practices and implement measures set forth in the current Japan Environmental Governing Standards (JEKS) and other environmental directives that apply overseas.

d. Provide direction to CFAS departments and tenant commands that enable them to fulfill mission requirements while preserving, protecting and improving current and future environmental conditions in Sasebo and the surrounding areas in a professional and cost effective manner.

2. CFAS will deliberately execute the Navy's policy for planning and implementing a comprehensive EMS to enable full compliance with relevant environmental legislation, regulations, standards and policy per reference (b).

3. CFAS is committed to environmental compliance, prevention of pollution and continual improvement of its EMS. Furthermore, these goals are the responsibility of CFAS and tenant command leadership.

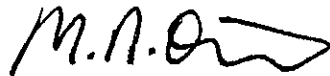
Subj: ENVIRONMENTAL POLICY STATEMENT

4. CFAS adopts ISO 14001:2004 as its EMS framework in accordance with references (c) and (d), and will apply best-business practices to enhance CFAS' overall mission performance.

5. CFAS leverages EMS as a comprehensive management system that encompasses all Navy missions within the CFAS fence line by assessing the impact that every Sailor and civilian has on the environment while performing their daily duties. The EMS measures our performance against strategic objectives with the ultimate goal of ensuring compliance, preventing pollution and mitigating risk/costs while accomplishing our missions.

6. CFAS recognizes EMS as the formal framework enabling organizations to improve environmental performance with a primary focus on the Navy mission. By committing to the EMS process, CFAS will achieve and sustain environmental goals through a cycle of continual improvement.

7. The Environmental Division, Public Works Department Sasebo will serve as the EMS administrator for all commands on CFAS. My point of contact is Ms. Teralyn Gard at DSN: 252-3369 or e-mail: teralyn.gard@fe.navy.mil.



M. D. OVIOS

Distribution:  
CFASINST 5216.2 List I & II



**Instructions for Completing EMS Awareness Training**

Registration

1. Go to <http://navfac.ecatts.com> home page and click “enter”.
2. Register as a new user by entering “navfac” (all lower case with no quotation marks) in the Registration Password dialog box.
3. Click the “Create an Account” link to establish an account.
4. Enter the employee’s name, email, login ID (pick any ID you choose to use), password (pick any password you choose to use), training type (i.e. Other Construction Contractor or Contract Employee Working on Installation) and work location (Japan, COMFLEACT Sasebo JA).
5. Click the “register” button and the website will generate a password to log into the training site.

Training

1. Go to the home page and login with the user name and password.
2. Click “Japanese language” button, click “Go To Your Training”, click “Go To My Training Modules”.
3. Open “Environmental Management System Awareness Training”, complete the training, take the test and print a certificate for your records.

The training takes approximately 20 minutes to complete.

ATTACHMENT J-02000000-07  
 RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES  
 FOR FORKLIFTS  
 AT COMMANDER, FLEET ACTIVITIES, SASEBO (CFAS), JAPAN  
 SOLICITATION/CONTRACT N40084-17-T-6000

Contract Line Item Number (CLIN) and Exhibit line Item Number (ELIN) Spread Sheet

CLIN	Description	Amount (Yen) per CLIN	Amount (Yen) per period
0001	<b>BASE PERIOD - Recurring Work</b>  The contractor shall provide all labor, materials, equipment, coordination and supervision to provide RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES FOR FORKLIFTS AT CFAS, JAPAN. The price for this CLIN is made up of all the line items being awarded for the base period, and are identified in the ELINs in Attachment J-02000000-07.	¥0	¥0
0002	<b>FIRST OPTION PERIOD - Recurring Work</b>  The contractor shall provide all labor, materials, equipment, coordination and supervision to provide RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES FOR FORKLIFTS AT CFAS, JAPAN. The price for this CLIN is made up of all the line items being awarded for the first option period, and are identified in the ELINs in Attachment J-02000000-07.	¥0	¥0
0003	<b>SECOND OPTION PERIOD - Recurring Work</b>  The contractor shall provide all labor, materials, equipment, coordination and supervision to provide RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES FOR FORKLIFTS AT CFAS, JAPAN AT CFAS, JAPAN. The price for this CLIN is made up of all the line items being awarded for the second option period, and are identified in the ELINs in Attachment J-02000000-07.	¥0	¥0
0004	<b>THIRD OPTION PERIOD - Recurring Work</b>  The contractor shall provide all labor, materials, equipment, coordination and supervision to provide RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES FOR FORKLIFTS AT CFAS, JAPAN. The price for this CLIN is made up of all the line items being awarded for the third option period, and are identified in the ELINs in Attachment J-02000000-07.	¥0	¥0
0005	<b>FOURTH OPTION PERIOD - Recurring Work</b>  The contractor shall provide all labor, materials, equipment, coordination and supervision to provide RENTAL, DELIVERY, MAINTENANCE, AND REPAIRS SERVICES FOR FORKLIFTS AT CFAS, JAPAN. The price for this CLIN is made up of all the line items being awarded for the fourth option period, and are identified in the ELINs in Attachment J-02000000-07.	¥0	¥0

**TOTAL OF CONTRACT AMOUNT FOR FIVE YEARS**

**¥0**

ATTACHMENT J-0200000-07  
EXHIBIT LINE ITEM NUMBERS  
SOLICITATION/CONTRACT #N40084-17-T-6000  
EXHIBIT A - CLIN 0001

Contract Period: 12 months (1 April 2017 through 31 March 2018)

**Line Item 0001 Recurring Work - Base Period**

PROVIDE PRICES FOR BSVE - RECURRING WORK PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3 OF ANNEX 15.

ELINs A001 through A003

ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Unit Price (¥)	Total amount (¥)
<b>SLIN 000101</b>	<b>FLCY NAVFACFE SUPPORT DIVISION OPERATION BRANCH - FUNDED AREA</b>				
A001	<b>Bldg. 239, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 0.5 ton or 0.7 ton capacity forklift (1 EA) Fork forward "picking" type : <b>MODEL TYPE</b> _____	12	MO		¥ -
A002	<b>Bldg. 224 / 1474, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.2 ton capacity forklift (1 EA): Turret fork, 3-way 180 degrees, "reach" type: <b>MODEL TYPE</b> _____	12	MO		¥ -
<b>SLIN 000102</b>	<b>NAVFAC FE, ENVIRONMENTAL DIVISION - FUNDED AREA</b>				
A003	<b>Bldg. 1653, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.5 ton capacity forklift (1 EA) Stand-up fork forward "lifting" type : <b>MODEL TYPE</b> _____	12	MO		¥ -
	<b>TOTAL RECURRING WORK LINE ITEMS (TOTAL OF ELINS A001 through A003)</b>			<b>TOTAL</b>	¥ -

Special Notes to Offeror/Contractor:

- (1) Unit Price Column - Prices must be expressed in whole YEN amounts.
- (2) The Offeror/Contractor shall provide prices for appropriate and required services in accordance with relevant sections C and J.
- (3) The Offeror/Contractor shall fill out MODEL TYPE in each ELIN.

ATTACHMENT J-0200000-07  
EXHIBIT LINE ITEM NUMBERS  
SOLICITATION/CONTRACT #N40084-17-T-6000  
EXHIBIT A - CLIN 0002

Contract Period: 12 months (1 April 2018 through 31 March 2019)

**Line Item 0002 Recurring Work - First Option Period**

PROVIDE PRICES FOR BSVE - RECURRING WORK PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3 OF ANNEX 15.

ELINs B001 through B003

ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Unit Price (¥)	Total amount (¥)
<b>SLIN 000201</b>	<b>FLCY NAVFACFE SUPPORT DIVISION OPERATION BRANCH - FUNDED AREA</b>				
B001	<b>Bldg. 239, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 0.5 ton or 0.7 capacity forklift (1 EA) Fork forward "picking" type : <b>MODEL TYPE</b> _____	12	MO	¥	-
B002	<b>Bldg. 224 / 1474, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.2 ton capacity forklift (1 EA) Turret fork, 3-way 180 degrees, "reach" type: <b>MODEL TYPE</b> _____	12	MO	¥	-
<b>SLIN 000202</b>	<b>NAVFAC FE, ENVIRONMENTAL DIVISION - FUNDED AREA</b>				
B003	<b>Bldg. 1653, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.5 ton capacity forklift (1 EA) Stand-up fork forward "lifting" type : <b>MODEL TYPE</b> _____	12	MO	¥	-
<b>TOTAL RECURRING WORK LINE ITEMS (TOTAL OF ELINS B001 through B003)</b>				<b>TOTAL</b>	¥ -

Special Notes to Offeror/Contractor:

- (1) Unit Price Column - Prices must be expressed in whole YEN amounts.
- (2) The Offeror/Contractor shall provide prices for appropriate and required services in accordance with relevant sections C and J.
- (3) The Offeror/Contractor shall fill out MODEL TYPE in each ELIN.

ATTACHMENT J-0200000-07  
EXHIBIT LINE ITEM NUMBERS  
SOLICITATION/CONTRACT #N40084-17-T-6000  
EXHIBIT A - CLIN 0003

Contract Period: 12 months (1 April 2019 through 31 March 2020)

**Line Item 0003 Recurring Work - Second Option Period**

PROVIDE PRICES FOR BSVE - RECURRING WORK PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3 OF ANNEX 15.

ELINs C001 through C003

ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Unit Price (¥)	Total amount (¥)
<b>SLIN 000301</b>	<b>FLCY NAVFACFE SUPPORT DIVISION OPERATION BRANCH - FUNDED AREA</b>				
C001	<b>Bldg. 239, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 0.5 ton or 0.7 ton capacity forklift (1 EA) Fork forward "picking" type : <b>MODEL TYPE</b> _____	12	MO		¥ -
C002	<b>Bldg. 224 / 1474, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.2 ton capacity forklift (1 EA) Turret fork, 3-way 180 degrees, "reach" type: <b>MODEL TYPE</b> _____	12	MO		¥ -
<b>SLIN 000302</b>	<b>NAVFAC FE, ENVIRONMENTAL DIVISION - FUNDED AREA</b>				
C003	<b>Bldg. 1653, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.5 ton capacity forklift (1 EA) Stand-up fork forward "lifting" type : <b>MODEL TYPE</b> _____	12	MO		¥ -
<b>TOTAL RECURRING WORK LINE ITEMS (TOTAL OF ELINS C001 through C003)</b>				<b>TOTAL</b>	¥ -

Special Notes to Offeror/Contractor:

- (1) Unit Price Column - Prices must be expressed in whole YEN amounts.
- (2) The Offeror/Contractor shall provide prices for appropriate and required services in accordance with relevant sections C and J.
- (3) The Offeror/Contractor shall fill out MODEL TYPE in each ELIN.

ATTACHMENT J-0200000-07  
EXHIBIT LINE ITEM NUMBERS  
SOLICITATION/CONTRACT #N40084-17-T-6000  
EXHIBIT A - CLIN 0004

Contract Period: 12 months (1 April 2020 through 31 March 2021)

**Line Item 0004 Recurring Work - Third Option Period**

PROVIDE PRICES FOR BSVE - RECURRING WORK PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3 OF ANNEX 15.

ELINs D001 through D003

ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Unit Price (¥)	Total amount (¥)
<b>SLIN 000401</b>	<b>FLCY NAVFACFE SUPPORT DIVISION OPERATION BRANCH - FUNDED AREA</b>				
D001	<b>Bldg. 239, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 0.5 ton or 0.7 ton capacity forklift (1 EA) Fork forward "picking" type : <b>MODEL TYPE</b> _____	12	MO	¥	-
D002	<b>Bldg. 224 / 1474, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.2 ton capacity forklift (1 EA) Turret fork, 3-way 180 degrees, "reach" type: <b>MODEL TYPE</b> _____	12	MO	¥	-
<b>SLIN 000402</b>	<b>NAVFAC FE, ENVIRONMENTAL DIVISION - FUNDED AREA</b>				
D003	<b>Bldg. 1653, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.5 ton capacity forklift (1 EA) Stand-up fork forward "lifting" type : <b>MODEL TYPE</b> _____	12	MO	¥	-
<b>TOTAL RECURRING WORK LINE ITEMS (TOTAL OF ELINS D001 through D003)</b>				<b>TOTAL</b>	¥ -

Special Notes to Offeror/Contractor:

- (1) Unit Price Column - Prices must be expressed in whole YEN amounts.
- (2) The Offeror/Contractor shall provide prices for appropriate and required services in accordance with relevant sections C and J.
- (3) The Offeror/Contractor shall fill out MODEL TYPE in each ELIN.

ATTACHMENT J-0200000-07  
EXHIBIT LINE ITEM NUMBERS  
SOLICITATION/CONTRACT #N40084-17-T-6000  
EXHIBIT A - CLIN 0005

Contract Period: 12 months (1 April 2020 through 31 March 2021)

**Line Item 0005 Recurring Work - Fourth Option Period**

PROVIDE PRICES FOR BSVE - RECURRING WORK PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3 OF ANNEX 15.  
ELINs E001 through E003

ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Unit Price (¥)	Total amount (¥)
<b>SLIN 000501</b>	<b>FLCY NAVFACFE SUPPORT DIVISION OPERATION BRANCH - FUNDED AREA</b>				
E001	<b>Bldg. 239, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 0.5 ton or 0.7 ton capacity forklift (1 EA) Fork forward "picking" type : <b>MODEL TYPE</b> _____	12	MO	¥	-
E002	<b>Bldg. 224 / 1474, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.2 ton capacity forklift (1 EA) Turret fork, 3-way 180 degrees, "reach" type: <b>MODEL TYPE</b> _____	12	MO	¥	-
<b>SLIN 000502</b>	<b>NAVFAC FE, ENVIRONMENTAL DIVISION - FUNDED AREA</b>				
E003	<b>Bldg. 1653, Main Base</b> Provide rental, delivery, maintenance, and repairs services for forklifts in accordance with Spec Item 3 of 1700000.  - 1.5 ton capacity forklift (1 EA) Stand-up fork forward "lifting" type : <b>MODEL TYPE</b> _____	12	MO	¥	-
<b>TOTAL RECURRING WORK LINE ITEMS (TOTAL OF ELINS E001 through E003)</b>				<b>TOTAL</b>	¥ -

Special Notes to Offeror/Contractor:

- (1) Unit Price Column - Prices must be expressed in whole YEN amounts.
- (2) The Offeror/Contractor shall provide prices for appropriate and required services in accordance with relevant sections C and J.
- (3) The Offeror/Contractor shall fill out MODEL TYPE in each ELIN.

AC	Acre
AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale
BF	Board Foot
BG	Bag
BK	Book
BL	Barrel
BO	Bolt
BQ	Briquet
BR	Bar
BT	Bottle
BX	Box
CA	Cartridge
CB	Carboy
CC	Cubic Centimeter
CD	Cubic Yard
CE	Cone
CF	Cubic Foot
CG	Centigram
CI	Cubic Inch
CK	Cake
CL	Coil
CM	Centimeter
CN	Can
CO	Container
CU	Curie
CY	Cylinder
CZ	Cubic Meter
DA	Days
DC	Decagram
DE	Decimeter
DG	Decigram
DL	Deciliter
DM	Dram
DO	Dollars
DR	Drum
DW	Pennyweight
DZ	Dozen
EA	Each
EN	Each Collection
EX	Exposure
FD	Fold

FR	Frame
FT	Foot
FV	Five
FY	Fifty
GG	Great Gross
GI	Gill
GL	Gallon
GM	Gram
GN	Grain
GP	Group
GR	Gross
HD	Hundred
HF	Hundred Feet
HK	Hank
HP	Hundred Pounds
HR	Hours
HS	Hundred Square Feet
HW	Hundred Weight
HY	Hundred Yards
IN	Inch
JR	Jar
KG	Kilogram
KM	Kilometer
KR	Carat
KT	Kit
LB	Pound
LF	Linear Foot
LG	Length
LH	Labor Hours
LI	Liter
LM	Linear Meter
LO	Lot
LS	Lump Sum
LY	Linear Yard
MC	Thousand Cubic Feet
ME	Meal
MF	Thousand Feet
MG	Milligram
MI	Mile
ML	Milliliter
MM	Millimeter
MO	Months
MR	Meter
MX	Thousand
OT	Outfit
OZ	Ounce

PD	Pad
PG	Package
PI	Pillow
PM	Plate
PR	Pair
PT	Pint
PX	Pellet
PZ	Packet
QT	Quart
RA	Ration
RD	Round
RL	Reel
RM	Ream
RO	Roll
RX	Thousand Rounds
SB	Square Mile
SC	Square Centimeters
SD	Skid
SE	Set
SF	Square Foot
SH	Sheet
SI	Square Inch
SK	Skein
SL	Spool
SM	Square Meter
SO	Shot
SP	Strip
SQ	Square
SX	Stick
SY	Square Yard
TC	Truckload
TD	Twenty-Four
TE	Ten
TF	Twenty-Five
TG	Gross Ton
TN	Ton
TO	Troy Ounce
TS	Thirty-Six
TT	Tablet
TU	Tube
UN	Unit
US	US U.S.P Unit
VI	Vial
WK	Week
YD	Yard
YR	Years



REQUIRED TYPES OF FORKLIFTS

**1. A 0.5 TON OR 0.7 TON ELECTRIC FORKLIFT**

The Contractor shall provide forklift meeting following characteristics or equivalent.

- (1) Power: Battery
- (2) Type: Fork forward “picking” type
- (3) Load capacity: 0.5 ton with deviation of plus/minus five (5) %
- (4) Maximum load height (fork height): 5 meters
- (5) Fork length: 770 mm or less
- (6) Minimum turn radius: Within 1.21 meters
- (7) Minimum 90 degree turn, within 1.5 meters
- (8) Overall length: 2.3 meters or less

The Contractor shall provide wire connecting device between forklift and the power outlet at Bldg. 239 when required.

**2. ESTIMATED GOVERNMENT USAGE FOR THE FORKLIFT AS FOLLOWS:**

- (1) Place of use: Tool Room in Bldg #239, Facilities Maintenance Building, PWD Sasebo, NAVFAC FE
  - A. Area of Tool Room: 2,500 square feet (SF) (232 square meters (SM))
  - B. Size of rack: 2.5m W x 1.2m W x 4.8m H
  - C. Width of aisle: Minimum 2.55 meters and maximum three (3) meters
- (2) Time of use: 08:00- 16:45, Monday through Friday.
- (3) Average size of cargo to pick-up and move: 1.2-meter square pallets, w/1.5 - 2.0 -meter height cargo.
- (4) Maximum size of cargo in a single operation: 0.5 ton
- (5) Kinds of material to be handled by the rented forklift: Hand and power tools as drills, reciprocating saws, circular saws, pumps, compressors, generators, PPE (coveralls, gloves), etc.
- (6) Average length of time in continuous operation: Maximum two (2) hours per day.

- 3. CUSTOMER’S POINT OF CONTACT (POC):** The customer’s POC of the delivered services is Mr. Nakazato, FLCY NAVFACFE Material Support Sasebo at 0956-50-3390, and EMAIL address at [Hiroshi.Nakaz.JA@fe.navy.mil](mailto:Hiroshi.Nakaz.JA@fe.navy.mil).

REQUIRED TYPES OF FORKLIFTS

**1. A 1.2 TON ELECTRIC FORKLIFT**

The Contractor shall provide forklift meeting following characteristics or equivalent.

- (1) Power: Battery
- (2) Type: Turret fork, 3-way 180 degrees, "reach" type
- (3) Load capacity: 1.2 tons with deviation of plus/minus five (5)%
- (4) Maximum load height (Fork height): 6 meters
- (5) Fork length: 920 mm or greater
- (6) Capable of loading/unloading in 2.4 meter wide working area.

The Contractor shall provide wire connecting device between forklifts and the power outlet at Bldg. 224 and Bldg. 1474 when required.

**2. ESTIMATED GOVERNMENT USAGE FOR THE FORKLIFT AS FOLLOWS:**

- (1) Place of use: Warehouse area with pallet rack in Bldg. 224, Warehouse and Bldg. 1474, Facilities Maintenance Building, PWD Sasebo, NAVFACFE
  - A. Area of warehouse: Bldg. 224: 8,291 SF (770 SM), Bldg. 1474: 5,857 SF (544 SM)
  - B. Size of rack: 2.5m W x 1.2m D x 5.5m H
  - C. Width of aisle: Minimum 1.5 meters and maximum two (2) meters.
- (2) Time of use: 08:00-16:45, Monday through Friday
- (3) Average size of cargo to pick-up and move: 1.2-meter square pallets, w/1.5-2-meter height cargo.
- (4) Maximum size of cargo in a single operation: 1.2 tons
- (5) The materials to be handled: All construction materials including but not limited to wall/ceiling board, ceramic tiles, cement, electrical cables, panel boards, etc.
- (6) Average length of time in continuous operation: Maximum two (2) hours per day.

- 3. CUSTOMER'S POINT OF CONTACT (POC):** The customer's POC of the delivered services is Mr. Nakazato, FLCY NAVFACFE Material Support Sasebo at 0956-50-3390, and EMAIL address at [Hiroshi.Nakaz.JA@fe.navy.mil](mailto:Hiroshi.Nakaz.JA@fe.navy.mil).

REQUIRED TYPES OF FORKLIFTS

**1. A 1.5 TON ELECTRIC FORKLIFT**

The Contractor shall provide forklift meeting following characteristics or equivalent.

- (1) Power: Battery
- (2) Weight: 2,190 kg
- (3) Type: Stand-up fork forward "lifting" type
- (4) Maximum lifting power: 1.5 ton
- (5) Gate Height: Maximum 4.85 meters
- (6) Forklift height: 1.995 meters
- (7) CAB: Covered head/top, open side is acceptable.
- (8) Side shift
- (9) Two side mirrors

**2. ESTIMATED GOVERNMENT USAGE FOR THE FORKLIFT AS FOLLOWS;**

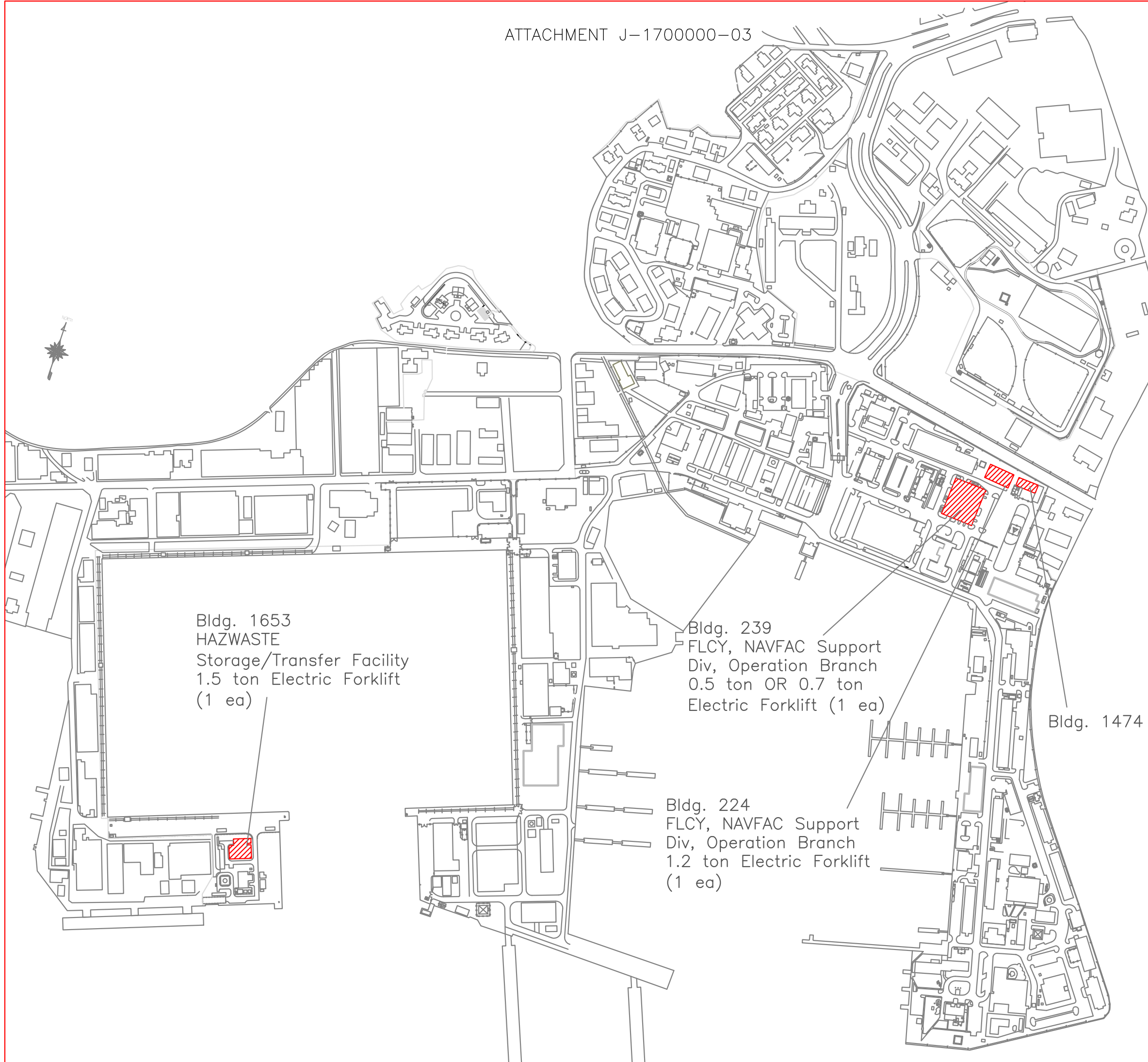
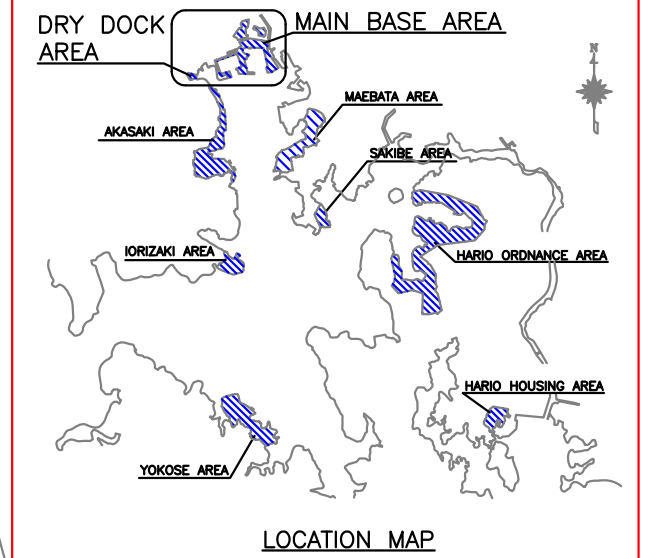
- (1) Place of use: Bldg. 1653, Hazardous Waste Storage and Transfer Facility, Environmental Division, PWD, Sasebo, NAVFAC FE.
- (2) Time of use: 08:00- 16:30, Monday through Friday.
- (3) Average size of cargo to pick-up and move: 200kg×3 drums on the 1.2-meter square pallets
- (4) Maximum size of cargo in a single operation: 1.2 tons of hazardous waste
- (5) Average length of time in continuous operation: Three (3) hours per day.

**3. CUSTOMER'S POINT OF CONTACT (POC): The customer's POC of the delivered services is Mr. Yonaha, Environmental Division at 0956-50-2686, and EMAIL address at [Jun.Yonaha.JA@fe.navy.mil](mailto:Jun.Yonaha.JA@fe.navy.mil).**

ATTACHMENT 1700000-02

REFERENCES AND TECHNICAL DOCUMENTS

<u>Reference</u>	<u>Title</u>
The Ordinance on Industrial Safety and Health	The Ordinance on Industrial Safety and Health's Web site at <a href="http://law.e-gov.go.jp/htmldata/S47/S47F04101000032.html">http://law.e-gov.go.jp/htmldata/S47/S47F04101000032.html</a>
Safety Association of Construction and Loading Vehicles (SACL)	Safety Association of Construction and Loading Vehicles' Web site at <a href="http://www.sacl.or.jp/">http://www.sacl.or.jp/</a>



Bldg. 1653  
HAZWASTE  
Storage/Transfer Facility  
1.5 ton Electric Forklift  
(1 ea)

Bldg. 239  
FLCY, NAVFAC Support  
Div, Operation Branch  
0.5 ton OR 0.7 ton  
Electric Forklift (1 ea)

Bldg. 224  
FLCY, NAVFAC Support  
Div, Operation Branch  
1.2 ton Electric Forklift  
(1 ea)

Bldg. 1474

AREA OF DELIVERY & OPERATION OF FORKLIFTS AT MAIN BASE AREA	
RFP NO. N40084-17-T-6000	AMENDMENT NO.
CONTRACT NO.	MODIFICATION NO.
ATTACHMENT NO. J-1700000-03	PAGE NO. 1 OF 1