

ATTACHMENT 2

**PERFORMANCE-BASED
WORK STATEMENT**

FOR

GOUNDS MAINTENANCE SERVICES

FOR

***KADENA AB, 18TH MUNITIONS
SQUADRON, AND VARIOUS
MILITARY INSTALLATIONS***

KADENA, AB

18 JUNE 2008

**GROUNDS MAINTENANCE PWS
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1. DESCRIPTION OF SERVICES.

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to ensure that grounds maintenance is performed at Operation and Maintenance (O&M) areas, Department of Defense Dependents Schools (DoDDS), DoD Family Housing, 18th Munitions, Maintenance Squadron (MUNS) and Tenant Units, Kadena Air Base and various U.S. Military Installations, Okinawa, Japan in a manner that will maintain healthy grass, trees, shrubs, and plants. The estimated quantities of work are listed in Appendix A, Estimated Workload Data.

1.1. MAINTAIN IMPROVED GROUNDS.

Improved grounds are identified in Appendix B.

1.1.1. Improved Grounds. Mow grass on improved grounds. Remove or mulch visible grass clippings after mowing. Maintain grass height between 2 to 4 inches, uniform in appearance, free of skips, gaps, rutting, or scalping. **Seed heads are not included in this measurement** (due to the fact they can grow 7-8 inches in a 24 hour period).

1.1.2. Edging. Edge sidewalks, driveways, street edges, curbs, and other hard surfaced areas located within the improved grounds. Edge no more than ½-inch from the surface edged, maintaining an even contour with the edged surface, uniform in appearance and free of scalping, rutting, and uneven or rough cutting. The maximum overhang allowed is no more than 1.5 inches from surface edge. Remove vegetation from expansion joints and cracks in edged surfaces.

1.1.3. Trimming. Trim grass and other vegetation around trees, shrubs, hedges, manholes, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles on improved grounds. Match trimming height to surrounding area grass heights. Remove visible vegetation clippings after trimming. All areas shall be trimmed concurrent with mowing. Damage to trees and shrubs from trimming shall be repaired by the contractor. If a plant should die or become unhealthy due to damage, the contractor shall be responsible for replacement of the damaged plant with a plant of same size and type. Plant replacement shall occur within 15 days of noticed damage.

1.1.4. Remove Debris/Police Grounds. Perform general litter patrol in all areas of improved grounds identified in Appendix B prior to grass cutting operations. Remove and dispose of tree limbs (less than 6 ft. long or less than 70 lbs.), dry brush, fallen leaves, rocks, rodent habitats, paper, bottles, and cans, etc.

1.1.5. Prune Shrubs. Prune shrubs on improved grounds to maintain their natural growth characteristics and health of the plant and to promote safety and security. Maintain the existing shape and form of the shrubs prune annually or as required to

maintain a minimum clearance of 3 inches from buildings, sidewalks, or other obstructions. New growth on shrubs two (2) feet or smaller shall not reach more than three (3) inches. Shrubs more than two (2) feet tall shall be pruned when new growth reaches six (6) inches. Shrubs shall be litter and weed free.

1.1.6. Prune Hedges. Prune hedges on improved grounds to enhance the beauty and health of the plant. Hedges shall be pruned and maintained at a height of three (3) feet along roads and sidewalks. Hedges in other areas shall be pruned and maintained at a height of four (4) feet. New growth shall not extend more than six (6) inches beyond the previously groomed length. All hedges shall be pruned and maintained no less than two (2) feet away from buildings and other structures. Hedges shall be maintained free of litter, weeds, and debris.

1.1.7. Grass Clippings. Grass clippings shall be collected, removed, and disposed of after each cut. Contractor may mulch clippings into existing turf as long as clippings are not visible. Grass clippings shall also be removed from French drains, catch basins, storm drains, drainage ditches and all paved surfaces adjacent to grounds areas covered in this contract.

1.1.8. Disposal. The contractor shall dispose clippings and all debris collected from grounds during normal operations at a location off of the U.S. Government installation in accordance with all local prefecture laws.

1.1.9. Air Park Grounds. The contractor shall perform grounds maintenance every Saturday at the Air Park near KAB gate 1. The area shall be maintained as improved grounds, in accordance with paragraphs 1.1.1 – 1.1.12 of this PWS. In the event adverse weather prevents Saturday grounds maintenance performance, the contractor shall perform grounds maintenance services the next available workday. Such rescheduling of services shall have no impact on the performance of service the next Saturday. In case of a scheduled event that will prevent Saturday performance, the Quality Assurance Personnel (QAP) will provide advance notice to the contractor. The contractor shall reschedule the performance of services and shall notify the QAP of the rescheduled performance date.

1.1.10. Special Event Services. Upon notification the contractor shall perform special event grounds maintenance services. Special events shall include, but are not limited to, change of command ceremonies, holiday festivities, base appearance inspections, etc. Support of these events may include, but is not limited to, schedule adjustments for mowing. The standards of performance shall remain the same as improved grounds as specified in paragraph 1.1.1 in this PWS. The contracting officer or QAP will notify the contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event. Upon notification by the QAP the contract manager shall respond within two (2) hours to the QAP. Upon receiving direction from the QAP the contractor shall begin services within the specified time frame. A typical special event will not exceed five (5) acres of grounds maintenance. Since Special Event Services work

is paid for under a separate line item, contractor shall not divert otherwise specified services to accomplish Special Event Services.

1.1.11. Unacceptable Performance. If any inspection indicates unacceptable performance, the QAP will notify the contractor's manager or Quality Control Inspector (QCI) of the deficiencies and have them corrected. Contractor will be given two hours to correct deficiencies. The QAP will not issue a receiving report indicating acceptance for payment for these services (Air Park and/or Special Events) unless they are completed on time and in accordance with PWS requirements.

1.1.12. General Officer Quarters (GOQ). GOQs shall be maintained as improved grounds in accordance with paragraphs 1.1.1 – 1.1.12 of this PWS as listed in Appendix B.

1.1.13. Prune Trees. Contractor shall trim/prune trees on all grounds areas under this contract on an as required basis. Trees shall be maintained to their natural growth and present a healthy look, be free of browning foliage, and dead limbs. The contractor shall be responsible for any branches, limbs, trunks or parts of trees that require service up to seven (15) feet in height from the ground. The government is responsible for heights greater than seven (15) feet.

1.2. MAINTAIN SEMI-IMPROVED GROUNDS.

Semi-improved grounds are identified in Appendix B.

1.2.1. Semi-Improved Grounds. Grass, trees, shrubs, and hedges shall be maintained on all semi-improved grounds on areas identified in Appendix B. The contractor shall maintain (mow) grass height between 4 and 10 inches on all semi-improved areas. Remove or mulch visible grass clippings after mowing.

1.3. MAINTAIN FLOWER BEDS.

Contractor shall maintain flower beds for GOQ and Department of Defense Education Activity (DoDEA) ground areas as listed in Appendix B. All weeds shall be removed or eradicated manually or mechanically, but not chemically. Flowerbeds shall be pruned as required maintaining clearances of a minimum of three (3) inches from buildings, sidewalks, or other obstructions. The government reserves the right to add any xeriscaped areas to be maintained under this paragraph.

1.4. BASE PERIMETER AND INTERIOR SECURITY FENCES

A "clear zone" shall be maintained at all base perimeter and interior fences (available real estate permitting), which shall be measured from the ground surface vertically perpendicular and from both sides of the fence horizontally parallel with respect to the ground surface, unless limited by natural barriers or legal boundaries. The clear zone for

the 18th Munitions (18 MUNS) areas shall have a minimum of 15 feet vertical and 15 feet horizontal clearance along both sides of the fence. The clear zone in all industrial and DoD Family Housing areas shall have a minimum of 15 feet vertical and 10 feet horizontal clearance along both sides of the fence. A clear zone shall be maintained in such that all vines, tree branches, weeds, grass and other vegetation does not overhang along the perimeter and interior security fence lines. See Appendix E, for clear zone illustration (example).

1.5. XERISCAPING.

Upon notification from the QAP, perform Xeriscaping services on improved grounds. Xeriscaping is a landscaping method that employs drought-resistant plants in an effort to conserve resources, especially water, and reduce yard trimmings. Xeriscaping uses decorative brick, lava rock, mulch and low water vegetation such as bougainvillea, hibiscus, cactus, and evergreen ground covering plants to eliminate the high costs of maintaining 2"-4" grass fields and reduce the cost of watering.

1.6. SHRUB REMOVAL.

Upon notification from the QAP, perform shrub removal on improved and semi improved grounds.

1.7. SPECIAL CUT.

Upon notification from the QAP, contractor shall perform a Special, Initial, DV (Distinguished Visitor) cut on new grounds maintenance requirements. Special initial cut will only be used if the new grounds are greater than 14 inches in height and/or a new grounds maintenance requirement. All Special, Initial, or DV cuts will be executed via a task order.

1.8. PRESERVATION OF GOVERNMENT PROPERTY.

1.8.1. Damages. The contractor shall be responsible for all damages resulting from the contractor's operation and shall report them to the QAP upon occurrence. Any damage shall be repaired within seven (7) calendar days upon notification from the QAP at no additional cost to the government. Repair shall be equal to or better than the original condition and be subject to approval of the QAP.

1.8.2. Scalping. Precautions shall be taken to prevent scalping due to uneven mowing. Should scalping occur, the contractor shall be responsible for immediate replacement, reseeding or sodding the area to return it to its original condition.

1.8.3. Rutting of Grounds Surface. Precautions shall be taken to prevent rutting of grounds surfaces saturated with water due to rain or other means. If saturation persists, preventing grounds maintenance services to be performed the contractor shall document

the circumstances of non-performance and submit to the QAP. Documentation provided within 24 hours to the QAP shall include, as a minimum, location of non-performance and dates of scheduled/attempted performance.

1.9. IGLOOS.

Grass at “Igloos” located in the 18 MUNS area shall be cut within five (5) feet from vertical faces of structures. In addition, a semi-circle with a radius of 50 feet shall be cut at all doorways to igloos as listed in Appendix B. The contractor shall maintain grass on igloo grounds between six (6) to nine (9) inches in height to prevent erosion. Mowing operations shall not damage earth covering igloos.

1.10. SCHEDULES.

The contractor shall develop grounds maintenance schedules each month. The first schedule shall be submitted to the QAP within 10 days prior to the beginning of the first performance period. Subsequent monthly schedules shall be submitted on or before the 20th of the month prior to the effective period of the schedule to the QAP. If the 20th falls on a Saturday or Sunday, the contractor shall submit the schedule on the preceding Friday.

2. SERVICES SUMMARY.

The Contractor service delivery requirements are summarized into performance objectives that relate directly to standards of performance required to meet mission essential needs. For the Performance Objective to be met, service delivery must be in substantial compliance with applicable performance standards. The Performance Threshold describes the minimum overall levels of service delivery required for acceptable quality control. Failure to meet these Performance Thresholds means that contractor Quality Control is unacceptable.

SERVICES SUMMARY		
Performance Objective	PWS Para #	Performance Threshold
<p>Maintain Improved Grounds</p> <p>Grass is maintained within proper height 2-4 inches. Grounds are policed and all debris removed prior to cutting. Perform Grounds Maintenance services to promote the growth of healthy grass, trees, shrubs, and plants. All tasks associated with improved grounds maintenance properly performed.</p>	<p>1.1.1.- 1.1.12</p>	<p>Meet standards 90% of the time.</p>
<p>Maintain Semi-Improved Grounds</p> <p>Grass is maintained within proper height 4-14 inches. Grounds are policed and all debris removed prior to cutting. All tasks associated with semi-improved grounds maintenance properly performed.</p>	<p>1.2.1</p>	<p>Meet standards 90% of the time.</p>
<p>Maintain GOQ Grounds</p> <p>Grass is maintained within proper height 2-4 inches. Grounds are policed and all debris removed prior to cutting. All tasks associated with GOQs grounds maintenance properly performed.</p>	<p>1.1.1.- 1.1.12</p>	<p>Meet standards 90% of the time.</p>
<p>Special Event Services</p> <p>Provide grounds maintenance services for special events within the specified time frame upon notification. All tasks associated with special events grounds maintenance properly performed.</p>	<p>1.1.10.</p>	<p>Meet standards 95% of the time.</p>

<p>Maintain Air Park Grounds</p> <p>Grass is maintained within proper height 2-4 inches. Grounds are policed and all debris removed prior to cutting. All tasks associated with Air Park grounds maintenance properly performed.</p>	<p>1.1.9.</p>	<p>Meet standards 95% of the time.</p>
<p>Maintain Igloos Grounds</p> <p>Grass is maintained within proper height 6-9 inches. Grounds are policed and all debris removed prior to cutting. All tasks associated with Igloos grounds maintenance properly performed.</p>	<p>1.7.</p>	<p>Meet standards 90% of the time.</p>

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

3.1. FACILITIES.

The Government will provide for Contractor use an open area as specified in Appendix D in support of the requirements of this contract. The open area is provided “as is.” Contractor shall obtain Contracting Officer approval in advance of making any changes in the facility. Such changes will be at no cost to the Government unless otherwise approved by the Contracting Officer. The Government reserves the right to reallocate and relocate assigned facilities during the term of the Contract at no cost to the Government. Upon completion or termination of this Contract, or upon such reallocations or relocations, return facilities to the Government in the same condition as at initial issue to the Contractor, reasonable wear and tear are expected, or as otherwise approved by the Contracting Officer.

3.1.1. Approximately 38,765 square feet of exterior space are provided for performance of this contract. The area is located near facilities 4803 and 4978. For routes to and from this area please see Appendix D.

3.2. UTILITIES.

The Government will furnish utilities as currently installed in Government provided facilities. All facilities do not receive the same utility services. The Contractor shall not change or modify any utility system or component; or connect any Contractor property, equipment or system without prior Contracting Officer review and approval. The contractor shall be responsible to prevent waste or abuse of utilities provided by the Government. The contractor shall ensure that water and lights when not in use are turned off.

3.3. GOVERNMENT FURNISHED SERVICES

3.3.1. SECURITY AND FIRE PROTECTION. The following phone numbers are furnished:

	<u>Kadena AB</u>	<u>Marines</u>	<u>Army</u>
EMERGENCY	911	911	911
Provost Marshall	645-3504	644-4700	644-4700
Fire Protection	634-2351	645-3776	644-4677
Security Police	634-2476	645-7441	644-4715
Interpreter	634-1880		

4. GENERAL INFORMATION.

4.1. MISSION.

The overall Civil Engineer mission at Kadena Air Base, Japan is to plan, maintain, operate, and protect the infrastructure, facilities, and environment for assigned airmen, families, and civilian employees.

4.2. QUALITY CONTROL.

As a minimum the contractor's Quality Control procedures shall address the areas identified in the Service Summary (SS).

4.2.1. The contractor's QCP shall contain, as a minimum, the following items:

- a. A description of the inspection system to cover all services. Description shall include the specific areas to be inspected on a scheduled and unscheduled basis, frequency of inspections, and the title and organizational placement of the inspector(s).
- b. A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- c. A description of how the records will be kept. Records must document all inspections and corrective or preventive actions taken.

4.2.2. Records of inspections shall be kept and made available to the Government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

4.3. QUALITY ASSURANCE.

The government will periodically evaluate the contractor's performance by appointing a QAP representative(s) to monitor performance and ensure services are received. The QAP will evaluate the contractor's performance through periodic inspections and receipt of customer complaints. The government may inspect each task and increase the number of quality control inspections if deemed appropriate due to repeated nonconformance. The contractor shall be responsible for initially validating customer complaints. However, the QAP will make the final determination of the validity of customer complaints.

4.3.1. The Quality Assurance Personnel (QAP) is the authorized government representative(s) who will perform assessments of the contractor's performance. Subsequent to contract award, the identity of the QAP(s), with a letter defining their duties and authority will be promptly furnished to the successful bidder.

4.3.2. The QAP(s) or alternate(s) will inform the contract manager in person when discrepancies occur and will request corrective action. The QAP(s) or alternate(s) will

make a notation of the discrepancy on their surveillance checklist with the date and time the discrepancy was noted and will request the contract manager (or authorized representative) to initial the entry on the checklist.

4.3.3. Any matter concerning a change to the scope, prices, terms or conditions of this contract shall be referred to the Contracting Officer and not to the QAP(s).

4.3.4. The services to be performed by the contractor during the period of this contract shall at all times and places be subject to review by the Contracting Officer or authorized representative(s).

4.4. GOVERNMENT REMEDIES.

The Contracting Officer shall follow FAR 52.212.4, Contract Terms and Conditions-Commercial Items (April 1998), for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

4.5. ENVIRONMENTAL REQUIREMENTS.

The contractor shall be knowledgeable of and comply with all Department of Defense and Japan Environmental Governing Standards chapter 7 Solid Waste requirements regarding environmental protection. In the event environmental laws, regulations, or requirements change during the term of the contract, the contractor shall comply with such changes. Upon receipt of any such change, the contractor has 30 calendar days to request an equitable adjustment, if necessary, to comply with a newly applicable environmental rule. If the contractor spills or releases any substance listed in the Japan Environmental Governing Standards appendix A into the environment, the contractor shall immediately report the incident to the QAP. If the QAP is unavailable the contractor shall call 18 CES Customer Service to report the incident at 634-2424. The liability for the spill or release of such substances rests solely with the contractor and its agent.

4.6. HOURS OF OPERATION.

Contractor shall perform grounds maintenance services required under this contract between the hours: 0700 – 1800 hours, Monday thru Saturday, except on U.S. Holidays. The contractor shall notify the QAP if he/she desires to perform services other than the hours and days stated in this paragraph.

4.6.1. HOLIDAYS. The contractor is not required to provide service, except as noted on the following U.S. holidays:

First Day of January

New Years Day

Third Monday of January

Martin Luther King's Birthday

Third Monday of February

President's Day

Last Monday of May	Memorial Day
4 July	Independence Day
First Monday of September	Labor Day
Second Monday of October	Columbus Day
11 November	Veteran's Day
Fourth Thursday of November	Thanksgiving Day
25 December	Christmas Day

* If a holiday falls on Saturday it will be observed the proceeding Friday. If a holiday falls on a Sunday it will be observed the following Monday.

4.7. EMERGENCY ACTION PLAN.

The contractor shall prior to the first day of the first performance period provide the CO an Emergency Action Plan. The Emergency Action Plan shall include fire prevention, response procedures, and contact numbers for the Kadena AB Fire Department. The Emergency Action Plan once approved by the CO shall be implemented by the contractor at the start of the first performance period.

4.8. SECURITY REQUIREMENTS.

Security and base access requirements are contained in clause 5352.242-9000 "Contractor Access to Air Force Installations." Contractor employees shall be required to obtain and display identification badges. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits through out the base. Procedures for commercial vehicle access to the base are subject to change without prior notice. The contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of each work period, all government facilities, equipment and materials shall be secured.

4.8.1. Key Control. The contractor shall develop and implement a key control method to ensure all keys issued to the contractor by the government are not lost or used by unauthorized persons. The contractor shall not duplicate any key issued by the government. The contractor shall immediately report to the QAP any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction from the CO, to re-key or replace the affected lock(s) without cost to the government. In the event a master key is lost or duplicated, the government will replace all locks and keys for that system and the total cost will be deducted from the monthly payment due to the contractor.

4.8.2. The contractor shall prohibit the use of keys issued by the government by any persons other than the contractor's employees and the opening of locked areas by

contractor employees to permit entrance of persons other than contractor employees engaged in performance of this PWS. The contractor shall like-wise control access to all government provided lock combinations to preclude unauthorized entry.

4.9. PERFORMANCE OF SERVICE DURING CRISIS OR HEIGHTENED SECURITY.

In the event of a crisis declared overseas or in the United States, not affecting the local area, the contractor shall perform all services required in this contract unless and until notified otherwise by the contracting officer.

4.10. CONTRACTOR PERSONNEL.

4.10.1. Contract Manager. The contractor shall provide a contract manager and alternate contract manager (responsible in the absence of the contract manager) who shall be responsible for the performance of the services. The names of the contract manager and alternate(s) shall be provided to the CO in writing prior to the beginning of the first performance period. The contract manager and alternate(s) must be able to read, write, speak, and understand English.

4.10.1.1. The contract manager and alternate shall have full authority to act for the contractor on all contract matters relating to daily operations of this contract.

4.10.1.2 The contract manager or alternate shall be available during normal duty hours within two (2) hours to meet on the installation with government personnel (designated by the CO) to discuss problems. After normal duty hours the manager or alternate shall be available within four (4) hours.

4.10.2. Contractor Employees. The contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the CO as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population.

4.10.2.1. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges, which contain the company name and employee name in English.

4.10.2.2. The contractor shall not employ any person who is an employee of the U.S. Government if employing that person would create a conflict of interest. Additionally, the contractor shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to DOD 5500-7-R Joint Ethics Regulation. The contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies in AFI 64-106.

4.10.2.3. The contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station, change in duty hours or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the contractor's ability to perform; however, their absence at any time shall not constitute an excuse for nonperformance under this contract.

4.10.3. Contractor E-mail. The contractor shall have the capability to transmit and receive documents using electronic digital media with the following English Language Software: Microsoft Excel for Windows XP or latest version; and Adobe Acrobat Reader. The contractor shall have the capability to send and receive e-mail. E-mail addresses for the government personnel and contractor personnel will be exchanged during the pre-performance conference.

4.11. INTERFACES.

Do not unduly interfere with regularly scheduled Government operational activities in the performance of contract requirements. In the event a Government supervisor so requests, temporarily cease work in the area and report the instructions, to include name of the Government person involved, to the Contracting Officer immediately by the most expedient means. Notify the Contracting Officer verbally of disputes with customers or other base contractors and follow-up in writing.

4.12. WORK CLEARANCE REQUESTS.

Obtain an approved Work Clearance Request for all work which involves excavation including minor digging. Digging permits are available, contact QAP for procedures to obtain a digging permit.

4.13. SAFETY REQUIREMENTS AND REPORTS.

Perform work in a safe manner as required by OSHA 2206, General Industry, Occupational Safety and Health Standards (29 CFR 1910) and Japan Environmental Governing Standards (JEGS) by US Force Japan. Provide a verbal report to the Contracting Officer as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. Provide a completed copy of required Accident Investigation Reports to the Contracting Officer within five calendar days of each occurrence.

4.14. JAPANESE ROAD LAWS

4.14.1. The contractor shall comply with Japanese Road Laws while on US Military installations to specifically include: Article 43 The Road Law (Japan) (prohibited acts relative to roads). No person shall commit the following described acts:

4.14.1.1. Damaging the road, causing roads to be littered with debris, polluting the roads with debris or fall out from motor vehicles or otherwise defacing roads unreasonably or without due cause.

4.14.1.2. Article 43-2 (Measures to be taken to prevent cargo or things loaded on motor vehicles from falling out).

4.14.2. The agency managing a road may when there is reasonable cause for him to feel that items or cargo being carried in or on a motor vehicle may fall out and damage, pollute, or otherwise deface the road in such manner as to hinder or obstruct the traffic, order the operator of the vehicle in question to take steps or measures necessary to prevent occurrence of such hindrance by stopping operation of the vehicle, or correcting the method of loading or traveling or operation of the vehicle.

4.15. REQUIRED INSURANCE (IN ADDITION TO THAT REQUIRED BY JAPANESE LAW)

4.15.1. The Contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance on each vehicle used by the Contractor at the work site.

4.15.1.1. Type: Automobile Property Damage Insurance Amount: ¥3,000,000 or Dollar equivalent Bodily Injury Insurance Amount: ¥30,000,000 or Dollar equivalent

4.15.1.2. All vehicles must be properly inspected/insured in accordance with Japanese Compulsory Insurance (JCI) requirements.

4.15.2. Prior to the commencement of work hereunder, the Contractor shall furnish to the Contracting Officer a certificate or written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the U.S. Government in such insurance shall not be effective for such period as may be prescribed by the laws of the state in which this contract is to be performed and in no event less than thirty (30) days after written notice thereof to the Contracting Officer.

4.16. TYPHOON PROCEDURES.

4.16.1. Tropical Cyclone Condition of Readiness 2 (TCCOR 2 or TC-2). When Tropical Cyclone Condition of Readiness 2 (TCCOR 2 or TC-2) is declared by Kadena AB Weather authorities, the contractor shall perform a general cleanup of government furnished facilities (open area as specified in Appendix XX) and secure all items within the work area. This shall include contractor field offices that will be securely anchored by heavy cable as approved by the Base Civil Engineer representative.

4.16.2. TCCOR 1C. When Tropical Cyclone Condition of Readiness 1C (TCCOR 1C or TC-1C) is declared by Kadena AB Weather authorities, the contractor shall complete securing all contractor-owned equipment and Government-Furnished property and depart the military installation and monitor radio/television for changes in Tropical Cyclone Condition of Readiness.

4.16.3. TCCOR SW. When Tropical Cyclone Condition of Readiness “STORM WATCH” (TCCOR SW or TC-SW) is declared by Kadena AB Weather authorities, normal grounds maintenance schedules shall be resumed.

4.17. PARTNERING AGREEMENT.

The Contracting Officer may require a partnering agreement between the Government and Contractor to facilitate joint cooperation and a sound partnership of all parties involved in the execution of this contract. Partnering is the creation of a Government-Contractor relationship that promotes achievement of mutually beneficial goals. It involves an agreement in principal to share the risk involved in completing the project and to establish and promote a nurturing partnership environment. Representatives from each organization are encouraged to participate in developing a partnering agreement. The partnering agreement that results may be formal or informal. If formal, it should be reduced to writing and signed by the parties involved.

4.18. PHASE OUT.

4.18.1 If there is a change in contractor or if the operation reverts to in-house, the incumbent contractor will provide familiarization, to the government or the follow-on contractor, whichever the case may be. During the phase-out familiarization period, the incumbent will be fully responsible for the operation of the Ground Maintenance services specified in this PWS and the contract.

4.18.2 The government reserves the right to conduct site visits in all contractor operated facilities in conjunction with the solicitation of offers for the follow-on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent contractor will cooperate to the extent required to permit an orderly change over to the successful contractor. With regard to the successor contractor’s access to incumbent employees, a recruitment notice may be placed in each facility.

APPENDICES
APPENDIX-A

WORKLOAD ESTIMATE (ANNUAL ACREAGE)

O&M Improved Grounds

1	O&M KAB 18MUNS	5,821.680	Acre
2	O&M Camp Kinser (Mortuary 0.97 Laundry 3.56 /White Beach /0.41(AF Antenna)	53.640	Acre
3	US Army at Chibana/Kadena AB Vet Clinic	31.320	Acre
4	US Army 1-1 ADA/PAC 3	83.040	Acre

O&M Semi-Improved Grounds

5	O&M KAB / 18MUNS	6,897	Acre
6	O&M Naha Mail Control	2.88	Acre
7	US Army at 18MUNS	808.2	Acre
8	US Army 1-1 ADA/PAC 3	32.04	Acre
9	USMC at 18MUNS	72.96	Acre

O&M

10	KAB Air Park improved Grounds (9.12 x 52 weeks)	512.200	Acre
11	Special Event Service	300.000	Acre
12	O&M Initial Cut	10.000	Acre
13	O&M Xeriscaping	1.000	Acre
14	O&M Shrub Removal	50.000	Ea

DoD Family Housing (KAB) Improved Grounds

14	Bldg 217 MFH Office	20.4	Acre
15	Arnold Terrace	26.28	Acre
16	Beeson Housing	23.4	Acre
17	Chibana Housing	153	Acre
18	Clark Vista	174.96	Acre
19	FBIS/VOA Housing	34.2	Acre
20	Jennings	74.4	Acre
21	Kadena Heights	106.68	Acre
22	Marek Park Housing	203.28	Acre
23	North Terrace	122.76	Acre
24	O'Donnell Garden	205.56	Acre
25	Stearley Heights	87.24	Acre
26	Sebile Manor	305.76	Acre
27	Stillwell Park	166.68	Acre
28	Terrace Heights	14.28	Acre

29	Washington Heights	215.28	Acre
<u>DoD Family Housing Semi-Improved Grounds</u>			
30	Arnold Terrace	17.16	Acre
31	Beeson Housing	4.08	Acre
32	Chibana Housing	70.32	Acre
33	FBIS/VOA Housing	0.36	Acre
34	Jennings	17.52	Acre
35	Kadena Heights	15.36	Acre
36	Marek Park Housing	75.84	Acre
37	North Terrace	8.28	Acre
38	Stearley Heights	87.24	Acre
39	Sebile Manor	46.80	Acre
40	Stillwell Park	30.720	Acre
41	Terrace Heights	62.640	Acre

DoD Family Housing Improved Grounds

(Foster, Lester, Plaza, Kinser, Courtney & McTureous)

42	Chatan Housing	81.12	Acre
43	Futenma Housing	172.44	Acre
44	Courtney Housing	159.12	Acre
45	Foster Tower	57.12	Acre
46	Kinser Housing Maintenance	5.52	Acre
47	Kinser Housing	443.52	Acre
48	Kishaba Terrace	357.96	Acre
49	Lester Housing	148.8	Acre
50	McTureous Housing	131.64	Acre
51	Plaza Housing	248.88	Acre
52	Sada Housing	85.800	Acre

DoD Family Housing Semi-Improved Grounds

(Foster, Lester, Plaza, Kinser, Courtney & McTureous)

53	Chatan Housing	32.76	Acre
54	Courtney Housing	31.08	Acre
55	Kishaba Terrace	330.12	Acre
56	Plaza Housing	281.04	Acre
57	Sada Housing	17.52	Acre

DoD Family Housing Improved Grounds GOQ IAW para. Xxxx, PWS.

58	PLAZA Housing Bldg 4200	8.160	Acre
59	DoD Family Housing Initial Cut	5.000	Acre
60	DoD Family Housing Xeriscaping	1.000	Acre

61 DoD Family Housing Shrub Removal 30 Ea

DoDEA, Kadena AB Improved Grounds

62 Stearley Heights Elementary School 159.720 Acre
 63 Kadena Elementary School 123.360 Acre
 64 Amelia Earhart and Bob Hope Elementary School 191.640 Acre
 65 Kadena Middle School 23.280 Acre
 66 Kadena High School 260.040 Acre
 67 Bldg 9497 DoDEA Admin 3 Acre

DoDEA, Kadena AB Semi-Improved Grounds

68 Amelia Earhart and Bob Hope Elementary School 0.480 Acre
 69 DoD School Initial Cut 1.000 Acre
 70 DoD School Housing Xeriscaping 0.300 Acre
 71 DoD School Housing Shrub Removal 20.000 Ea

18TH MED GROUP FACILITIES

72 18th Medical Group Improved Grounds 79.08 Acre
 73 18th Medical Initial Cut 1.000 Acre
 74 18th Medical Xeriscaping 0.300 Acre
 75 18th Medical Shrub Removal 20.000 Ea

Det 3

76 Det 3 AFIERA Improved Grounds 13.32 Acre

The Total Estimated Acres 20,451.56 Acre

APPENDIX B – DEFINITIONS

1. Scalping – areas where the grass is mowed too close to the ground because of uneven ground underneath. When grass is mowed too close to the ground it frequently appears as an unsightly yellow scar. Typically scalping occurs when mowing on hill sides and around obstacles on uneven terrain.
2. Xeriscaping - a landscaping method that employs drought-resistant plants in an effort to conserve resources, especially water, and reduce yard trimmings. Xeriscaping uses decorative brick, lava rock, mulch and low water vegetation such as bougainvillea, hibiscus, cactus, and evergreen ground covering plants to eliminate the high costs of maintaining 2”-4” grass fields and reduce the cost of watering.
3. Pocket Urban Forests – a landscaping technique of planting indigenous local trees and shrubs in clusters to cut down on large open areas of grass that are regularly maintained. This method would be practical on-bases that receive a large amount of rainfall, and as a result do not irrigate.
5. Rutting – visible marks left on the grounds from the wheels of mowing and edging equipment.
6. Topping – The reduction of a tree’s size using heading cuts that shorten limbs or branches back to a predetermined crown limit. Topping is not an acceptable pruning practice.
7. Lion’s Tailing – The removal of an excessive number of inner, lateral branches from parent branches. Lion’s tailing is not an acceptable pruning practice.
8. Types of Pruning:
 - a. Cleaning – Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches.
 - b. Thinning – Selective pruning to reduce density of live branches.
 - c. Raising – Selective pruning to provide vertical clearance.
 - d. Reduction – Selective pruning to decrease the height and/or spread.
9. Branch Bark Ridge – The raised area of bark in the branch crotch that marks where the branch and parent meet.
10. Caliper – The diameter of a tree measured at a point 6 inches above the ground line if the resulting measurement is no more than 4 inches. If the resulting measurement is more than 4 inches, the measurement is made at a point 12 inches above the ground line.
11. Diameter Breast Height (dbh) – The diameter of a tree measured at a point 4.5 feet above the ground line.
12. Trimming – Cutting of grass and other vegetation around grounds obstacles that prevent mowing.

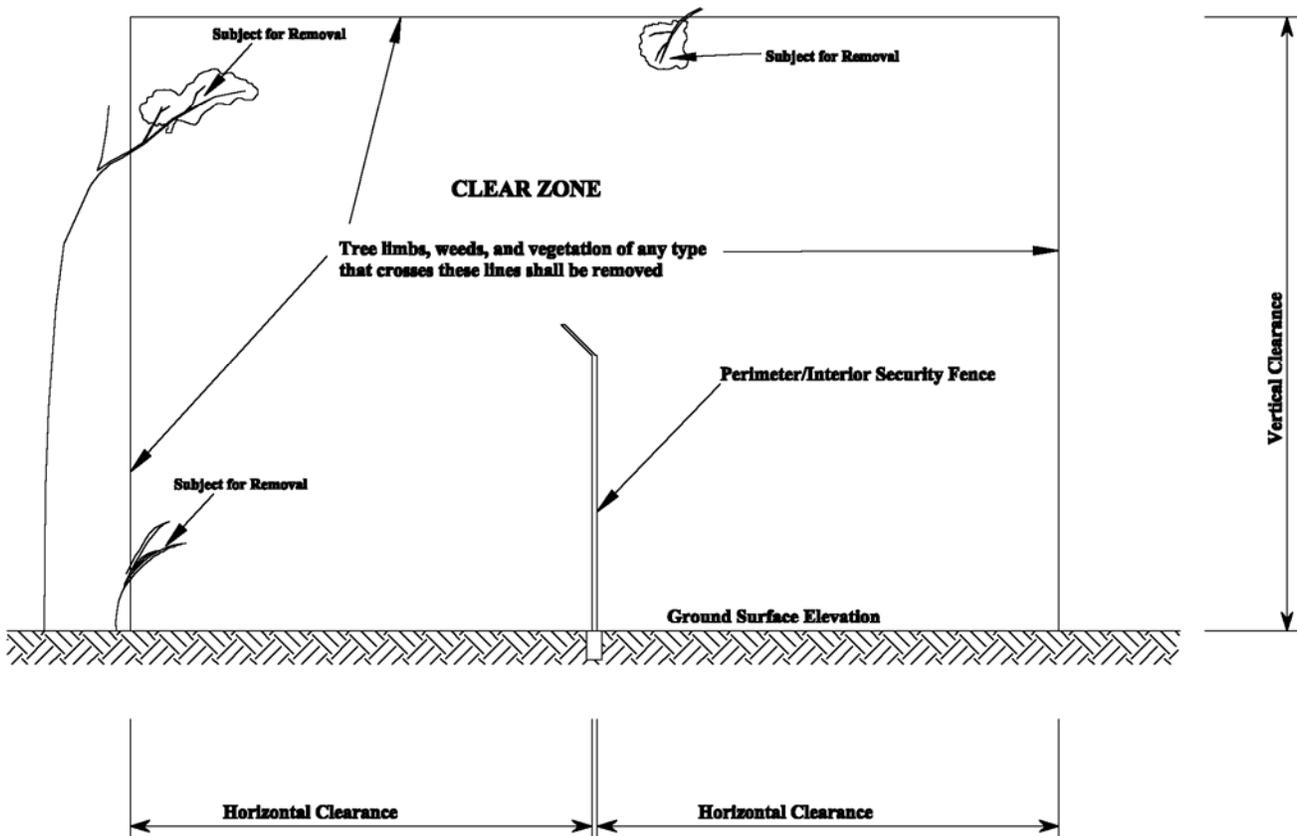
APPENDIX C-GOVERNMENT FURNISHED FACILITIES

PWS paragraph 3.3 and 3.1.1.



APPENDIX D-CLEAR ZONE & GRASS MEASURING

Cross Section of a Typical Fence showing the Clear Zone Boundaries



Grass Height Measuring Method

