

ANNEX 4.0

INSTITUTIONAL SERVICES

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4.1 INSTITUTIONAL SERVICES

4.1.1 GENERAL INFORMATION/REQUIREMENTS

4.1.1.1 Annex Description

This Annex identifies Institutional Services which consists of Food Services, Mail Services, Custodial Services, Fire Protection Services, Multimedia Service, Information Service and Educator Services. Even though specific guidelines, regulations and minimum performance standards have been established, the services to be performed will rely heavily on knowledgeable, experienced individuals who are innovative and resourceful in their approach.

4.1.1.2 Scope of Work

The Contractor shall furnish all personnel, supervision, management, equipment, materials, tools, transportation, supplies, and other items or services necessary to provide support services in this Annex.

During the performance of the contract, the Contractor shall respond to requirements of an unforeseen nature which cannot be precisely estimated in terms of labor or materials. These requirements are closely related to other elements of the scope of work.

4.1.1.3 Location of Services

Facilities covered by this Annex are found in the Master Facility Plan in Central Engineering Files, Building 2104.

4.1.1.4 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of the Government's property and supplies. Contractor employee's private vehicles shall not be used to transport Government property and supplies.

4.1.1.5 Workload Data

The Contractor shall maintain records for workload data given in this Annex to include monthly actual and average workload data for the current fiscal year. The data shall be electronically available by Annex by the tenth day of the following month.

4.1.1.6 Uniforms

Uniforms shall be required for employees tasked to perform in Sub-Annexes 4.2 Food Services, 4.4 Custodial Service, 4.5 Fire Protection Services, and 4.7 Visitor's Center.

All Contractor personnel shall be properly uniformed and be neat, clean in appearance, and easily recognized. All employee uniforms shall be the same design and color. The uniforms worn by any field supervisors shall be of the same basic design, but may be of a different color for distinction from the general staff. Shorts or cut-off slacks shall not be worn. Shoes shall have closed toes. Sandals and other open type shoes shall not be worn.

4.1.1.7 Communication

Any employee whose job requires contact with occupants of facilities at SSC must be able to communicate in the English language.

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4.1.1.8 GOVERNMENT FURNISHED PROPERTY

The Government will provide, without cost to the Contractor, equipment and materials listed in Attachment J-10, List 1 and List 2. The Government Furnished Equipment (GFE) shall be maintained and managed in accordance with the guidelines set forth in Annex 1.

The listing of GFE shall not be construed as being sufficient or adequate to meet the requirements of this Annex; the Contractor shall make recommendations for any additional or state of the art equipment and materials that may be required to properly perform the requirements of this Annex.