

**Attachment J.1(b)6 – Contract Task Order #00PI  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>00PI</b>		
<b>Mod Number</b>	<b>0</b>	<b>Mod Number</b>	<b>0</b>

<b>Task Title</b>	<b>LMS Phase-in</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JS</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes __ No __</b>			

<b>Signature/Date</b>	<b>Signature/Date</b>
<b>COTR: In accordance with the RFP</b>	<b>Contracting Officer: In accordance with the RFP</b>

**Task Background**

N/A
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**Task Description**

This task is to accomplish the Phase-in for the NASA Logistics Management Services (LMS) contract, including the complete transition of the contract work from the current LMS support contract to LMS,. For this task, the incoming LMS contractor shall:

- In accordance with the Offeror’s proposed Phase-in Plan, perform all activities, including status reporting to the Government, required for transference from incumbent contractor.
- Complete the Phase-in process as expeditiously as possible, with a maximum Phase-in period of 30 days.

The Performance Period of this task order is from the date of award through no later than 30 days after task order award date.

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>	
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>This Request Task</b>	<b>Cumulative Total Task</b>
	<b>Labor Hours</b>		
	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>			
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**Performance Requirements Summary**

<b>Required Service</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>Phase-in</b>	<ul style="list-style-type: none"> <li>Complete the Phase-in process as expeditiously as possible, with a maximum Phase-in period of 30 days.</li> </ul>	Successful completion of Phase-in activities	Review of logs, and other relevant documentation

**Attachment J.1(b)6 – Contract Task Order #0001  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0001</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>

<b>Task Title</b>		<b>Supply Management Support (SOW 4.1)</b>	
<b>Task Requester</b>			
<b>Org Code</b>	<b>JSL</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached.  
(See <http://section508.arc.nasa.gov>)

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA’s Comprehensive Procurement Guideline lists, OR  
 \_\_\_ The item(s) are on the EPA’s Comprehensive Procurement Guideline lists, AND  
     \_\_\_ They meet the minimum recycled/recovered content, OR  
     \_\_\_ A waiver signed by the designated Environmental Program Manager is attached. See <http://www.epa.gov/cpg/products.htm>)

**Task Background**

ARC’s general supply management function includes purchasing and managing Stores Stock (approximately six hundred seventy three (673) line items), Program Stock (approximately four (4) line items), and Standby Stock (approximately two hundred seventy six (276) line items).

The NASA Supply Management System (NSMS) database, or any future NASA-prescribed system for supply management, is used to account for and track the 3 stock programs from receipt of item to turn-in for disposal, including inventory management, archival documentation, processing property losses, cataloging, and distributing all requested and system-generated management reports.

ARC’s Supply stores stock, program stock and standby stock are managed IAW 10 U.S.C. Chapter 145, Cataloging and Standardization, 10 U.S.C. 2451-2458 (Department of Defense), FAR Part 45, 48 CFR Part 45 (Government Property), NASA FAR Supplement Parts 1845 and 1852, (Government Property), 41 CFR Chapter 101 (Federal Property Management Regulations), NPD 4200.1 (Equipment Management), NPD 7500.1 (Program and Project Logistics Policy), NPR 4100.1 (NASA Materials Inventory Management Manual), NPR 4300.1 (Personal Property Disposal Manual), NASA Financial Management Manual Chapter 9250 (Property Accounting) (See Historical Data J.1(b) 7)

**Attachment J.1(b)6 – Contract Task Order #0001  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Task Description**

All work shall be performed in accordance with the NPR 4100.1, other appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.1. Specific task actions to support this functional area are as follows:

**4.1.1 Supply Services Support**

- Maintain established stores, program, and standby stock; cataloging IAW with applicable regulations, as cited in the above Task Background

**4.1.2 Stores Stock, Program Stock and Standby Stock Support**

- Ensure received materials are timely entered in NSMS, and NSMS data is current
- Submit request to GSA for any deletions or additions of item identification or management data in the catalog, and track and change requests

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Performance Requirements Summary**

The Task Manager/COTR will conduct the following:

<b>Requirements</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>4.1.1 Acquisition Services Support</b>	Control stock IAW Federal, state and local regulations	95% compliance with regulations	<ul style="list-style-type: none"> <li>• Review of logs, reports, and other relevant documentation</li> </ul>
<b>4.1.2 Stores Stock, Program Stock and Standby Stock Support</b>	Maintain established store, program, and standby stock cataloging IAW with applicable guides.	Maintain overall performance in cataloging and receiving at 98% (timeliness, accuracy and quality) in cataloging and receiving	<ul style="list-style-type: none"> <li>• Review of logs, reports, and other relevant documentation</li> <li>• Customer complaint</li> </ul>
<b>CDRL</b>	Monthly Status Report - Fuel usage by individual customer organization	Overall rate of 98% in submission timeliness and data accuracy	<ul style="list-style-type: none"> <li>• Data reviews</li> <li>• Document when received</li> </ul>

**Contract Data Requirements List – Included in Monthly Status Report**

**PART II – TASK ORDER PLAN, PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>		
<b>This Request:</b> ___ <b>Original</b> ___ <b>Modification</b>	<b>Categories</b>	<b>Prior Task Price</b>	<b>This Request Task Price</b>	<b>Cumulative Task Price</b>
	<b>Labor Hours</b>			

**Attachment J.1(b)6 – Contract Task Order #0001  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

	<b>Labor (Burdened)</b>			
<b>Site/Program Manager</b>				
<b>COTR</b>				
	<b>Total</b>			
<b>Comments:</b>				
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>	

**Definitions**

Area Utilization Officer: General Services Administration (GSA) regional representative responsible for promoting the maximum utilization of excess personal property.

“As-is” Condition: The present state of an object at the time it is evaluated, given, received, or exchanged.

Bench Stock: A stock that is low cost, repetitively used, including consumption type supplies and repair parts, established at or near points of consumption/use to ensure continuous and uninterrupted operations. Bench stock is generally restricted to maintenance, repair, and fabrication type activities.

Excess Property: Personal property, which is determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation, or contractor.

Federal Supply Classification (FSC): A system developed in the Federal Cataloging System for use in classifying items of supply. The structure of the FSC consists of groups subdivided into classes within each group. Each class covers a relatively homogeneous area of commodities with respect to physical or performance characteristics, or the items included are usually requisitioned or issued simultaneously.

Federal Standard Requisitioning and Issue Procedure Field Service (FEDSTRIP): Field service is defined as providing field mobile scheduled and unscheduled maintenance for equipment that, because of design or immobility, cannot economically be delivered to the repair facility.

Government Property: All property owned by, or leased to, the Government or acquired by the Government.

Latent Defects: Latent defects are defects that are present in a hidden or undeveloped state and are not visible or apparent at the time of inspection, but which become obvious or come into being at some future time.

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Military Standard Requisitioning and Issue Procedure (MILSTRIP): Uniform procedures to requisition, issue, laterally distribute, and return of DOD material.

NASA Supply Management System: NASA prescribed database system used for managing supply.

Personal Property: Property of any kind, including equipment, materials, and supplies, but excluding real property.

Physical Inventory: The process of physically sighting and counting quantities of materials held in inventory by an installation, reconciling the count with the recorded balance, and processing the necessary documents to adjust the inventory records and the financial accounts.

Program Stock: Material acquired by direct purchase, by issue from stock for a specific program or project, or material stored at the request of a program or project.

Standby Stock: Material held to support emergencies.

Stores Stock: Material being held in inventory by the Center that is repetitively procured, stored, and issued on a recurring demand basis.

**List of Acronyms**

AIB	Associated Industries for the Blind
FCS	Federal Catalog System
FEDSTRIP	Federal Standard Requisitioning and Issue Procedure
GSA	General Services Administration
IAGP	Installation-Accountable Government Property
IAM	Integrated Asset Management
MILSTRIP	Military Standard Requisitioning and Issue Procedure
N-PROP	Web-based front end application of IAM system module for property management
NSMS	NASA Supply Management System
NSN	National Stock Number
ROD	Report of Discrepancy
SEMO	Supply and Equipment Management Officer

**Attachment J.1(b)6 – Contract Task Order #0002  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0002</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>

<b>Task Title</b>		<b>Equipment Management Support (SOW 4.2)</b>	
<b>Task Requester</b>			
<b>Org Code</b>	<b>JSL</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached.  
(See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists, OR  
 \_\_\_ The item(s) are on the EPA's Comprehensive Procurement Guideline lists, AND  
     \_\_\_ They meet the minimum recycled/recovered content, OR  
     \_\_\_ A waiver signed by the designated Environmental Program Manager is attached.  
 See <http://www.epa.gov/cpg/products.htm>)

**Task Background**

ARC is required to implement the NASA Equipment Property Management Program (PMP) in accordance with the NASA Equipment Management Manual, or NASA Procedural Requirements (NPR) 4200.1 for managing its equipment, currently under a de-centralized PMP. The NASA Enterprise Applications Competency Center (NEACC) Integrated Asset Management (IAM) Property, Plant and Equipment (PP&E) system module and its web-based front-end systems, N-PROP and DSPL, are used for equipment management. Equipment system reports are generated via Business Warehouse (BW).

Property custodian support is performed in accordance with the Equipment Management Manual for Property Custodians (NPR 4200.2). This support includes affixing NASA decals, providing assistance in the preparation of documents (e.g., NF 598, Survey Report; ARC-66, Request for Shipping; ARC 761, Employee Loan Request).

Physical inventories are conducted as required by NPR 4200.1. Examples of other equipment management services include providing administrative support to the ARC Property Survey Board (such as making copies of survey reports for distribution, taking notes/minutes), providing emergency assistance to equipment end users as necessary, maintaining accurate

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Logistics Management Services (LMS)  
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and current equipment data in the database, provide training to equipment end users, processing property loans. (See Historical Data J.1(b) 7)

**Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.2. Task actions to support this functional area are specified as follows:

**4.2.1 Property Custodian Support**

- Process equipment control transactions, i.e., adding equipment acquisition, changes in location, end user’s name, equipment transfer, etc. in N-PROP, Business Warehouse (BW) and SAP systems IAW with the current IAM Property, Plant and Equipment (PP&E) system module End User Procedure (EUP)
- Follow up on expired loans, and process renewals as necessary
- Assist end users in processing excess property, including taking photos of turned in for disposal
- Conduct user training as necessary
- Provide dedicated and collocated Property Custodian support to organizations. (There are currently 2 dedicated property custodians.) This support includes assisting in tagging and/or entering updated information in the NASA IAM system, locating and/or assisting in surveying lost pieces of equipment in the organization’s account
- Perform the following Triennial pre-inventory tasks:
  - Attend all pre-inventory meetings with account owners scheduled for inventory
  - Obtain a pre-inventory equipment list from SAP to be provided to account owners during the pre-inventory meeting
- Perform the following Post-Inventory tasks:
  - Conduct inventory scanning as scheduled
  - Provide scanned data to Inventory Team Lead for uploading to SAP PP & E
  - Resolve inventory discrepancies, such as overages/underages with the account owners.
  - Provide weekly inventory updates or as requested to the Equipment Manager

**4.2.2 Administrative Support to Property Survey Board**

- Make necessary administrative preparations and maintain records in support of the meetings (i.e., reserving meeting facility, making copies and distributing reports, taking meeting minutes, recording, tracking/following up to ensure completion of recommended action items, etc.)

**4.2.3 Database Maintenance**

- Utilize the SAP in maintaining (data entry) current ARC’s equipment records in the IAM PP&E database, and promptly process all N-PROP transactions

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Attachment J.1(b)6 – Contract Task Order #0002  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**PERFORMANCE REQUIREMENTS SUMMARY**

The Task Manager/COTR will conduct the surveillance of the following:

<b>Required Service</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>4.2.1 - Property Custodian Support</b>	Track, inventory and manage all property IAW the current NPR 4200.1 a. Make system records corrections/adjustments within 5 working days b. Decal all new items that are received with 10 working days c. Conduct annual user validation d. Conduct annual user training e. Maintain current property loans f. Develop, maintain, and submit physical inventory schedules and conduct physical inventories	a. through e.: Maintain overall performance at 95% in timeliness and data accuracy  f. 95% inventory is accomplished within schedule	<ul style="list-style-type: none"> <li>• Reviews of system records</li> <li>• Customer complaint</li> </ul>
<b>4.2.2 - Administrative Support to Property Survey Board</b>	Make preparations/take appropriate actions prior to and after Survey Board meetings and maintain current relevant records.	Overall performance of 95% in timeliness and data accuracy	Review of schedules and both soft and hard copies of records (files and logs)
<b>4.2.3 - Database Maintenance</b>	Maintain weekly system data	Overall performance at 95% in timeliness and data accuracy	Review of system records
<b>CDRL</b>	a. Monthly Status Report b. Annual Inventory Report	100% in submission timeliness and data accuracy	<ul style="list-style-type: none"> <li>• Review of report data</li> <li>• Document report receipt/acceptance</li> </ul>

**Attachment J.1(b)6 – Contract Task Order #0002  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Contract Data Requirements List (CDRL):** In addition to the Monthly Status Report in Attachment (J.1(a)3):

<b>1. Inventory Report</b>	
Electronic submittal to: Distribution: COTR, M/S 255-3 Task Manager, M/S 255-3	The report shall conform to the format and content as specified in paragraph 4.3.3 of NPR 4200.1F at: <a href="http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=4200&amp;s=1F">http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=4200&amp;s=1F</a>  Report is due no later than December 15 annually

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>		
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>Prior Task Price</b>	<b>This Request Task Price</b>	<b>Cumulative Task Price</b>
	<b>Labor Hours</b>			
	<b>Labor (Burdened)</b>			
<b>Site/Program Manager</b>				
<b>COTR</b>				
	<b>Total</b>			
<b>Comments:</b>				
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>	

**Definitions**

**Area Utilization Officer:** General Services Administration (GSA) regional representative responsible for promoting the maximum utilization of excess personal property.

**“As-is” Condition:** The present state of an object at the time it is evaluated, given, received, or exchanged.

**Automatic Release Date (ARD):** The date established by the PDO and Contractor to indicate the wide utilization screening/donation/sales periods.

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**Logistics Management Services (LMS)**  
**RFP Number NNA09281196R**

Capital Equipment: An item of equipment with an acquisition cost of one hundred thousand dollars (\$100,000.00) or more, that has an estimated service life of two (2) years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.

Case File Number: An eight (8) digit alphanumeric character assigned to all usable property, whether controlled or non-controlled, received as excess by the Contractor and assigned via NPDMS. The last three (3) digits in an ARC Case File Number represent the serial number unique to each piece of usable property received by Disposal.

Common Area: A designated area not assigned to any one tenant (occupant).

Condition Code: An alpha or alphanumeric code designation indicating the physical condition of property.

Controlled Equipment: All equipment with an acquisition cost of five thousand dollars (\$5,000) and above, or items designated by the holding installation as sensitive equipment (Appendix C, NPR 4200.1F) with an acquisition cost of five hundred dollars (\$500) or more, that has an estimated service life of two (2) years or more, which will not be consumed or expanded in an experiment.

Control Number: A 12-digit number assigned to Block 1 of Standard Form (SF) 120 (Report of Excess Personal Property) when reporting excess property (including ADPE) to GSA. The first six digits represent the Unit Identification Code (UIC) assigned by GSA. The UIC is unique to each government agency. The code assigned by GSA to Ames Research Center is 809101. The next four digits represent the date the SF 120 is prepared and the last two represent the serial number assigned locally by NASA Ames Research Center. This serial number starts with 01 for the first SF 120 prepared in a calendar year and continues consecutively until the last SF 120 is prepared for that year.

Defect: A defect is composed of one (1) or more documented deficiencies of unsatisfactory work performance caused by either poor performance or non-performance.

Disposal: The process of transferring NASA excess personal property to another Federal Agency, and/or donating, selling, abandoning, or destroying surplus property. This term also applies to the collection and removal of contents/refuse/waste.

Downtime: Downtime is that period of time during the Government's regular working hours that a unit of equipment is removed from service.

Excess Property: Personal property, which is determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation, or contractor.

Exchange Sale Property: Personal property, not excess to the needs of the holding installation, but eligible for replacement, which is exchanged or sold in order to apply exchange allowance or proceeds of sale, in whole or part payment, for the replacement of a similar item.

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Facility: A term used to encompass land, buildings, structures, and other real property improvements, including utility systems, collateral equipment, or assembly of units of equipment designated for a specific function. The term does not include operating materials, supplies, special function, special test equipment, or non-capitalized equipment. (See NASA Financial Management Manual 9250-32 for criteria for capitalized equipment). The term “facility” is used in connection with land, buildings (facilities having the basic function to enclose usable space), structures (facilities having the basic function of a research or operational activity), and other real property improvements.

Facility Service Manager: A person assigned by the Government that serves as a point of contact for the Center related to problems and issues in a designated area or building for which he/she serves as a representative responsible for relaying information and coordination of activities. A list of Facility Service Managers will be provided to the Contractor by the COTR.

Federal Supply Classification: A system developed in the Federal Cataloging System for use in classifying items of supply. The structure of the FSC consists of groups subdivided into classes within each group. Each class covers a relatively homogeneous area of commodities with respect to physical or performance characteristics, or the items included are usually requisitioned or issued simultaneously.

Freeze: Freeze order for Property on a first-come first-serve basis. No item may be frozen for a period exceeding five (5) days.

Government Property: All property owned by, or leased to, the Government or acquired by the Government.

Maintenance: The recurring day-to-day, periodic, or scheduled work required to preserve or restore equipment to such a condition that it may be effectively utilized for its designated purpose. The term includes work undertaken to prevent damage to equipment that otherwise would be more costly to restore.

Non-Controlled Equipment: Term for equipment not designated as sensitive that has an acquisition cost of less than five thousand dollars (\$5000.00).

Personal Property: Property of any kind, including equipment, materials, and supplies, but excluding real property.

Physical Inventory: The process of physically sighting and counting quantities of materials held in inventory by an installation, reconciling the count with the recorded balance, and processing the necessary documents to adjust the inventory records and the financial accounts.

Preventive Maintenance (PM): The planned, scheduled periodic inspection, adjustment, cleaning, lubrication, parts replacement, and routine repair of equipment and systems for which a specific operator is not assigned. PM consists of many checkpoint activities on items that, if disabled, would interfere with an essential operation, endanger life or property, or involve high cost or long lead time for replacement.

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Quality Assurance (QA): A method used by the Government to provide some measure of evaluation over the quality of purchased goods and services received.

Quality Control (QC): A method used by the Contractor to control the quality of goods and services produced.

Quality Control Plan (QCP): A plan implemented by the Contractor to help identify, correct, and control problems throughout the entire scope of the Contractor's own operations.

Rebuilt Components/Assemblies: Components, assemblies, or subassemblies of equipment that have been disassembled and reconstructed using replacement or re-manufactured parts as necessary and reassembled to produce a serviceable product with service life expectancy is at least equal to the original component/assembly.

Repair: Repair is the restoration of a piece of equipment, a system, or a real property facility to such a condition that it may be effectively utilized for its designated purpose(s). Repair may entail overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated; or replacement of the entire unit or system if beyond economical repair.

Response Time: Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate tools, equipment, and materials, ready to perform the work required.

Special Purpose Mobile Equipment (SPME): Defined as commercially available, equipment that incorporates internal combustion or electric engine power designed for special-purpose use, but not limited to e. g., forklifts, bulldozers, cranes, fire trucks, tractors, air-compressors, electric generators (Mobile), and certain aircraft ground support equipment. In undefined areas the COTR/designee will make the final determination as to whether equipment will be treated as SPME.

Surplus Personal Property: Personal property not required for the needs and the discharge of the responsibilities of all Federal agencies.

Transient Equipment: Equipment belonging to another NASA or GSA Government activity visiting the base on official business or operation in the vicinity of the base and experiencing equipment problems requiring assistance, i.e., refueling, towing, service, or minor repairs

Work Site: The actual site where the work is performed, for example in the building where equipment is being maintained or repaired.

**6.2 List of Acronyms**

ARD	Automatic Release Date
DLIS	Defense Logistics Information System
DRMO	Defense Reutilization Marketing Office
DSPL	Web-based front end application of IAM system module for property disposal
ECN	Equipment Control Number

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FCS	Federal Catalog System
FED	Federal Disposal System
FMR	Federal Management Regulation
FPMR	Federal Property Management Regulation
FOS	Found on Station
FS	Federal Specification
FSC	Federal Supply Classification
GFP	Government Furnished Property
GSA	General Services Administration
IAGP	Installation-Accountable Government Property
IAM	Integrated Asset Management
NEACC	NASA Enterprise Applications Competency Center
IPO	Industrial Property Officer
N-PROP	Web-based front end application of IAM system module for property Management
NIPMIS	NASA Industrial Property Management Information System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NSMS	NASA Supply Management System
NSN	National Stock Number
NSP	Not Separately Priced
OEM	Original Equipment Manufacturer
OSHA	Occupational Safety and Health Administration
PA	Property Administrator
PDO	Property Disposal Officer
PLCO	Plant Clearance Officer
PP&E	Property, Plant, and Equipment
ROD	Report of Discrepancy
SEMO	Supply and Equipment Management Officer
SPME	Special Purpose Mobile Equipment

**End of Task Order**

**Attachment J.1(b)6 – Contract Task Order #0003  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	0003		
<b>Mod Number</b>	0	<b>Date</b>	TBD
<b>Task Title</b>	Property Disposal Management Support (SOW 4.3)		
<b>Task Requester</b>			
<b>Org Code</b>	JSL	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists, OR  
 \_\_\_ The item(s) are on the EPA's Comprehensive Procurement Guideline lists, AND  
     \_\_\_ They meet the minimum recycled/recovered content, OR  
     \_\_\_ A waiver signed by the designated Environmental Program Manager is attached. See <http://www.epa.gov/cpg/products.htm>)

**Task Background**

This task order provides support for management of excess property and implementation of ARC's Reutilization Program in accordance with NPR 4300.1B, NASA Personal Property Disposal Procedural Requirements; NPR 4310.1, Identification and Disposition of NASA Artifacts; and 41 CFR 101, Federal Property Management Regulation, and 41 CFR 102, Federal Management Regulation and NFS 45.6.

The Stevenson–Wylder Technology Transfer Act of 1980 provides for the donation of scientific related equipment to schools and non-profit organizations; "Computers for Learning" administered by General Services Administration (GSA) for the donations of computer related equipment; and Donation of Surplus Personal Property, State Agency Donations administered by GSA using the Federal Disposal System (FEDS) availability system.

This task order also supports the General Services Agency (GSA) by donating excess property to eligible recipients and conducting sales of excess property; processing of equipment designated for sale/exchange or trade-in of excess property and by educating ARC residents on the proper procedure for all disposal management functions/actions.

**Attachment J.1(b)6 – Contract Task Order #0003  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.3. Task actions to support this functional area are specified as follows:

**4.3.1 Excess Property Support**

- Obtain proper document for and photograph all turned in excess property, including non-NASA decaled
- Maintain/manage the scrap yard, all scrap and salvage property, including receiving, identifying/classifying, inspecting, staging for redistribution/sale, tracking and reporting
- Prepare excess property items for GSA web-based sales/auctions, and make arrangements and/or coordinate with buyers for the disposition/pickup of sold inventory
- Support the Computers for Learning (CFL) Program in the staging and processing of computers and computer-related equipment only, as defined in NPR 4300.1. Computer-related equipment is offered through the “Computers for Learning” website process. Support includes reports of final disposition into DSPL using the DSPL data dictionary transfer code, maintain an active school transfer file, and process the donations through the PDO and GSA
- Obtain proper documentation from GSA for equipment transfer, maintain reports of final disposition transfer documents SF122, transfer the equipment as directed by the state agency, and record the disposition into DSPL using the DSPL data dictionary transfer code
- File and maintain records in case files including hard copies of N-PROP-printout of the excess equipment, ARC 428, and other related documents/registers for each item of excess property received
- Report final disposition of donated items to GSA via the DSPL system and prepare Transfer Order Excess Personal Property (SF122)
- Record all property disposition, including sales, in DSPL

**4.3.2 Disposal of Scrap**

- Maintain/manage the scrap yard, Lot 127, all scrap and salvage property, including receiving, identifying/classifying, inspecting, staging for redistribution/sale or disposal, tracking and have the information available to the PDO

**4.3.3 Exchange/Sales/Trade-In**

- Conduct agency-wide screening on purchase request items that are designated for sale/exchange or trade in

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Attachment J.1(b)6 – Contract Task Order #0003  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Performance Requirements Summary**

The Task Manager/COTR will conduct the surveillance of the following:

<b>Description of Requirement</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>4.3.1 - Excess Property Support</b>	a. Excess property for disposal has proper documentation and is picked-up and transported within 48 hours of receipt of disposal request	95% Overall performance (timeliness and data accuracy)	<ul style="list-style-type: none"> <li>• Review of logs, registers and reports</li> <li>• Customer complaint</li> <li>• Document receipt/acceptance</li> </ul>
	b. Make pre-GSA sales preparations, including lotting and staging excess items	95% Overall performance (timeliness and data accuracy)	<ul style="list-style-type: none"> <li>• Site and record reviews</li> </ul>
	c. Support for Computer for Learning Program, includes maintaining a log of equipment donated or transferred to schools and other non-profit entities and reporting to GSA of donations	95% Overall performance (timeliness and data accuracy)	<ul style="list-style-type: none"> <li>• Review of records</li> <li>• Customer complaint</li> </ul>
<b>4.3.2 – Disposal of Scrap</b>	Maintain scrap yard and complete scrap disposal within 2 weeks of receipt	95% Overall performance (timeliness of scrap disposal and site organization)	<ul style="list-style-type: none"> <li>• Site reviews</li> </ul>
<b>4.3.3 – Exchange/Sale/Trade-In</b>	Process item exchange, sale or trade-in within 1 week or receipt.	95% Overall performance (timeliness and data accuracy)	<ul style="list-style-type: none"> <li>• Reviews of records</li> <li>• Customer complaint</li> </ul>
<b>CDRL</b>	Monthly Status Report – See Attachment J.1(a)3	95% in submission timeliness and data accuracy	<ul style="list-style-type: none"> <li>• Reviews of records</li> <li>• Document receipt/acceptance</li> </ul>

**Contract Data Requirements List** - Included in the Monthly Status Report (J.1(a)3)

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>			<b>Contractor Task Leader:</b>	
<b>This Request:</b>	<b>Categories</b>	<b>Prior</b>	<b>This Request</b>	<b>Cumulative</b>

**Attachment J.1(b)6 – Contract Task Order #0003  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

___ Original ___ Modification		Task Price	Task Price	Task Price
		Labor Hours		
	Labor (Burdened)			
Site/Program Manager				
COTR				
	Total			
Comments:				
Task Requester	COTR	Site/Program Manager	Contracting Officer	

**Definitions**

Area Utilization Officer: General Services Administration (GSA) regional representative responsible for promoting the maximum utilization of excess personal property.

Automatic Release Date (ARD): The date established by the PDO and Contractor to indicate the wide utilization screening/donation/sales periods.

Capital Equipment: An item of equipment with an acquisition cost of one hundred thousand dollars (\$100,000.00) or more, that has an estimated service life of two (2) years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.

Case File Number: An eight (8) digit alphanumeric character assigned to all usable property, whether controlled or non-controlled, received as excess by the Contractor and assigned via NPDMS. The last three (3) digits in an ARC Case File Number represent the serial number unique to each piece of usable property received by Disposal.

Condition Code: An alpha or alphanumeric code designation indicating the physical condition of property.

Controlled Equipment: All equipment with an acquisition cost of five thousand dollars (\$5,000) and above, or items designated by the holding installation as sensitive equipment (Appendix C, NPG 4200.1E) with an acquisition cost of five hundred dollars (\$500) or more, that has an estimated service life of two (2) years or more, which will not be consumed or expanded in an experiment.

Control Number: A 12-digit number assigned to Block 1 of Standard Form (SF) 120 (Report of Excess Personal Property) when reporting excess property (including ADPE) to GSA. The

**Attachment J.1(b)6 – Contract Task Order #0003**  
**Logistics Management Services (LMS)**  
**RFP Number NNA09281196R**

first six digits represent the Unit Identification Code (UIC) assigned by GSA. The UIC is unique to each government agency. The code assigned by GSA to Ames Research Center is 809101. The next four digits represent the date the SF 120 is prepared and the last two represent the serial number assigned locally by NASA Ames Research Center. This serial number starts with 01 for the first SF 120 prepared in a calendar year and continues consecutively until the last SF 120 is prepared for that year.

Disposal: The process of transferring NASA excess personal property to another Federal Agency, and/or donating, selling, abandoning, or destroying surplus property. This term also applies to the collection and removal of contents/refuse/waste.

Excess Property: Personal property, which is determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation or contractor.

Exchange Sale Property: Personal property, not excess to the needs of the holding installation, but eligible for replacement, which is exchanged or sold in order to apply exchange allowance or proceeds of sale, in whole or part payment, for the replacement of a similar item.

Federal Supply Classification: A system developed in the Federal Cataloging System for use in classifying items of supply. The structure of the FSC consists of groups subdivided into classes within each group. Each class covers a relatively homogeneous area of commodities with respect to physical or performance characteristics, or the items included are usually requisitioned or issued simultaneously.

Freeze: Freeze order for Property on a first-come first-serve basis. No item may be frozen for a period exceeding five (5) days.

Government Property: All property owned by, or leased to, the Government or acquired by the Government.

Inventory: All material being held by a Center as stores stock, program stock, standby stock, except for that material actually in process of use or consumption.

Inventory Adjustment: A transaction processed to adjust materials inventory record and any imbalances between such records and quantities in stock.

Lotting: The division of the property into reasonably sized groups of similar items in order to promote competitive bidding.

Material: An item that is utilized to produce an end product, or incorporated into, or attached to an end item.

Non-Controlled Equipment: Term for equipment not designated as sensitive that has an acquisition cost of less than five thousand dollars (\$5000.00).

Personal Property: Property of any kind, including equipment, materials, and supplies, but excluding real property.

**Attachment J.1(b)6 – Contract Task Order #0003  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

Physical Inventory: The process of physically sighting and counting quantities of materials held in inventory by an installation, reconciling the count with the recorded balance, and processing the necessary documents to adjust the inventory records and the financial accounts.

Rebuilt Components/Assemblies: Components, assemblies, or subassemblies of equipment that have been disassembled and reconstructed using replacement or re-manufactured parts as necessary and reassembled to produce a serviceable product with service life expectancy is at least equal to the original component/assembly.

Redistribution: Reassignment of excess property including transfer of accountability within an installation or contractor; or from one NASA installation or contractor.

Special Purpose Mobile Equipment (SPME): Defined as commercially available, equipment that incorporates internal combustion or electric engine power designed for special-purpose use, but not limited to e. g., forklifts, bulldozers, cranes, fire trucks, tractors, air-compressors, electric generators (Mobile), and certain aircraft ground support equipment. In undefined areas the COTR/designee will make the final determination as to whether equipment will be treated as SPME.

Surplus Release Date (SRD): The date established by GSA to indicate the completion of the general Agency reutilization/screening/donation/sales period.

Surplus Personal Property: Personal property not required for the needs and the discharge of the responsibilities of all Federal agencies.

Transient Equipment: Equipment belonging to another NASA or GSA Government activity visiting the base on official business or operation in the vicinity of the base and experiencing equipment problems requiring assistance, i.e., refueling, towing, service, or minor repairs

## **6.2 List of Acronyms**

ARD	Automatic Release Date
DLA	Defense Logistics Agency
DRMO	Defense Reutilization Marketing Office
DSPL	Web-based front end application of IAM system module for property disposal
ECN	Equipment Control Number
FCS	Federal Catalog System
FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification
GSA	General Services Administration
IAGP	Installation-Accountable Government Property
IAM	Integrated Asset Management
IPO	Industrial Property Officer
N-PROP	Web-based front end application of IAM system module for property management
NIPMIS	NASA Industrial Property Management Information System
NSMS	NASA Supply Management System

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NSN	National Stock Number
OEM	Original Equipment Manufacturer
OFA	Other Federal Agency
OGA	Other Government Agency
PDO	Property Disposal Officer
PLCO	Plant Clearance Officer
PP&E	Property Plants and Equipment
SEMO	Supply and Equipment Management Officer
SPME	Special Purpose Mobile Equipment
SRD	Surplus Release Date

**Attachment J.1(b)6 – Contract Task Order #0004  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	0004		
<b>Mod Number</b>	N/A	<b>Date</b>	TBD

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

<b>Task Title</b>	Janitorial Services (SOW 4.4)		
<b>Task Requester</b>			
<b>Org Code</b>	JSL	<b>Extension</b>	

**Task requires contractor access to Government database(s) Yes \_\_\_ No \_\_\_ If yes, identify (attach pages, if necessary)**

<b>AFFIRMATIVE PROCUREMENT</b>
___ The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists, OR
___ The item(s) are on the EPA's Comprehensive Procurement Guideline lists, AND ___ They meet the minimum recycled/recovered content, OR ___ A waiver signed by the designated Environmental Program Manager is attached. See <a href="http://www.epa.gov/cpg/products.htm">http://www.epa.gov/cpg/products.htm</a> )

**Task Background**

Janitorial services shall include all necessary labor, materials, tools, equipment, transportation, and management necessary to perform these services at ARC and Moffett Field locations. The hours may extend beyond regular working hours for Service Calls (SC) work, Trouble Calls (TC), various projects and programs, including Swing Shift (SS) hours (4:00pm-2:00am).

The services shall include, but not be limited to, scheduling all services as necessary, supporting trouble calls, floor maintenance including elevators; trash removal; cleaning drinking fountains and restrooms; sweep, mop, and clean building entrances and stairways; dusting; emptying waste containers; maintaining the High Bay Clean Area and the High Bay Clean Room in compliance with the Contamination Control requirements for the facility. The Government Facility Services Manager or High Bay Coordinator will have oversight for this task. (See Historical data in Attachment J.1(b)7)

**Attachment J.1(b)6 – Contract Task Order #0004  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Task Description**

All work shall be performed in accordance with the appropriate regulations, Statement of Work (Attachment J.1(a)1) section 4.4, and the Quality Standards and Control as specified below. Task actions to support this functional area are specified as follows:

**4.4.1 Standard Services (3 times a week, with Friday as one service day)**

- Empty all wastebaskets, including wet trash
- Segregate contaminated materials from recyclable materials for refuse processing
- Pick-up recyclable materials, flatten cardboard, and place in the proper recycle bins receptacles outside of buildings or other designated areas
- Use appropriate containers for recycled materials, segregate by type of label, and place in designated collection areas
- Remove, dispose of, and place all trash items in designated refuse bins located outside the buildings
- Wash and disinfect soiled trash cans and replace liner

**4.4.2 Weekly Services (once per week)**

- Vacuum or sweep entrance mats of buildings, and damp/wet mop hallways and stairs
- Sweep and damp/wet mop elevator floors and door tracks
- Sweep all entryways and landings, both inside and outside, and remove debris at all entryways and landings
- Empty cigarette urns of cigarette butts and all other debris
- Clean and disinfect drinking fountains

**4.4.3 Bi-Weekly (every other week)**

- Damp/wet mop laboratories, computers rooms (excluding raised floors tiles), and offices with hard floor surfaces
- Vacuum all carpeted areas; and clean all entry glass doors

**4.4.4 Quarterly (every 3 months)**

- Vacuum all carpeted areas; and clean entry door glass

**4.4.5 Standard (Daily): Restrooms and Showers (except Source Evaluation Board (SEB) building)**

- Damp/wet mop and disinfect floors
- Refill all dispensers (soap, towels, toilet paper, etc., excluding tampons); clean and disinfect all fixtures (i.e., toilets, urinals, sinks, etc.)
- Clean and remove stains, encrustation, and water rings from exposed and hidden surfaces
- Clean and disinfect mirrors and mirror framing, walls, partitions, doors, and showers, including trims, framings, kickplates, etc
- Empty waste containers and pick up debris

**Attachment J.1(b)6 – Contract Task Order #0004  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**4.4.6 Special Services**

The Contractor shall provide restroom cleaning services, including disinfecting restroom/showers, damp/wet mopping of hard floor areas, vacuuming carpet, and emptying waste containers for the following buildings:

**4.4.6.1 Buildings N215 (Health Unit)**

- Daily: Schedule and provide cleaning services to disinfect restrooms/showers, damp/wet mop hard floor areas, vacuum carpet and empty waste containers
- Monthly: Schedule and provide services for low dusting, shampooing carpets, stripping and waxing floors

**4.4.6.2 Building N235 (Ames Café)**

- Daily: Schedule and provide cleaning services to disinfect restrooms, damp/wet mop hard floor areas, vacuum carpet, empty waste containers, wipe down eating tables inside, and outside at the patio area
- Monthly: Schedule and provide services for low dusting, shampooing carpets, stripping and waxing floors

**4.4.6.3 Building N253 (Ames Child Care Center)**

- Daily: Schedule and provide cleaning services to disinfect restrooms/showers, damp/wet mop hard floor areas, vacuum carpet and empty waste containers
- Monthly: Schedule and provide services for low dusting and shampooing carpets

**4.4.6.4 Entry Gate Buildings (Sentry Houses), Main Gate 36 (Inspection Station), Macon Gate 78, Arnold Avenue Gate 272, Wright Avenue Gate 17 (Inspection Station), Ellis St. Gate 77 (Inspection Station), Mark Avenue Gate 273**

- Daily Schedule
  - Empty all wastebaskets including wet trash once (1) a day for non-24 hrs. gates, and twice (2) a day for gate manned 24 hours a day, 36,78, 272,
  - Replace wastebaskets with new liners when necessary.
  - Keep the area's around the waste receptacles clean of all debris
  - Wash waste container with an approved disinfectant and dry when necessary and wipe down counters. (all services listed above shall be performed at all inspection station 36, 77)
- 3 times per week Schedule
  - Vacuum and sweep all entrance mats, remove debris at entryways. Damp/wet mop inside floor, and clean door tracks every M/W/F

**Attachment J.1(b)6 – Contract Task Order #0004  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

- Every Two Weeks
  - Clean entryways glass doors and adjacent windows.

**4.4.6.5 Building N221 (Fitness Center)**

- Daily: Schedule and provide services to clean and disinfect restrooms/showers. (two times per day), empty waste containers, and pick up debris in area
- Bi-monthly (every 60 days): Schedule and provide services for low dusting, shampooing carpet, stripping and waxing floors, Wipe down exercise equipment with mild soap

**4.4.6.6 Building 026 (Visitor Pass and Identification Office-Public Access Areas Only)**

- Twice Daily: Schedule and provide services to clean and disinfect restrooms
- Monthly: Schedule and provide services for low dusting, shampooing carpets, and stripping and waxing floors

**4.4.6.7 NASA Ames Conference Center (NACC)**

- Schedule and provide services before, during, after events and meetings, including outside patio area. Services include vacuuming carpet areas, wiping down all countertops and brass surfaces

**4.4.6.8 Source Evaluation Board (SEB) Building**

Coordinate with ARC's Acquisition Division prior to performance of bi-weekly (every other week) services

- Empty wastebaskets, and replace liners with new as necessary
- Vacuum or sweep all entrance mats and entryways
- Sweep and/or damp/wet mop hard floor areas, and wipe down counters
- Damp/wet mop and disinfect restrooms' floors, refill all dispensers (soap, towels, toilet paper, etc.); clean and disinfect all fixtures (i.e., toilets, urinals, sinks, etc.); clean and remove stains, encrustation, and water rings from exposed and hidden surfaces; clean and disinfect mirrors, mirror framing, walls, partitions, and doors including trims, framings, kickplates, etc; empty waste containers; and pick up debris in area

**4.4.7 Floor Drains: Provide Weekly Preventive Maintenance (PM)**

- Perform weekly PM on floor drains as specified: Add on (1) quart clean potable water to all restroom and shower open floor drains weekly.

**4.4.8 High Bay Clean Area/Clean Room**

- Daily (once per day): Schedule and provide the following services for both the High Bay Clean Area and Clean Room floor
  - Vacuum the outer entry way
  - Vacuum changing area and damp mop changing area

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Logistics Management Services (LMS)  
RFP Number NNA09281196R**

- Remove soiled Tacky Mat
- Damp wipe workbenches, chairs, furniture, fixtures
- Inspect and clean “shoe cleaners” in High Bay Hallways
- Twice Weekly (two (2) times per week): Schedule and provide services for damp/wet mopping of the High Bay Clean Area and Clean Room Floor
- Twice Weekly: Schedule and provide services in the High Bay Clean Area
  - Vacuum Floors
  - Empty all trash containers

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Performance Requirements Summary**

The Task Manager/COTR will conduct the surveillance of the following:

<b>Requirements</b>	<b>Description</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>4.4.1- Standard Services</b>	<ul style="list-style-type: none"> <li>• Empty wastebaskets and wet trash</li> <li>• Dispose all trash items in designated refuse bins</li> <li>• Separate contaminated materials from recyclable materials, ensure recyclable materials are placed in designated bins and remove all debris from the area</li> <li>• Disinfect trash cans when soiled</li> </ul>	<ul style="list-style-type: none"> <li>• 95% Overall performance (quality and timeliness) of sampled sites</li> <li>• 95% compliance with regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Site reviews</li> </ul>

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Logistics Management Services (LMS)  
RFP Number NNA09281196R**

<p><b>4.4.2 – Weekly Services</b></p>	<ul style="list-style-type: none"> <li>• Provide vacuuming or sweeping services to all entrance mats to buildings</li> <li>• Perform wet-mop services to hallways and stairs</li> <li>• Sweep and damp-mop elevator floors and door tracks</li> <li>• Remove debris at all entryways and landings, both inside and outside</li> <li>• eClear cigarette urns and disinfect all drinking fountains</li> </ul>	<ul style="list-style-type: none"> <li>• 95% Overall performance (quality and timeliness)</li> <li>• 95% compliance with regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Site reviews</li> </ul>
<p><b>4.4.4 – Quarterly (every 3 months)</b></p>	<p>Vacuum all carpeted areas and clean all entry door glass</p>	<p>95% Overall performance (quality and timeliness) of sampled sites</p>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Site reviews</li> </ul>
<p><b>4.4.5 – Standard (daily) restrooms and showers</b></p>	<ul style="list-style-type: none"> <li>• Damp/wet mop and disinfect floors</li> <li>• Replenish dispensers and disinfect all fixtures</li> <li>• Eliminate stains from exposed and hidden surfaces stains encrustation and water rings</li> <li>• Clean and disinfect mirrors and mirror framing, walls, partitions, doors, and showers, including trims, framings, kickplates, etc.,</li> <li>• Empty waste containers and pick up debris</li> </ul>	<ul style="list-style-type: none"> <li>• 95% Overall performance (quality and timeliness) of sampled sites</li> <li>• 98% compliance with regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Site reviews</li> </ul>

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<b>4.4.6 – Special Services</b>	Perform special services as stated in the SOW (4.4.6.1-4.4.6.8)	<ul style="list-style-type: none"> <li>• 95% Overall performance (quality and timeliness) of sampled sites</li> <li>• 98% compliance with regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Customer surveys/ feedback</li> <li>• Site reviews</li> </ul>
<b>4.4.7 – Floor Drains</b>	Perform PM on restrooms and showers	<ul style="list-style-type: none"> <li>• 95% Overall performance (quality and timeliness) of sampled sites</li> <li>• 98% compliance with regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Customer surveys/ feedback</li> <li>• Site reviews</li> </ul>
<b>4.4.8 – High Bay Clean Area/Clean Room</b>	<ul style="list-style-type: none"> <li>• Perform daily services of vacuuming, mopping and the removal of soil. Wipe down workbenches, chairs etc..</li> </ul> <p><b>Twice Weekly (2)</b></p> <ul style="list-style-type: none"> <li>• Maintain the Clean Area and Clean Room Floor two (2) times a week of mopping services</li> <li>• Provide vacuuming services and empty trash cans</li> </ul>	<ul style="list-style-type: none"> <li>• 95% Overall performance (timeliness and quality)</li> <li>• 98% compliance with the specified requirements (Clean Rooms)</li> </ul>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Site reviews</li> </ul>
<b>CDRL</b>	Monthly Status Report – Janitorial services performed in facilities/buildings	95% Overall performance (timeliness and data accuracy)	<ul style="list-style-type: none"> <li>• Data Reviews</li> <li>• Document report receipt/ acceptance</li> </ul>

**Contract Data Requirements Listing (CDRL):** Included in the Monthly Technical Progress Report (J.1(a)3)

**Attachment J.1(b)6 – Contract Task Order #0004  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>	
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>This Task Estimate</b>	<b>Cumulative Total Task Estimate</b>
	<b>Labor Hours</b>		
	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>			
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**The Contractor shall provide all supplies (CLIN 03), equipment and personnel to perform the task order in accordance with the Quality Standards and Control listed below:**

**QUALITY STANDARDS AND CONTROL**

**1. Workmanship**

All workmanship shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the industry; equipment manufacturers; Federal, State, and local codes standards; and all applicable activity.

- Replacement of Trash Can Liners shall be made when the liner is soiled (e.g. by wet waste or food items). If any waste container is soiled after liner removal, the container shall be washed inside and outside utilizing a disinfectant and shall be free of odors before the liner is replaced. After washing, the container shall be wiped dry and a new trash can liner installed. Historically, soiled waste containers represent less than five (5) percent of the total population.
- The Contractor shall place warning signs typically stating, "Caution, Wet Surfaces or Floor", when wet mopping any areas. Signs shall remain in place until wet surface is completely dry and does not present a hazardous condition.
- Disposal of Used Mop Water shall comply with all environmental regulations
- Air Fresheners for all restrooms shall be last a minimum of three (3) months. Air fresheners shall be replaced in all restrooms every three (3) months.
- Refills of dispensers (soap, toilet paper, hand towels, toilet seat covers, excluding tampons) shall be made with acceptable products as stated in Section C.4, Contractor-furnished Items.

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- Floor polishing machines shall not exceed three hundred (300) rpm when in use. All floor polishing pads used shall be low abrasive.

**2. Material and Equipment Standards**

Materials and equipment shall be of the type and quality used in large-scale commercial cleaning operations performed under contract, shall meet the requirements specified herein, and shall be approved by the COTR before use.

**Material Standards:** All toilet supplies, janitorial materials, and other supplies provided by the Contractor shall conform to the requirements of the latest edition of the applicable Federal specifications listed herein. Those not covered by Federal specifications shall be of commercial grade and quality. Fifteen (15) calendar days prior to contract start, the Contractor shall submit to the COTR a list of the materials to be used, including the applicable current MSDS. The list shall include the manufacturers' name, product brand name, and a statement certifying that materials to be supplied meet or exceed contract requirements.

**Toilet Supplies** shall conform to standards specified below:

- **Soaps:** Liquid soap for dispenser use shall be undiluted, mildly scented, approximately fifteen (15) percent solution. Soap in cake form for hand use shall be white and mildly scented.
- **Paper Towels and Toilet Paper:**
  - Paper towels and toilet tissue shall meet the EPA recommended minimum content standards for recovered materials. Factory-reject type paper shall not be used in this contract. Paper towels and toilet tissue shall suit the existing dispensers, or the Contractor shall furnish adapters as required to suit existing dispensers or install completely new dispensers at no additional cost to the Government. If new dispensers are installed, they become the property of the Government.
  - Approximate size of a paper towel shall be 4-1/2 inch diameter and 11-inch wide, commercial grade, highly absorbent, wet strength type.
  - Toilet paper shall be medium soft two ply, uncompressed rolls of four hundred and eighty (480) sheets or more, consisting of perforated sheets wound around a core. The approximate size of rolls shall be of standard commercial grade.
- **Toilet Seat Covers** shall suit the existing dispensers or the Contractor shall install new dispensers at no additional cost to the Government. If new dispensers are installed, they become the property of the Government.
- **Deodorants:** Cake deodorants shall be furnished by the contractor and fit existing dispensers.

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- **Disinfectant Germicidal** shall conform to Federal Specification O-D-1277.

**Waste Container Liners** shall be medium duty and proper size to fit the containers, and meet the EPA recommended recovered materials content levels.

**Floor Wax** shall be an acrylic slip resistant wax.

**Floor Wax Stripper** shall be ammonia free and one hundred (100) percent biodegradable.

**Equipment Standards:**

All power driven equipment for vacuuming, floor scrubbing, waxing, and polishing shall be industrial type, mechanically sound, safe to operate, and in a condition that will not harm or excessively wear existing finishes and floor coverings. Storage and use of the equipment shall be acceptable to the COTR.

**Definitions**

**Backlogged Service Calls:** A service call issued during the previous contract which was not completed for any reason, or maintenance, repair, and minor corrective maintenance requirements which may be identified during lapses, if any, in services between this contract and the previous contract.

**Bins:** One of several common names for refuse collection containers. Two types are front-load and roll-off. Front-load bins are generally smaller capacity (less than ten yards) equipped with hinged lids, and collected by specially equipped fork load/lift compactor trucks. Roll off bins are usually 10, 20, 30, or 40 yard capacity and are handled by winch-load trailers. Roll-off bins may or may not be equipped with lids or covers. Some bins are equipped with wheels or rollers. See also "Dumpster", and "Containers".

**Clean:** Defined as free of dirt, dust, spots, streaks, stains, smudges, litter, debris, and other residue.

**Collections:** Picking up refuse or recycle materials for removal from the site.

**Collection Point:** Location where refuse or recycling materials are staged for collections.

**Common Area:** A designated area not assigned to any one tenant (occupant).

**Containers:** Receptacles for refuse or recycling collections. See Bins.

**Damp Mop:** A cotton or similar yarn-type mop, which has been mechanically wrung or squeezed to remove excess solution, for the purpose of removing light soil, dirt, liquid, or other foreign matter from a floor which does not require the complete mopping of the area, or the area is not soiled sufficiently to require wet mopping.

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Debris: Undesirable or discarded material including, but not limited to, cut or trimmed vegetation; paper; cans and bottles, otherwise referred to as “trash and “litter”; fallen tree limbs and branches; rocks; street sweepings; maintenance, repair, and construction (including roofing) waste, and similar waste material, but not including hazardous waste.

Disinfect: Cleaning to destroy any harmful microorganisms by application of an approved disinfectant or cleaning agent.

Downtime: Downtime is that period of time during the Government’s regular working hours that a unit of equipment is removed from service.

Dry Waste: Refuse materials containing low moisture levels, commonly generated in offices and shops. Many dry waste materials are recyclable.

Dump: The removal and disposal of contents/refuse/waste from bins/cans/containers.

Dumpster: Receptacle for refuse/recycling collections. See Bins. Various dumpsters, especially those receiving large quantities of wet trash, will require pressure washing and disinfecting to control disease and odor. These are identified on a prescribed schedule.

Frequency of Service:

- Quarterly: Services performed every three months, at intervals of eighty (80) to one hundred (100) calendar days.
- Bi-Monthly: Services performed every other month, at intervals of fifty-eight (58) to sixty-three (63) calendar days.
- Monthly: Services performed once a month, at intervals of twenty-eight (28) to thirty-two (32) calendar days.
- Bi-Weekly: Services performed every two (2) weeks, at intervals of thirteen (13) to fifteen (15) calendar days.
- Weekly: Services performed once a week, at intervals of six (6) to eight (8) calendar days.
- Semi-Weekly: Services performed twice a week, at intervals of two (2) to three (3) calendar days.
- Daily: Services performed once each workday, Monday through Friday, including holidays unless otherwise noted; or services performed every day, seven (7) days a week, including holidays unless otherwise noted.

Hazardous Waste: Waste materials that are toxic/poisonous, corrosive, irritating/sensitizing, radioactive, biologically infectious, explosive, flammable, or that present a significant hazard to human health and the environment as determined by Federal, State or Local regulatory

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authorities/regulations. Special handling procedures and facilities are required for their disposal.

High Dusting: All horizontal and vertical surfaces above seven (7) feet up to sixteen (16) feet from floor level, including all overhead piping and ceiling areas. Surfaces shall be free of laden airborne dirt, soil, lint, or other foreign matter.

Low Dusting: All horizontal and vertical surfaces at and below seven (7) feet from floor level, including partitions and internal dividers. Surfaces shall be free of laden airborne dirt, soil, lint, or other foreign matter.

Machine Mop: The use of a mechanized scrubbing/vacuuming machine to wet mop large continuous areas, which would otherwise require extensive labor to complete in a reasonable amount of time.

Maintenance: The recurring day-to-day, periodic, or scheduled work required to preserve or restore equipment to such a condition that it may be effectively utilized for its designated purpose. The term includes work undertaken to prevent damage to equipment that otherwise would be more costly to restore.

Preventive Maintenance (PM): The planned, scheduled periodic inspection, adjustment, cleaning, lubrication, parts replacement, and routine repair of equipment and systems for which a specific operator is not assigned. PM consists of many checkpoint activities on items that, if disabled, would interfere with an essential operation, endanger life or property, or involve high cost or long lead time for replacement.

Recyclables: Materials, which are separated from the regular waste stream and processed for reuse. There is generally some value placed on these materials, providing incentive for their collection.

Refuse: Waste materials, wet and/or dry, which are not recyclable, and must be taken to landfill dumpsites.

Response Time: Defined as the time allowed the Contractor, after initial notification of a work requirement, to be physically on the premises at the work site with appropriate tools, equipment, and materials, ready to perform the work required.

Service Call (SC): Generally originating from a customer, with service to be provided by the Contractor.

Space: Area receiving janitorial services, which may or may not be considered a room by common definition. Examples of spaces are definable sections of hallways, stairwells, lobby areas, offices, entrances, and elevators.

Sweep: The removal of loose dirt, dust, debris, and other foreign matter through either manual or mechanized methods.

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Vacuum: The mechanical removal of loose dirt, dust, soil, debris, and other foreign matter from carpeted areas and entrance mats.

Waste Containers: Defined as trash receptacles, wastebaskets, trash cans, wastepaper baskets, paper towels receptacles, ashtrays, or any container holding trash, paper, or refuse of any type.

Wet Mop: Includes the removal of built-up dirt, soil, liquids, or other foreign matter from a floor using a cotton or similar yarn-type mop with either sufficient neutral detergent and water solution, or neutral disinfecting detergent and water solution. This shall include rinsing if recommended by the detergent manufacturer.

Wet Waste/Trash: Refuse materials having relatively high moisture content, commonly generated in restrooms and break rooms. Most wet waste materials are not recyclable, but may often be used in composting.

**6.2 List of Acronyms**

EPA	Environmental Protection Agency
HAZMAT	Hazardous Material
MSDS	Material Safety Data Sheets
OSHA	Occupational Safety and Health Administration

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Support for Logistics Management Services (LMS)  
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**NASA TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0005</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>
<b>Task Title</b>	<b>Refuse and Recyclable Materials Collection, Removal and Disposal (SOW 4.5)</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JSL</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA’s Comprehensive Procurement Guideline lists, OR  
 \_\_\_ The item(s) are on the EPA’s Comprehensive Procurement Guideline lists, AND  
     \_\_\_ They meet the minimum recycled/recovered content, OR  
     \_\_\_ A waiver signed by the designated Environmental Program Manager is attached. See <http://www.epa.gov/cpg/products.htm>)

**Task Background**

ARC provides refuse and recycle collection services to tenants and occupants of ARC and Moffett Research Park, including other Federal agencies and entities. These services include shredding, trash collection and disposal of non-recyclable material (i.e., rubber, plastic, landscaping brush, wood, wood pallets, polystyrene, electronic waste, concrete, solid waste, etc) and of recyclable materials (i.e., mixed office paper, cardboard, glass, newspaper, corrugated containers, commingled bottles, cans, toner cartridges, and wooden pallets) at ARC and designated offsite locations. The Contractor shall perform of all associated administrative tasks and shall decrease the ratio of refuse to recycle in accordance with the Solid Waste Disposal Act (as Amended through P.L. 107–377, December 31, 2002) and Santa Clara County Ordinance Code, Sections B11-160 to B11-199.

The Contractor is required to obtain appropriate permits, is responsible for paying the required fees, and having the equipment necessary to remove trash and debris from all containers/dumpsters. Only licensed landfill/recycling facilities are used for disposal.

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The work includes emptying collection containers, transporting and dumping of trash, garbage and other refuse. The Contractor is responsible for selecting the dump sites and coordinating disposal agreements.

The frequency of scheduled pickup may vary from time to time. The Contractor shall perform scheduled operations outside of regular working hours, Monday through Friday starting at 5:00am.

Modify services accordingly, with the CO approval as refuse collection volumes and collections points are changed (See Historical data in Attachment J.1(b)7)

**Task Description**

All work shall be performed in accordance with the appropriate regulations and SOW (Attachment J.1(a)1) section 4.5, as specified below. Task actions to support this functional area are specified as follows:

**4.5.1 Refuse Collection**

- Monthly update the number and locations of designated collection sites, container types and sizes, and the number of containers for each location
- Collect, remove and dispose of all waste materials at identified locations within the prescribed time period and in accordance with scheduled pickup frequencies
- Periodically monitor all containers to ensure the quantity and pickup frequency is sufficient to prevent overflow conditions, removing all waste and accumulated material adjacent to a container

**4.5.2 Recycle Program**

- Identify number and locations of designated collection sites, container types and sizes, and the number of containers for each location
- As necessary collect and shred material with sensitive data, and dispose with other recyclable material (See Historical Data)
- Collect, remove and dispose of all recyclable materials (papers, cans, toner cartridges, and bottles) at identified locations within the prescribed time period and in accordance with scheduled pickup frequencies. Employees use the provided containers separately for the placement of recyclable.
- Inspect all containers prior to pickup to ensure the quantity and pickup frequency is sufficient to prevent overflow conditions by removing all waste and accumulated material adjacent to a container, and provide adequate amount of collection bins (receptacles) as necessary
- Inspect containers prior to pickup to insure containers only contain recyclable materials. Remove inappropriate material, and alert the COTR when unacceptable materials, tires, or unusually bulky materials are in the dumpsters or recycling containers.

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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Support for Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Performance Requirements Summary**

The Task Manager/COTR will conduct the surveillance of the following:

<b>Required Service</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>4.5.1 -Refuse Collection</b>	<ul style="list-style-type: none"> <li>• Maintain and track all refuse bins for each location</li> <li>• Perform timely scheduling and pickup for all bins</li> <li>• Ensure the pickup frequencies are adequate to prevent overflows</li> <li>• Track the amount of monthly refuse collection</li> </ul>	95% Overall performance (timeliness and data accuracy)	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Site Reviews</li> </ul>
<b>4.5.2 –Recycle Program</b>	<ul style="list-style-type: none"> <li>• Maintain and track container types for each location</li> <li>• Support the collection of shredding/sensitive data</li> <li>• Ensure pickup frequencies are adequate to prevent overflows</li> <li>• Monitor the collection of inappropriate materials</li> <li>• Track the amount of monthly recyclable material collection</li> </ul>	95% Overall performance (timeliness and data accuracy)	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Site Reviews</li> </ul>
<b>CDRL</b>	<ul style="list-style-type: none"> <li>• Monthly Report - Refuse and Recycle Disposal services for specific buildings. See Attachment J.1(a)3</li> </ul>	95% in submission timeliness and data accuracy	<ul style="list-style-type: none"> <li>• Review of records</li> <li>• Report receipt and acceptance</li> </ul>

**Contract Data Requirements List (CDRL):** Included in Monthly Status Report (J.1(a)3)

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>	
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>This Request Task Estimate</b>	<b>Cumulative Total Task Estimate</b>
	<b>Labor Hours</b>		

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	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>			
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**DEFINITIONS**

Alteration: The work required to adjust arrangements, make changes, or modify other physical characteristics of an existing real property facility so that it may be more effectively adapted to or utilized for its designated purpose.

Area Utilization Officer: General Services Administration (GSA) regional representative responsible for promoting the maximum utilization of excess personal property.

“As-is” Condition: The present state of an object at the time it is evaluated, given, received, or exchanged.

Automatic Release Date (ARD): The date established by the PDO and Contractor to indicate the wide utilization screening/donation/sales periods.

Bins: Refuse collection containers.

Case File Number: An eight (8) digit alphanumeric character assigned to all usable property, whether controlled or non-controlled, received as excess by the Contractor and assigned via NPDMS. The last three (3) digits in an ARC Case File Number represent the serial number unique to each piece of usable property received by Disposal.

Collections: The process of picking up refuse or recycle materials for removal from the site.

Collection Point: The location at which refuse or recycling materials are staged for collections.

Common Area: A designated area not assigned to any one tenant (occupant).

Condition Code: An alpha or alphanumeric code designation indicating the physical condition of property.

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Containers: Receptacles for refuse or recycling collections. See bins.

Control Number: A 12-digit number assigned to Block 1 of Standard Form (SF) 120 (Report of Excess Personal Property) when reporting excess property (including ADPE) to GSA. The first six digits represent the Unit Identification Code (UIC) assigned by GSA. The UIC is unique to each government agency. The code assigned by GSA to Ames Research Center is 809101. The next four digits represent the date the SF 120 is prepared and the last two represent the serial number assigned locally by NASA Ames Research Center. This serial number starts with 01 for the first SF 120 prepared in a calendar year and continues consecutively until the last SF 120 is prepared for that year.

Debris: Undesirable or discarded material including, but not limited to, cut or trimmed vegetation, paper, cans and bottles, otherwise referred to as “trash, and “litter”, fallen tree limbs and branches, and rocks, street sweepings, maintenance, repair, and construction (including roofing) waste, and similar waste material, but not including hazardous waste.

Defect: A defect is composed of one (1) or more documented deficiencies of unsatisfactory work performance caused by either poor performance or non-performance.

Disposal: The process of transferring NASA excess personal property to another Federal Agency, and/or donating, selling, abandoning, or destroying surplus property. This term also applies to the collection and removal of contents/refuse/waste.

Dry Waste: Refuse materials containing low moisture levels, commonly generated in offices and shops. Many dry waste materials are recyclable.

Dump: The removal, and disposal of, contents/refuse/waste from bins/cans/containers.

Dumpster: Receptacle for refuse/recycling collections. See bins.

Excess Property: Personal property, which is determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation or contractor.

Exchange Sale Property: Personal property, not excess to the needs of the holding installation, but eligible for replacement, which is exchanged or sold in order to apply exchange allowance or proceeds of sale, in whole or part payment, for the replacement of a similar item.

Federal Supply Classification: A system developed in the Federal Cataloging System for use in classifying items of supply. The structure of the FSC consists of groups subdivided into classes within each group. Each class covers a relatively homogeneous area of commodities with respect to physical or performance characteristics, or the items included are usually requisitioned or issued simultaneously.

Federal Standard Requisitioning and Issue Procedure Field Service (FEDSTRIP): Field service is defined as providing field mobile scheduled and unscheduled maintenance for equipment that, because of design or immobility, cannot economically be delivered to the repair facility.

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Hazardous Wastes: Waste materials that are toxic/poisonous, corrosive, irritating/sensitizing, radioactive, biologically infectious, explosive, flammable, or that present a significant hazard to human health and the environment as determined by Federal, State or Local regulatory authorities/regulations. Special handling procedures and facilities are required in their disposal.

Inventory Adjustment: A transaction processed to adjust materials inventory record and any imbalances between such records and quantities in stock.

Recyclables: Materials, which are separated from the regular waste stream and processed for reuse. There is generally some value placed on these commodities, providing incentive for their collection. This consists of white ledger, mixed office paper, newspaper, corrugated containers, commingled bottles, cans and wooden pallets.

Refuse: Waste materials, wet and/or dry which are not recyclable, and must be taken to landfill dumpsites.

Waste Containers: Waste containers are defined as trash receptacles, wastebaskets, trash cans, wastepaper baskets, paper towels receptacles, ashtrays, or any container holding trash, paper, or refuse of any type.

Weight Ticket: Record provided for landfill deliveries. It identifies the date/time; refuse company, vehicle, driver, waste generator (source), container capacity in cubic yards, and weights (gross, tare and net).

Wet Waste/Trash: Refuse materials having relatively high moisture content, commonly generated in restrooms and break rooms. Most wet waste materials are not recyclable, but may often be used in composting.

**6.2 List of Acronyms**

EPA	Environmental Protection Agency
FED	Federal Disposal System
HAZMAT	Hazardous Material
OSHA	Occupational Safety and Health Administration

**J.1(b)6 – Contract Task Order #0006  
Support for Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0006</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>

<b>Task Title</b>	<b>Shipping, Receiving, Mail Service Center, Warehousing and Re-Distribution (SOW 4.6)</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JSL</b>	<b>Extension</b>	

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**Task requires contractor access to Government database(s) Yes \_\_\_ No \_\_\_**

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA’s Comprehensive Procurement Guideline lists, OR

\_\_\_ The item(s) are on the EPA’s Comprehensive Procurement Guideline lists, AND

    \_\_\_ They meet the minimum recycled/recovered content, OR

    \_\_\_ A waiver signed by the designated Environmental Program Manager is attached. See <http://www.epa.gov/cpg/products.htm>)

Authorization to proceed required? \_\_\_ Yes \_\_\_ No

Start work: \_\_\_ Yes \_\_\_ No NTE: \_\_\_\_\_ (30 day estimated) until task order plan is approved.

Signature/Date	Signature/Date
COTR:	Contracting Officer:

**Task Background**

ARC provides domestic and international shipping services using all carriers (Freight, UPS, Federal Express, and USPS); receiving; warehousing; in-house office moving/relocation; and mail services to support its resident employees, including those of government, on-site contractors and other resident Government agencies. These services are managed in accordance with (IAW) with the appropriate NASA Policy Directives (NPD) 6000.1B

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Transportation Management; NASA Procedural Requirements (NPR) 6000.1G Requirements for Packaging, Handling and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components; NPR 6200.1C Transportation and General Traffic Management; Center Directives; NASA Correspondence Management and Communications Standards and Style, Ames Policy Directives (APD) 1450.11 NASA Mail Management Program; NPD 1490.1G NASA Printing, Duplicating, and Copy Management; APD 1490.2 Printing, Duplicating and Copying and Management Program; APD 4520.1 Receival and Inspections Report; NPR 1620.3 Physical Security Requirements for NASA Facilities and Property; Ames Policy Guidance (APG) 1620.1 Security Procedures and Guidelines; NPD 1450.12D Handling Correspondence and Information From the Executive Office of the President; Federal Management Regulation (FMR) 102.192.60 through 102-2.110; APD 4530.1 Item Shipment Policies and Procedures; APD 2190.1A Export Control Program; NPR 4100.1D NASA Materials Inventory Management Manual); Code of Federal Regulations (15, 39, 41 and 49 CFR); International Air Transport Association (IATA); Occupational Safety and Health Administration (OSHA); OSHA Voluntary Protection Program (VPP); International Maritime Dangerous Goods (IMDG) Code; Material Safety Data Sheets (MSDS); Emergency Response Guidebook; General Services Administration (GSA); and other federal, state and local regulations.

Certification is required for shipping personnel to handle Hazardous Material (HM) and a Secret level security clearance is required for personnel handling classified inbound and outbound mail/parcels. (See Historical Data J.1(b) 7)

**Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.6. Specific task actions to support this functional area are as follows:

**4.6.1 Outbound Shipments and Mail Services**

- Process mail/parcels within one (1) workday of receipt; deliver overnight mail/parcels within two (2) hours of receipt, and apply bulk pre-sort mailings where appropriate
- Process all outbound mail/parcels and shipments within the same workday; overnight (only for overnight mail/parcels/shipments)
- Prepare, schedule, pack with appropriate materials, and process outbound shipments in accordance with procedures, guidelines and regulations for the applicable mode of transportation, within two (2) days of receipt
- Prepare, handle, process, and coordinate all HAZMAT packages/shipments through the Transportation Office for inspection and final review prior to departure; within five (5) workdays
- Obtain copies of Material Safety Data Sheet (MSDS) for outbound HAZMAT shipments and maintain the central file
- Coordinate international shipments with the Export Control Office and provide copies of completed international shipments to the Export Control Office
- Prepare and process freight bills and submit funding information to the Financial Management Office for payment processing
- Review/validate FedEx/UPS invoices received from the NASA Shared Services Center (NSSC) via Accounts Payable Work Management System (AWMS) at <https://awms.nssc.nasa.gov>, and submit to Transportation Office for approval

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- Maintain mail expenditures (e.g., postage, shipping, fuel surcharges, packaging, consolidating, meter, permits, equipment expenses, U.S. Postmaster, total postage expenses and pieces)
- Review all shipping documents (ARC Form 66) for accuracy, approvals, and completeness, process them accordingly, and assign an ARC outbound shipment number to each form
- Take digital photographs; perform packing-related activities, including priority assignment, scheduling, tracking, and handling of all shipping orders; and complete shipping documents with shipping data, (i.e., weight, dimensions, hazardous data requirements)
- Complete the Outbound Shipment Control Register and appropriate shipping label for shipments
- Complete shipments for pick-up by small parcel carriers as scheduled. If a carrier is unable to adhere to their schedule, the Contractor shall notify the Transportation Office of any delays, and annotate the incident on the shipping document/manifest
- Perform daily scheduled mail/package pick-up, delivery, and distribution from/to the U.S. Post Office at Moffett Field
- Handling, storage, packaging, preservation, and delivery in accordance with applicable regulations and standard warehouse practices
- Proper handling, storage, inventory, and clean-up of HazMat, in accordance with applicable regulations

**4.6.2 Incoming Mail, Receiving, Warehousing and Re-Distribution**

- Receive and off-load incoming materials from all carriers and, as appropriate: inspect for damage, perform x-ray, sort, process, prepare, and deliver all received shipments/mail/parcels within 8 hrs of receipt
- Process mail distribution, IAW APD 4530.1 and 41 CFR, Part 101-9
- Isolate all unidentified/suspicious shipments and mail, utilizing a safety container where appropriate
- Receive, verify proper documentation, conduct count-and-condition inspections, resolve discrepancies, and process documents to ensure accountability, signing goods receipt and forwarding to the Transportation Office on the morning following receipt
- Inspect delivery vehicles that checked in at the N-255, Receiving Hub, issue a decal (vehicle pass) to the delivery vendor's driver prior to leaving N-255. A copy of the decal (vehicle pass) shall be retained by receiving personnel
- Store, use, or deliver (i.e., gas cylinders/dewars) to the appropriate recipients IAW NPR 4100.1D.
- Receive, inspect, and accept chemical products and HazMat, which shall have the appropriate MSDS, at the Central Shipping and Receiving
- Maintain the Center's MSDS files for stored and issued chemicals and HazMat
- Organize; remove and/or rebuild racks/shelves; track contents; maintain and manage storage facilities, including temporary space, pending issuance or disposal, for safely and securely storing materials, supplies, and equipment including those of a hazardous or potentially hazardous nature, IAW 49 CFR, IATA and IMDG.
- Store or release materials, supplies, or equipment within two to five (2-5) working days of receipt or request

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- Conduct annual reviews of storage availability, obtain written justifications for retention from personnel with stored items, and take digital photographs of all items that are retained in custody
- Conduct quarterly reviews to ensure that no hazardous materials are stored in custodial storage areas
- Manage, and control all gas cylinders/dewars in accordance with applicable regulations
- Handling, storage, packaging, preservation, and delivery of items in accordance with applicable regulations and standard warehouse practices
- Proper handling, storage, inventory, and clean-up of HazMat, in accordance with applicable regulations

**4.6.3 Record Maintenance**

- Collect and track expenses, maintain records, and prepare reports (e.g., shipping documents, outgoing and incoming registers), as necessary. This includes: Postal and FedEx Charges Reports, Metering/Bulk Charges, shipping document, outgoing and incoming registers, Progress Report, etc
- Maintain database as required (i.e., FedEx Ship Manager, SAP, etc.)
- Maintain a discrepancy register and retain copies of discrepancy reports (See Historical Data)

**4.6.4 Office Moves/Property Pick-up/Delivery**

- Schedule, coordinate, and perform property pick-up, delivery, moving, set-up and tear down. Develop a schedule for moving services on a daily basis that involves the least amount of disruption to the customer. Coordinate and confirm the moves with the customer
- Assemble/disassemble component-type furniture (e.g., system furniture, partitions, etc.), which may include unique or special instructions
- Uncrate and assemble new furniture prior to delivery or pick-up
- Support office moves and track all associated moving costs. Verify accuracy and completeness of received billing documents before processing for payment
  
- Pick-up and transport excess property to the designated Logistics or other disposal area. Ensure, when controlled or non-controlled excess property is included with a move, that there is proper documentation (i.e., NASA Form 428, Property Transaction Document Custodial Turn-In of Non-Decal Equipment, and DD Form 1149, Requisition and Invoice Shipping Document, as appropriate)
- Provide JS developed customer survey questionnaire to the customer upon completion of each move, pick up, or delivery service

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**Performance Requirements Summary**

The Task manager/COTR will conduct the surveillance on the following:

Requirement	Summary of Service	Performance Threshold	Method of Surveillance
<b>4.6.1 - Outbound Shipments and Mail Services</b>	As described in this CTO, including but not limited to: <ul style="list-style-type: none"> <li>• Schedule and properly prepare items for shipping consistent with the appropriate guidelines and other regulations</li> <li>• Process on the same day all priority outbound received by 11:00am</li> <li>• Process all outbound shipments/mail within one (1) workday</li> <li>• Process all routing shipments within 2 days of receipt</li> <li>• Deliver all overnight mail/parcels within two (2) hours of receipt</li> <li>• Pick-up and drop mail from/to U.S Post Office, and redistribute/pick mail to/from Moffett Field designated mail stops</li> <li>• Prepare and process freight bills</li> </ul>	95% overall performance (timeliness and accuracy)	Review of site and records (documentation and logs books)
	<ul style="list-style-type: none"> <li>• Pack, mark, label, store, inventory, clean-up Hazardous Materials (HM) in accordance with regulations and procedures</li> </ul>	100% Overall performance (timeliness, accuracy and quality)	<ul style="list-style-type: none"> <li>• 100% occurrence checks</li> <li>• Review of documentation and log books</li> </ul>

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**Performance Requirements Summary (cont'd)**

Requirement	Summary of Service	Performance Threshold	Method of Surveillance
<b>4.6.2 - Incoming Mail, Receiving, Warehousing and Re-Distribution</b>	<ul style="list-style-type: none"> <li>• Ensure all applicable MSDS are received; update the central file accordingly</li> <li>• Manage, and control all gas cylinders/Dewars in accordance with applicable guides</li> </ul>	100% compliance	100% inspection
	<ul style="list-style-type: none"> <li>• Receive, sort and process all mail and incoming shipments.</li> <li>• X-ray all inbound items within 8 hrs of receipt</li> <li>• Deliver all received shipments</li> <li>• Receive, inspect, tag equipment and process paperwork</li> </ul>	95 % Overall performance (timeliness and accuracy)	<ul style="list-style-type: none"> <li>• Review of site, records</li> <li>• Customer complaint</li> </ul>
<b>4.6.3 - Record Maintenance</b>	As described in this CTO	95% Overall performance (timeliness and data accuracy)	Review of records
<b>4.6.4 Office Moves/Property Pickup/Delivery</b>	As described in this CTO	95% Overall customer satisfaction	<ul style="list-style-type: none"> <li>• Review of service requests, documentation, and log books</li> <li>• Customer complaint</li> </ul>
<b>CDRL - See specifics below.</b>	<ul style="list-style-type: none"> <li>• Monthly Status Report: Brief summary of work accomplished during the period, due no later than the 5<sup>th</sup> business day of the following month. See Attachment J.1(a)3</li> <li>• Report of Outbound and Inbound Shipments (all carriers): See specifics below</li> <li>• Mail Report (expenditures): See specifics below</li> <li>• Annual Mail Report (expenditures): See specifics below</li> <li>• FedEx/UPS Reconciliation Report: See specifics below</li> </ul>	100% submission timeliness and data accuracy	<ul style="list-style-type: none"> <li>• Review of records</li> <li>• Report receipt and acceptance</li> </ul>

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**Contract Data Requirements List (CDRL):** In addition to the Monthly Status Report in Attachment J.1(a)3, provide the following reports:

<b>1. Report of Outbound/Inbound Shipments (all carriers)</b>	
Electronic Distribution: Task Manager, M/S 255-3 COTR, M/S 255-3 Financial Mgmt. 203/18	This Quarterly Report shall contain, at a minimum, item description, Shipment Quantity, Item Pieces and Unit Cost and Shipping Cost and shall be in an excel spreadsheet. Submission shall be made within 3 days following the reporting period.
<b>2. Mail Report (expenditures)</b>	
Task Manager, M/S 255-3 and/or COTR, M/S 255-3	This Quarterly Report shall contain mail processing, meter activity, mail center activity and permit mailings. Submission shall be made NLT the tenth (10) day of January, April, July, and October for periods ending December, March, June and September.
<b>3. Annual Mail Report (expenditures)</b>	
Electronic Distribution: Task Manager, M/S 255-3 COTR, M/S 255-3	The report (expenditures) shall contain everything paid to mail service providers for postage, shipping, fuel surcharges, and packaging for fiscal year ending. Submission shall be made NLT December tenth (10) day of each year.
<b>4. FedEx/UPS Reconciliation Report</b>	
Electronic Distribution: Task Manager, M/S 255-3 COTR, M/S 255-3 Financial Mgmt. 203/18	This Weekly Report shall be developed and maintained on an excel spreadsheet and submitted electronically to COTR/designee and Finance/Accounts Payable no later than the first business day following the reporting period

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**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>	
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>This Request Task Estimate</b>	<b>Cumulative Total Task Estimate</b>
	<b>Labor Hours</b>		
	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>	<b>Direct Labor</b>		
	<b>ODC's</b>		
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**DEFINITIONS**

Control Number: A 12-digit number assigned to Block 1 of Standard form 120 (Report of Excess Personal Property) when reporting excess property (including ADPE) to GSA. The first six digits represent the Unit Identification Code (UIC) assigned by GSA. It is unique to each government agency. The code assigned by GSA to Ames Research Center is 809101. The next four digits represent the date the SF 120 is prepared and the last two represent the serial number assigned locally by NASA Ames Research Center. This serial number starts with 01 for the first SF 120 prepared in a calendar year and continues consecutively until the last SF 120 is prepared for that year.

Government Property: All property owned by, or leased to, the Government or acquired by the Government.

Hazardous Waste: Waste materials that are toxic/poisonous, corrosive, irritating/sensitizing, radioactive, biologically infectious, explosive, flammable, or that present a significant hazard to human health and the environment as determined by Federal, State or Local regulatory authorities/regulations. Special handling procedures and facilities are required in their disposal.

Latent Defects: Latent defects are defects that are present in a hidden or undeveloped state and are not visible or apparent at the time of inspection, but which become obvious or come into being at some future time.

Redistribution: Reassignment of excess property including transfer of accountability within an installation or contractor; or from one NASA installation or contractor.

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**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0007</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY  
COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

<b>Task Title</b>	<b>Fleet Management Support (SOW 4.7)</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JSL</b>	<b>Extension</b>	

**Task requires contractor access to Government database(s) Yes \_\_\_ No \_\_\_**

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists, OR  
 \_\_\_ The item(s) are on the EPA's Comprehensive Procurement Guideline lists, AND  
     \_\_\_ They meet the minimum recycled/recovered content, OR  
     \_\_\_ A waiver signed by the designated Environmental Program Manager is attached.  
 See <http://www.epa.gov/cpg/products.htm>)

**Authorization to proceed required? \_\_\_ Yes \_\_\_ No**  
**Start work: \_\_\_ Yes \_\_\_ No NTE: \_\_\_\_\_ (30**  
**day estimated) until task order plan is approved.**

**Signature/Date** **Signature/Date**  
**COTR:** **Contracting Officer:**

**Task Background**

The Transportation Office manages the fleet operations and maintenance in accordance with (IAW) the fleet management standards, Executive Orders (EOs), NASA Procedural Requirements (NPRs), NASA Policy Directives (NPDs), 41 Code of Federal Regulations (CFRs), instructions, policies, notices, and other federal and state regulations.

Requirements include roadside services; dispatching; equipment lease/rental services; fuel distribution and database maintenance; bicycle repair; shuttle bus services; pick-up delivery and service of vehicles requiring exchange, termination, preventive maintenance, repair, and inspections on Government-owned vehicles and equipment in accordance with industry, manufacturers and OSHA Voluntary Protection Programs (VPP) requirements; and other actions in support of General Services Administration (GSA). Repairs are generally made on-

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site; requests for off-site service require a written justification and COTR's approval. Required certifications and licenses must be current and appropriate to the equipment or vehicle used in operation and shall be IAW federal, state, and local regulations. Fleet management also requires a 5-year phased plan for replacement of various vehicles.

In addition, ARC supports trip reduction through the Ames Commute Alternatives Program (ACAP). Rideshare information, Santa Clara Valley Transportation Authority (VTA) bus and light rail schedules, and CalTrain timetables are available to all employees. Current shuttle service hours are Monday through Friday, (6:35 – 9:16 a.m. and 3:40 – 6:06 p.m.), between “the Mountain View, CalTrain station, Ellis Street Light Rail, and ARC.”

ARC's Fleet is managed IAW with the Executive Order 13423 (Strengthening Federal Environmental, Energy, and Transportation Management); NPD 6000.1B (Transportation Management); Energy Policy Act; NPR 6200.1C (Transportation and General Traffic Management); APD 6711 (Bicycle Program); APR 1700.1 (Health and Safety Manual) Vehicle Safety, Fleet Management Handbook; 41 Code of Federal Regulations (CFR) sections 101-39, 102-34; Federal Acquisition Regulations (FAR) Part 51; State and Federal Regulations; and GSA directives.

See Fleet Management historical data in Attachment J.1(b)7 and the Virtual Tour presentation

### **Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.7. Specific task actions to support this functional area are as follows:

#### **4.7.1 Vehicle/Equipment Maintenance Support**

- Provide repair and preventive maintenance services, including for equipment which has exceeded its life expectancy, as if it were in its last year of expectancy. (See Historical Data)
- Conduct safety inspections every six (6) months, calibrations, load tests, and other related services appropriate for vehicles/equipment listed in Section J at least once every six (6) months
- Perform diagnostic inspection on each vehicle maintained in the fleet.
- Provide off-site repair services for Special-Purpose Mobile Equipment (SPME) that may not physically fit into the ARC service bays. The Contractor shall be responsible and accountable for security and conveying such vehicles to an off-base facility and their return when repairs are complete.
- Develop an annual schedule (subject to approval by COTR/designee) for required vehicle smog and smoke tests. Ensure vehicles are smoke and smog certified, maintain copies of certificates, and make these records available for data calls.
- Develop an annual schedule for motor vehicle preventive maintenance, and perform accordingly
- Maintain records of all repairs, including road side services, and maintenance services, safety inspections, calibrations, load tests, and other related appropriate inspections.
- Maintain current certifications and licenses, repairs and preventive maintenance services, calibrations, inspections (safety, vehicle, etc.), and all other related fleet

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management records, and make them readily available for data calls, reports and/or COTR/designee review

- Arrange for off-site repair of large SPME vehicles that cannot be serviced on-site or for smog and smoke inspection services, which are not available on-site. The Contractor shall be responsible and accountable for vehicle security, delivery, and pick up when repairs or inspections are complete
- Deliver and pick up GSA vehicles requiring exchange, termination, preventive maintenance, repair, and/or other action. Maintain current GSA vehicle information, and make the information readily available for data calls and/or COTR/designee review
- Provide vehicle mileage and Preventive Maintenance completion date to GSA via [7FFMileagePMDue@gsa.gov](mailto:7FFMileagePMDue@gsa.gov), and provide a copy to the COTR/designee

**4.7.2 Tow Truck (Wrecker)/Road Side Services**

- As required tow or transport disabled vehicles and remove improperly parked vehicles (including non-Government vehicles) when requested by police or authorized Government representative
- As required respond to phoned-in service calls, performing the required services. Service Calls are limited to Government vehicles and SPME
- Perform roadside services, including jump starting and/or replacing batteries, repairing/changing tires, and other minor repairs and adjustments necessary to return the equipment to an operational status

**4.7.3 Equipment under Manufacturer's or Installer's Warranty**

- Maintain and track equipment/vehicle warranties, including components warranty and replacement provisions
- Report defects in material or workmanship, defective parts, or improper installation and adjustments
- Make timely and appropriate corrective actions

**4.7.4 Fuel Distribution Support**

- Control and issue fuel at the existing Government self-service operated dispensing stations IAW the Bay Air Quality Management District (BAQMD)
- Conduct inspections of fuel stations daily IAW BAAQMD Regulation 8-7-301.13, BAAQMD Regulation 8-7-301.14, California Air Resources Board VR-201H and VR-202H and Santa Clara County regulatory citations at <http://www.sccgov.org/sccsearch/ui.jsp>
- Conduct monthly inspections and annual testing of EVR equipment. Maintain inspection log and make the information readily available to the COTR
- Maintain the EVR equipment, including repair, replacement or retrofitting
- Ensure vehicles and equipment are safety inspected, maintained, repaired and overhauled IAW applicable guidance, regulations, and VPP requirements
- Maintain current records of all fuel (propane, unleaded, diesel, etc.) usage, inventory, inspections, and test results of fuel stations
- Maintain inspections, testing, results, replacement, repair, latest vapor recovery test results, forms, and maintenance log of EVR equipment. Make this information available for data calls, monthly reports and COTR/designee's review

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**4.7.5 Database Maintenance**

- Maintain ExtraFLEET® used in tracking quantities of diesel, unleaded, and other fuels dispensed to each vehicle or piece of equipment. Integrate information provided by the government from FuelMASTER® Rule Management System data into the CMMS database (ExtraFLEET® system). No data, except data entered in error by the Contractor, shall be deleted from the database without the written consent of the COTR
- Back up the database system daily, using external media. All other modules available in ExtraFLEET® are available for the Contractor's use at its discretion
- Manage FuelMASTER® Rule Management System
- Provide suggestions to improve or modify the configuration of the databases to the COTR for approval and take action as appropriate
- Maintain current records, and make this information available for data calls, reports, and COTR/designee review

**4.7.6 Dispatching Support**

- Conduct vehicle check-out and check-in inspections prior to pickup or turn-in with the driver
- Verify the driver has current NASA badge, driver's license, and certifications appropriate to operate the vehicle/equipment
- Issue a trip card (ARC 323) for any dispatched vehicle to be used off-site
- Provide to the driver with a credit card for purchasing fuel
- Obtain, from the user, a written memorandum authorizing overnight use of vehicle, and submit to the Transportation Officer for approval
- Monitor, track, and record motor vehicle utilization record and dispatch log for dispatched vehicles and equipment (See Historical Data)
- Obtain a copy of travel order and written memorandum authorizing user to keep vehicle at residence
- Maintain current dispatching log, and make information available for data calls, reports and COTR/designee's review

**4.7.7.1 Shuttle Services**

- Maintain records of daily usage activities, with arrival and departure time, and head count for monthly reporting, data calls and make the information available for COTR/designee's review
- Maintain and follow a schedule for ACAP shuttle bus services according to established route
- Maintain the ARC ACAP website, updating as changes occur
- Obtain recommendations or suggestions from riders or customers for ACAP process improvement

**4.7.7.2 Bicycle Repair and Lockers**

- Institute and maintain an effective and efficient program for issuing bicycle lockers to personnel commuting by bike
- Provide bicycle lockers and repair services for government-owned bicycle as necessary
- Maintain current inventory of bicycles and lockers and repair log and other related records

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**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Performance Requirements Summary**

<b>Required Service</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>4.7.1- Vehicle/Equipment Maintenance Support</b>	<ul style="list-style-type: none"> <li>• Perform repair and support preventive maintenance services to all vehicles/equipment</li> <li>• Provide safety inspections and other related services</li> <li>• Complete diagnostic inspections</li> <li>• Schedule and maintain annual schedules (Vehicle Smog test, Preventive Maintenance, GSA vehicles)</li> <li>• Provide GSA support as described in SOW</li> </ul>	<ul style="list-style-type: none"> <li>• 95% Overall performance (timeliness and accuracy)</li> <li>• 100% compliance IAW safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Review of site and records (documentation and logs books)</li> </ul>
<b>4.7.2 – Tow Truck (Wrecker)/Road Side Services</b>	<ul style="list-style-type: none"> <li>• Support towing/transport services of disabled and improperly parked vehicles</li> <li>• Perform road side services</li> </ul>	95% Overall performance (timeliness and quality)	Customer complaint
<b>4.7.3 - Equipment under Manufacturer's or Installer's Warranty</b>	<ul style="list-style-type: none"> <li>• Maintain and track all warranties</li> <li>• Report defects of materials, parts, improper installations and adjustments. Provide timely corrective actions</li> </ul>	95% Overall performance (timeliness and quality)	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>Review of site and records (documentation and logs books)</li> </ul>

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<p><b>4.7.4 Fuel Distribution Support</b></p>	<ul style="list-style-type: none"> <li>• Maintain self-service operated stations IAW BAQMD and perform daily inspections</li> <li>• Perform monthly inspections and schedule annual EVR testing</li> <li>• Conduct vehicle and equipment safety inspections, maintained, repaired and overhauled according to applicable guidance, regulations and requirements</li> <li>• Retain all records/inspections</li> </ul>	<ul style="list-style-type: none"> <li>• 95% Overall performance (timeliness and accuracy)</li> <li>• 100% compliance IAW safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Review of site and records (documentation and logs books)</li> <li>• 100% review</li> </ul>
<p><b>4.7.5 - Database Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Maintain and enter fuel usage by type</li> <li>• Perform back up to the data system daily</li> <li>• Manage FuelMASTER® Rule Management System</li> <li>• Maintain all records</li> </ul>	<p>95% Overall performance (timeliness and data accuracy)</p>	<ul style="list-style-type: none"> <li>• Review of site and records (documentation and logs books)</li> </ul>
<p><b>4.7.6 - Dispatching Support</b></p>	<ul style="list-style-type: none"> <li>• Perform check in/out vehicle inspections</li> <li>• Validate licenses and certifications</li> <li>• Provide trip cards and credit cards</li> <li>• Request for a written memorandum of overnight use for approval</li> <li>• Maintain and record utilization records and logs of dispatching services</li> <li>• Retain a copy of travel order and written memorandum authorizations</li> </ul>	<ul style="list-style-type: none"> <li>• 95% Overall customer satisfaction</li> <li>• 95% Overall performance (timeliness and quality)</li> </ul>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Reviews of site and records (documentation and logs books)</li> </ul>
<p><b>4.7.7.1 - Shuttle Services</b></p>	<ul style="list-style-type: none"> <li>• Maintain and record daily usage</li> <li>• Maintain and follow the required ACAP schedule</li> <li>• Update the website as necessary</li> </ul>		

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	<ul style="list-style-type: none"> <li>Inquire with customers of process improvements</li> </ul>		
<b>4.7.7.2 Bicycle Repair and Lockers</b>	<ul style="list-style-type: none"> <li>Maintain the issuance of bicycle lockers</li> <li>Provide bicycle lockers and repair services for government owned bicycles</li> <li>Develop an inventory listing of all bicycles, lockers and repairs and records</li> </ul>		
<b>CDRL - See specifics below.</b>	1. Monthly Status Report: Brief summary of work accomplished during the period, due no later than the 5 <sup>th</sup> business day of the following month. See Attachment J.1(a)3	95 % Overall performance (timeliness and accuracy)	Review of records
	2. Motor Vehicle Cost Per Mile – Quarterly: See specifics below.		
	3. Bureau of Automotive Repair (BAR) Form 79-19 and 79-21 - Report of California State Required Fuel Smog and Smoke Test - Annually: See specifics below.	100% Overall Performance IAW regulations (timeliness and data accuracy)	100% review of records
	4. Federal Automotive Statistical Tool (FAST) Report – Annually: See specifics below.		
	5. OMB Transportation Management Scorecard – Semi-Annually: See specifics below.		
<b>CDRL - See specifics below.</b>	6. Vehicle Inspection Report – Weekly: See specifics below.	95 % Overall performance (timeliness and data accuracy)	Review of records

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**Contract Data Requirements List (CDRL):** In addition to the Monthly Status Report Attachment J.1(a)3), provide the following reports:

<b>1. Motor Vehicle Cost Per Mile - Quarterly</b>	
Electronic Distribution: Task Manager, Code JSL, M/S 255-3 COTR, Code JSL-M/S 255-3	Complete and submit a Quarterly Motor Vehicle Cost Per Mile Report no later than the twelfth (12) day following each quarter in accordance with NPD 6000.1B. See sample report below.
<b>2. Bureau of Automotive Repair (BAR) Form 79-19 and 79-21 - Report of California State Required Fuel Smog and Smoke Test - Annually</b>	
Electronic Distribution: Task Manager, Code JSL, M/S 255-3 COTR, Code JSL-M/S 255-3	Complete and submit Form 79-19 (Letter of Response) and 79-21 (Annual Reporting Transmittal) or an equivalent form prescribed by the Bureau of Automotive Repair no later than the last business day of December each year. See sample report below.
<b>3. Federal Automotive Statistical Tool (FAST) Report - Annually</b>	
Electronic Distribution: Task Manager, Code JSL, M/S 255-3 COTR, Code JSL-M/S 255-3	Complete and submit a report via the fastweb website ( <a href="https://fastweb.inel.gov/">https://fastweb.inel.gov/</a> ), Department of Energy web-based FAST report IAW NFS 1852.223-76 no later than October 15 <sup>th</sup> of each year. See sample report below.
<b>4. OMB Transportation Management Scorecard – Semi-Annually</b>	
Electronic Distribution: Task Manager, Code JSL, M/S 255-3 COTR, Code JSL-M/S 255-3	Complete and submit semi-annual reports to include fiscal data on ARC's motor vehicle fleet. The reports for January and July are due no later than the fifth business day of the month following the reporting period. See sample report below.
<b>5. Vehicle Inspection Report - Weekly</b>	
Electronic Distribution: Task Manager, Code JSL, M/S 255-3 COTR, Code JSL-M/S 255-3	Complete and submit a consolidated Vehicle Inspection Report of vehicle inspections performed during a week. This report is due no later than first business day following the reporting period. See sample report below.

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**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

Period of Performance:		Contractor Task Leader:	
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>This Request Task Estimate</b>	<b>Cumulative Total Task Estimate</b>
	<b>Labor Hours</b>		
	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>	<b>Direct Labor</b>		
	<b>ODC's</b>		
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**Definitions**

Hazardous Wastes: Waste materials that are toxic/poisonous, corrosive, irritating/sensitizing, radioactive, biologically infectious, explosive, flammable, or that present a significant hazard to human health and the environment as determined by Federal, State or Local regulatory authorities/regulations. Special handling procedures and facilities are required in their disposal.

Preventive Maintenance (PM): The planned, scheduled periodic inspection, adjustment, cleaning, lubrication, parts replacement, and routine repair of equipment and systems for which a specific operator is not assigned. PM consists of many checkpoint activities on items that, if disabled, would interfere with an essential operation, endanger life or property, or involve high cost or long lead time for replacement.

Repair: Repair is the restoration of a piece of equipment, a system, or a real property facility to such a condition that it may be effectively utilized for its designated purpose(s). Repair may entail overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated; or replacement of the entire unit or system if beyond economical repair.

Special Purpose Mobile Equipment (SPME): Defined as commercially available, equipment that incorporates internal combustion or electric engine power designed for special-purpose use, but not limited to e. g., forklifts, bulldozers, cranes, fire trucks, tractors, air-compressors, electric generators (Mobile), and certain aircraft ground support equipment. In undefined areas the COTR/designee will make the final determination as to whether equipment will be treated as SPME.

**Attachment J.1(b)6 – Contract Task Order #0007  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**6.2 List of Acronyms**

ACAP	Ames Commute Alternatives Program
AFV	Alternate Fuel Vehicles
BAAQMD	Bay Area Air Quality Management District
DMV	Department of Motor Vehicles
EO	Executive Order
EPA	Environmental Protection Agency
EVR	Enhanced Vapor Recovery
FPMR	Federal Property Management Regulation
GSA	General Services Administration
LIMS	Logistics Information Management System
MSDS	Material Safety Data Sheets
OSHA	Occupational Safety and Health Administration
PM	Preventive Maintenance
RCRA	Resource Conservation and Recovery Act
SPME	Special Purpose Mobile Equipment

**Attachment J.1(b)6 – Contract Task Order #0007  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**SAMPLE REPORTS**

**CDRL #1 - Motor Vehicle Cost Per Mile – Quarterly**

	LICENSE PLATE #	OLD LICENSE PLATE #	CODE	YEAR	TYPE	MAKE	BEGINNING MILEAGE	ENDING MILES	I - H TOTAL DRIVEN MILES	TOTAL FUEL USAGE	COST PER GALLON	K x TOT. FUE CO\$
1	NA000102	9500357	JP-1	1994	TRUCK, HD RESCUE	PIERCE	15014		#REF!		\$3.27	#VAL
2	NA000491	NA-2197	SSR	1985	TRUCK, LD 4x2	DODGE	56029		#REF!		\$2.46	#VAL
3	NA000492	NA-2200	RCM	1983	VAN, LD 4X2 STEPSIDE	CHEVROLET	48207		#REF!		\$2.46	#VAL
4	NA000495	NA-2238	JO	1981	TRUCK, LD 4X4 JEEP	AMC	10839		#REF!		\$2.46	#VAL
5	NA000496	NA-2240	RCM	1984	VAN, MD 4X2 STEPSIDE	CHEVROLET	63558		#REF!		\$2.46	#VAL
6	NA000500	NA-2263	RCM	1986	TRACTOR, BACKHOE	MASSEY-FERGUSON	2780		#REF!		\$3.27	#VAL
7	NA000501	NA-2276	JP-1	1988	TRUCK, W/ GEN. 112 K	FORD	1245		#REF!		\$3.27	#VAL
8	NA000502	NA-2284	J	1989	VAN, 4X2 MINI CARGO	FORD	69493		#REF!		\$2.46	#VAL
9	NA000503	NA-2290	RCM	1990	VAN, LD 4X2 CARGO	FORD	20500		#REF!		\$2.46	#VAL
10	NA000504	NA-2291	JT	1990	TRUCK, MD 4X2	FORD	37419		#REF!		\$2.46	#VAL
11	NA000510	NA-2333	JSL	1992	TRUCK, TRACTOR	PETERBUILT	29620		#REF!		\$3.27	#VAL
12	NA000514	NA-2349	JTN	1985	VAN, LD 4X2 COMM.	DODGE	45160		#REF!		\$2.46	#VAL
13	NA000517	NA-2352	JSL	1992	BUS, MD 15 PSGR.	GM	88208		#REF!		\$3.27	#VAL
14	NA000518	NA-2353	JSL	1992	BUS, MD 15 PSGR.	GM	116377		#REF!		\$3.27	#VAL
15	NA000528	N/A	J	1997	TRUCK, LD 4X2	FORD	34379		#REF!		\$2.46	#VAL
16	NA000531	NA-2372	JSL	1982	TRUCK, TRACTOR	INTERNATIONAL	268197		#REF!		\$3.27	#VAL
17	NA000533	N/A	RCM	2006	TRUCK, HD BUCKET	INTERNATIONAL	2902		#REF!		\$3.27	#VAL
18	NA000538	NA-2381	RCM	1981	TRUCK, HD 5YD DUMP	INTERNATIONAL	27105		#REF!		\$3.27	#VAL
19	NA000539	NA-2382	JSL	1981	TRUCK, 5 TON	GMC	62382		#REF!		\$2.46	#VAL
20	NA000543	NA-2388	JP-1	1981	TRUCK, MD 5TON WELD	GMC	32904		#REF!		\$2.46	#VAL
21	NA000547	NA-2394	RCM	1983	VAN, LD 4X2 STEPSIDE	CHEVROLET	71400		#REF!		\$2.46	#VAL
22	NA000552	NA-2406	RCM	1986	TRUCK, LD 4x2	CHEVROLET	103093		#REF!		\$2.46	#VAL
23	NA000554	NA-2411	RCM	1990	TRUCK, LD 4x2	FORD	76445		#REF!		\$2.46	#VAL
24	NA000558	NA-2413	RCM	1981	TRUCK, MD 5 TON	GMC	28308		#REF!		\$2.46	#VAL
25	NA000562	NA-2420	RCM	1985	TRUCK, LD 4x2	CHEVROLET	60016		#REF!		\$2.46	#VAL
26	NA000564	NA-2422	RCM	1987	TRUCK, LD 4x2	DODGE	69387		#REF!		\$2.46	#VAL
27	NA000570	NA-2439	JSL	1989	TRUCK, MOVERS	MACK	156280		#REF!		\$3.27	#VAL

Attachment J.1(b)6 – Contract Task Order #0007  
Logistics Management Services (LMS)  
RFP Number NNA09281196R

**CDRL #2 - Bureau of Automotive Repair (BAR) Form 79-19 and 79-21 - Report of California State Required Fuel Smog and Smoke Test - Annually**

Letter\_of\_Response-GovFt-FRM 79-19.pdf (SECURED) - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 100% Find

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Highlight Fields

DEPARTMENT OF CONSUMER AFFAIRS  
**BAR**  
Bureau of Automotive Repair

STATE OF CALIFORNIA - STATE AND CONSUMER SERVICES AGENCY - GOVERNOR ARNOLD SCHWARZENEGGER  
Inspection and Maintenance—Fleets  
10240 Systems Parkway  
Sacramento, CA 95827  
916.255.1336 Telephone  
916.255.1385 Fax  
[www.smogcheck.ca.gov](http://www.smogcheck.ca.gov)

THE SEAL OF THE STATE OF CALIFORNIA

**GOVERNMENT FLEET SMOG CHECK PROGRAM  
LETTER OF RESPONSE**

The California Smog Check Program affects governmental agencies that own and/or operate vehicle(s) that are subject to program requirements. The law requires that every vehicle affected by program requirements be smog tested in accordance with an established schedule and the results reported to the Bureau of Automotive Repair. Every government agency shall assign an employee, of management level, as Responsible Managing Employee (RME) to oversee the performance of the agency's vehicle smog testing activities. A new Letter of Response should be submitted to the Bureau for any changes in vehicle inventory, RME, phone numbers, address change or status of vehicle ownership.

PLEASE COMPLETE AND RETURN THIS FORM TO THE BUREAU OF AUTOMOTIVE REPAIR

Agency: \_\_\_\_\_ BAR File Number: \_\_\_\_\_  
Department: \_\_\_\_\_  
Division: \_\_\_\_\_  
Unit: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: **Ca** Zip: \_\_\_\_\_

**BAR USE ONLY**  
Date Received: \_\_\_\_\_  
Date Entered: \_\_\_\_\_  
Entered by: \_\_\_\_\_

start 5 Micr... 2 Micr... Search ... Letter\_o... untitled ... 7:38 AM

Attachment J.1(b)6 – Contract Task Order #0007  
Logistics Management Services (LMS)  
RFP Number NNA09281196R

**CDRL #3 - Federal Automotive Statistical Tool (FAST) Report – Annually**



**Attachment J.1(b)6 – Contract Task Order #0007  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**CDRL #4 - OMB Transportation Management Scorecard – Semi-Annually**

**TRANSPORTATION MANAGEMENT SCORECARD  
Department of X**

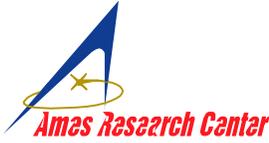
	<b>CURRENT STATUS</b> (As of July 1, 2009) <sup>1</sup>	<b>PROGRESS</b>	<b>COMMENTS</b>
<b>TRANSPORTATION MANAGEMENT</b>  <b>Senior Official:</b>          <b>Lead DOE Analyst:</b> Scott Richlen   <b>Lead OMB Analysts:</b> Cyndi Vallina and Rob Sandoli	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>○</p> <p>Color</p> <p>Next ↑ est. by (date)</p> </div> <div style="width: 45%;"> <p>○</p> <p>Color</p> </div> </div> <ul style="list-style-type: none"> <li>Percent of new vehicle acquisitions that are alternative fuel vehicles (AFVs):             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 75 percent annually (date) (G)</li> <li><u>N/A</u> 60 percent annually (date) (Y)</li> </ul> </li> <li>Use of alternative fuels in nonwaivered AFVs:             <ul style="list-style-type: none"> <li><u>N/A</u> 95 percent 7/1/09(G)</li> <li><input checked="" type="checkbox"/> 51 percent (date) (Y)</li> </ul> </li> <li>Annual reduction in AFV waivers from previous year:*             <ul style="list-style-type: none"> <li><u>N/A</u> 10% if &gt;50% AFVs waived; or 2% if &lt;50% AFVs waived (G)</li> <li><u>N/A</u> 5% if &gt;50% AFVs waived; or 1% if &lt;50% AFVs waived (Y)</li> </ul> </li> <li>Reduction in annual fleet (NASA-owned) 440 petroleum use compared to 2005 is at least (calendar year): 2009             <ul style="list-style-type: none"> <li>7.6 % percent and/or on track for 20% by 2015 (G)</li> <li>___ ≥1.5 percent annually (Y)</li> </ul> </li> <li>Increase in annual alternative fuel (AF) consumption as projected from 2005:             <ul style="list-style-type: none"> <li>___ 10 percent + AF use ≥ 5% of total fuel use (G)</li> <li>___ 10 percent and AF use &lt;5% of total fuel use. (Y)</li> </ul> </li> <li>Implementation of EO13423 incorporated into relevant:             <ul style="list-style-type: none"> <li>___ position descriptions and performance evaluations (G)</li> </ul> </li> </ul>	<p><u>Actions taken this assessment period:</u></p> <ul style="list-style-type: none"> <li>Provide a brief summary of key actions.</li> </ul> <p>GSA Vehicle Rotation:</p> <ul style="list-style-type: none"> <li>ARC is prep to install Phase II vapor recovery system to comply with the California Air Resources Board (CARB) requirements, before April 1, 2009.</li> </ul> <p><u>Planned actions for next six months:</u> Outline key actions to be taken 7/1/09-12/31/09.</p> <ul style="list-style-type: none"> <li>Continue to acquire Non-Hwy Electric Vehicles, to reduce petroleum consumption.</li> <li>Currently Seeking Funding for E85 Infrastructure.</li> <li>Currently working with HQ's T.O. on replacing ARC Non-AFV aged Fleet, with new Light Duty AFV Hwy Vehicles / Buses.</li> </ul>	<p><b>Excess NASA Owned, Since Jan 2009:</b> (3) Hwy Gas Vehicles, and (1) Equipment.</p> <ul style="list-style-type: none"> <li>One non-hwy Electric was acquired during this reporting time frame.</li> <li><b>GSA Vehicle Rotation:</b> Rotated 7; Six were E85 vehicles, and one was a Diesel Vehicle.</li> </ul> <p>Planned Action Completed: February 26, 2009.</p> <p>On Going</p> <p>On Going</p> <p>Open Action / on Going</p>

<sup>1</sup> Status will be updated once annually (Jan) to reflect performance data collected at the end of each fiscal year. Progress will be assessed twice annually (Jan and July).

January 2008

**Attachment J.1(b)6 – Contract Task Order #0007  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**CDRL #5 - Vehicle Inspection Report - Weekly**



**Daily/Weekly Inspection Log**

**Reporting Period:**

Work Area / Vehicle	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Daily Inspection Checklist	Notes / Comments
	Date	Date	Date	Date	Date		
<b>Shipping / Receiving</b>							
NA-0013, Cat Forklift							
NA-0102, Prime Mover Lift							
<b>Moving Services</b>							
NA-0086, Hyster Forklift							
NA-0570, Mack Trk							
NA-0578, Mack Trk							
<b>Property Disposal</b>							
G42-53581, Ford F-150							
NA-0103, Prime Mover Lift							
<b>Mail Service Center</b>							
NA-0077, Daihatsu							
NA-0080, Daihatsu							
NA-0081, Daihatsu							

**Attachment J.1(b)6 – Contract Task Order #0007  
 Logistics Management Services (LMS)  
 RFP Number NNA09281196R**

<b>Motorpool</b>							
NA-0517, Lil Bird Shuttle							
NA-0518, Lil Bird Shuttle							
NA-0589, Thomas Bus							
G43-1163G, Svc Trk							
NA-0618, Intl Tow Trk							

**Attachment J.1(b)6 – Contract Task Order #0009A  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0009A</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>

<b>Task Title</b>	<b>Reproduction Services (SOW 4.9)</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JSG</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY  
COMPLIANCE (EITAC)**

Yes\_\_\_ No\_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE  
CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA’s Comprehensive Procurement Guideline lists, OR

\_\_\_ The item(s) are on the EPA’s Comprehensive Procurement Guideline lists, AND

    \_\_\_ They meet the minimum recycled/recovered content, OR

    \_\_\_ A waiver signed by the designated Environmental Program Manager is attached.

See <http://www.epa.gov/cpg/products.htm>)

**Authorization to proceed required? \_\_\_ Yes \_\_\_ No**

**Start work: \_\_\_ Yes \_\_\_ No NTE: \_\_\_\_\_ (30 day estimated) until task order plan is approved.**

<b>Signature/Date</b>	<b>Signature/Date</b>
<b>COTR:</b>	<b>Contracting Officer:</b>

**Task Background**

The Logistics and Documentation Services Division provides reproduction and bindery services to resident Ames Research Center staff. Services are provided Monday through Friday, 8:00AM – 4:30PM, in bldg. N220, second floor. Annually, an average of 925 service requests are received, with an estimated 6,466,237 produced unts. Services are performed upon receipt of a Service Request from the Printing Specialist.

**Attachment J.1(b)6 – Contract Task Order #0009A  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.9. Task actions to support this functional area are specified as follows:

- Produce copies from paper and electronic originals. This includes one/two-sided copying and printing, on-line electronic make-ready, high-speed duplication, color and monochrome copying and printing, and bindery operations
- Record job tracking and job ticketing information in a computerized database furnished by the Government
- Maintain a minimum two-week supply of paper and consumable supplies (e.g. toner, fuser, staple wire). Submit requests for paper and supplies to the COTR at least two weeks prior to depletion of stock
- Establish a preventive maintenance schedule to ensure that all equipment is serviced and maintained to manufacturer's specifications
- Place service calls on government supplied maintenance contracts and provide for a visitor's pass for off-site service technicians
- Lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 50 lbs
- Upon completion of each job provide and collect a customer survey form

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
-------------------	------------	-----------------	------------

**Performance Rating Summary**

**Quality:** Type of paper, page order, legibility, clarity, contrast – all should meet the work request specifications. The quality of the copy should compare favorably with the source materials or originals

**Timeliness:** Must be available for delivery or pick-up on or before the job delivery date and time. All issues/discrepancies resolved before due date and time.

**Accuracy:** Page order and completeness as specified in the work request.

Requirement	Summary of Service	Performance Threshold	Method of Surveillance
<b>Reproduction Services</b>	As described in this CTO	95% Overall Performance (Timely, Accuracy and Quality)	<ul style="list-style-type: none"> <li>• Review of records</li> <li>• Customer Compliant</li> </ul>
<b>CDRL</b>	Monthly Status Report: Brief summary of accomplished work during		

**Attachment J.1(b)6 – Contract Task Order #0009A  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

	the period, due no later than the 5 <sup>th</sup> business day following the reporting period.		
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**Contract Data Requirements List (CDRL):** Included in the Monthly Status Report (Attachment J.1(a)3)

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

Period of Performance:		Contractor Task Leader:	
This Request: ___ Original ___ Modification	Categories	This Request Task Estimate	Cumulative Total Task Estimate
	Labor Hours		
	Labor (Burdened)		
Site/Program Manager			
COTR			
	Total		
Comments:			
Task Requester	COTR	Site/Program Manager	Contracting Officer

**Attachment J.1(b)6 – Contract Task Order #0009B  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0009B</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>

<b>Task Title</b>	<b>Graphics Services (SOW 4.9)</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JSG</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY  
COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE  
CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists, OR

\_\_\_ The item(s) are on the EPA's Comprehensive Procurement Guideline lists, AND

    \_\_\_ They meet the minimum recycled/recovered content, OR

    \_\_\_ A waiver signed by the designated Environmental Program Manager is attached.

See <http://www.epa.gov/cpg/products.htm>)

**Authorization to proceed required? \_\_\_ Yes \_\_\_ No**  
**Start work: \_\_\_ Yes \_\_\_ No NTE: \_\_\_\_\_ (30**  
**day estimated) until task order plan is approved.**

<b>Signature/Date</b>	<b>Signature/Date</b>
<b>COTR:</b>	<b>Contracting Officer:</b>

**Task Background**

The Logistics and Documentation Services Division provides graphics and web design services to resident staff (Government and non-Government), other resident agencies, and private entities at Moffett Airfield.

Services are ordered on an indefinite delivery/indefinite quantity basis and are performed upon receipt of a funded Service Request from the Arts and Information Specialist. (See Historical Data J.1(b) 7)

**Attachment J.1(b)6 – Contract Task Order #0009B  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (J.1(a)1) section 4.9. Task actions to support this functional area are specified as follows:

- Design concepts in response to customer requirements. When requested, preliminary sketches shall be provided for customer approval before final art is completed
- Design, conceptualize, and prepare camera-ready and digital art for publications, brochures, posters, slides, viewgraphs, on-screen presentations and exhibits. This art must be reproducible, unless (1) the art is the final product, such as signs, posters, nametags, or awards; or (2) a computer file is the final product
- Provide graphics support in accordance with requests received. Graphics work includes technical illustrations, graphs, diagrams, publication designs and layouts, logo and symbol designs, cover designs, typographic designs, exhibits, and sign designs
- Computer graphics work shall be provided in an electronic format on various portable media and have an electronic backup for each completed job
- Maintain a graphics file of both electronic and reproducible art, and other material to support repetitive requirements and on-going work; formatted to be able to recover files by requester name, date, organization or subject
- Archive files on a Government provided server
- Design, develop, and maintain World Wide Web site for Documentation customers; develop scripts to coordinate the look and feel of the web site; and serve as Webmaster for designated systems to ensure web sites comply with NASA policy guidelines, standards and Section 508 of the Rehabilitation Act

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Performance Rating Summary**

<b>Requirement</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>Graphics and Web Services</b>	As described in the CTO	95% Overall performance (Timeliness Accuracy and Quality)	Review of products to ensure they meet the requirements of the service requests
<b>CDRL</b>	Monthly Status Report: As defined in Attachment J.1(a) 3, due no later than the 5 <sup>th</sup> business day following the reporting period	98% Overall performance (timeliness and data accuracy)	Review of records

Attachment J.1(b)6 – Contract Task Order #0009B  
 Logistics Management Services (LMS)  
 RFP Number NNA09281196R

**Contract Data Requirements List (CDRL)** – Included in the Monthly Status Report (Attachment J.1.(a)3)

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

Period of Performance:		Contractor Task Leader:	
This Request: ___ Original ___ Modification	<b>Categories</b>	<b>This Request Task</b>	<b>Cumulative Total Task</b>
	<b>Labor Hours</b>		
	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>			
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**Attachment J.1(b)6 – Contract Task Order #0010  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0010</b>		
<b>Mod Number</b>	<b>0</b>	<b>Date</b>	<b>TBD</b>

<b>Task Title</b>	<b>Business Office Support (SOW 4.10)</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JS</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes\_\_\_ No\_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists, OR  
 \_\_\_ The item(s) are on the EPA's Comprehensive Procurement Guideline lists, AND  
     \_\_\_ They meet the minimum recycled/recovered content, OR  
     \_\_\_ A waiver signed by the designated Environmental Program Manager is attached. See <http://www.epa.gov/cpg/products.htm>)

**Authorization to proceed required?**    \_\_\_ Yes            \_\_\_ No

**Start work:** \_\_\_ Yes \_\_\_ No            **NTE:**  
 \_\_\_\_\_ **(30 day estimated) until task order plan is approved.**

<b>Signature/Date</b>	<b>Signature/Date</b>
<b>COTR:</b>	<b>Contracting Officer:</b>

**Attachment J.1(b)6 – Contract Task Order #0010  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Task Background**

The Business Office provides administrative, logistics and documentation support to the resident agencies and Ames' other tenants.

ARC conducts an on-going analysis of each major Logistics functional area to improve the management processes, conduct studies on logistics innovative concepts, policies and procedures and application of information technology to enhance processes in each of the key functional areas, analyzes findings, draws conclusions, brainstorms business solutions and develops appropriate actions for implementation.

**Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.10. Task actions to support this functional area are specified as follows:

- Assist in the implementation of the Lean Six Sigma methodology to measure the quality of the Logistics and Documentation Services Division's business processes
- Update the Logistics Management Strategic Business Plan as new information is received (i.e. budget information, new requirements, etc.), approximately three (3) to four (4) times a year
- Maintain milestone charts for projects to make current data available by the end of each week
- Coordinate, collect, analyze and consolidate information (e.g., storage availability in square footage, Center events activities, etc.) from various sources, and prepare and submit draft documents, typically weekly, in PowerPoint, Excel spreadsheet, etc. as necessary in response to data calls (e.g., custodial storage program plans/re-warehousing plan for on-site storage requirements), which are approximately six (6)/year

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Performance Requirements Summary**

<b>Requirement</b>	<b>Description of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>Logistics Program Analysis Support</b>	As defined in this CTO	95% Overall performance (timeliness, accuracy and quality of product)	<ul style="list-style-type: none"> <li>• Product review and acceptance</li> </ul>
<b>CDRL</b>	Monthly Status Report: Brief summary of work accomplished during the reporting period, due no later than the 5 <sup>th</sup> working day of the following month		

**Attachment J.1(b)6 – Contract Task Order #0010  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Contract Data Requirements List** – Included in the Monthly Status Report (Attachment J.1(a)3)

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>	
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>This Request Task Estimate</b>	<b>Cumulative Total Task Estimate</b>
	<b>Labor Hours</b>		
	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>			
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**Attachment J.1(b)6 – Contract Task Order #0011  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**NASA ARC TASK ORDER**

**PART I – STATEMENT OF REQUIREMENTS/TASK DESCRIPTION**

<b>Task Order Number</b>	<b>0011</b>		
<b>Mod Number</b>	<b>0</b>	<b>Mod Number</b>	<b>0</b>

<b>Task Title</b>	<b>NASA Ames Conference Center (NACC) Support (SOW 4.11)</b>		
<b>Task Requester</b>			
<b>Org Code</b>	<b>JS</b>	<b>Extension</b>	
<b>Task requires contractor access to Government database(s) Yes ___ No ___</b>			

**SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)**

Yes \_\_\_ No \_\_\_ This task includes EIT items and the EITAC documentation is attached. (See <http://section508.arc.nasa.gov>)

**ORGANIZATIONAL CONFLICTS OF INTEREST, AND LIMITATION OF FUTURE CONTRACTING (OCI)**

The Contractor shall comply with the Organizational Conflicts of Interest, and Limitation of Future Contracting (OCI) clause in section H.2 of the contract.

**AFFIRMATIVE PROCUREMENT**

\_\_\_ The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists, OR  
 \_\_\_ The item(s) are on the EPA's Comprehensive Procurement Guideline lists, AND  
     \_\_\_ They meet the minimum recycled/recovered content, OR  
     \_\_\_ A waiver signed by the designated Environmental Program Manager is attached. See <http://www.epa.gov/cpg/products.htm>)

**Authorization to proceed required?**    \_\_\_ Yes                    \_\_\_ No

**Start work:**    \_\_\_ Yes    \_\_\_ No

**NTE:**

\_\_\_\_\_ (30 day estimated) until task order plan is approved.

<b>Signature/Date</b>	<b>Signature/Date</b>
<b>COTR:</b>	<b>Contracting Officer:</b>

**Attachment J.1(b)6 – Contract Task Order #0011  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Task Background**

The NASA Ames Conference Center (NACC), located in the NASA Research Park, provides facilities and services for training sessions, meetings, receptions, and conferences, for the benefit of NASA and the community. Events are attended by Ames staff members, other NASA employees, other government employees, and representatives of academia and private industry, based on the event.

Support for NACC is required between 7:30 A.M. and 5:00 P.M. The NACC shall be open year round during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding Government holidays. A separate task order will be issued for items and services outside of this task order as required for special evening or weekend events, or special services. The Contractor shall operate the NASA Ames Conference Center ensuring that the operations and management requirements of the facilities are met. Tasks may include additional conference/meeting areas.

**Task Description**

All work shall be performed in accordance with the appropriate regulations and Statement of Work (Attachment J.1(a)1) section 4.11. Task actions to support this functional area are specified as follows:

- Provide overall planning, scheduling, and coordination of events; technical and logistic support; customer interface and service; and on-going evaluation and improvement of the facility and support given
- Provide on-site, full-event support from pre-planning through the actual day of the event, including but not limited to: coordination and assistance for audio-visual, network, and any audio/visual broadcasting for all in-house training courses, conferences, workshops, lectures and Agency courses.
- Solicit and analyze feedback from users and event planners on overall and specific satisfaction with the services and support provided, and report findings to CO and COTR/designee
- Recommend facility improvements and maintenance in accordance with NASA safety regulations, as necessary
- Provide, as necessary, the schedule/roster for its on-site 2nd and 3rd shifts, including employee names, locations, and scheduled work periods weekly on the first work day for that week

**Period of Performance**

<b>Begin Date</b>	<b>TBD</b>	<b>End Date</b>	<b>TBD</b>
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**Attachment J.1(b)6 – Contract Task Order #0011  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**Performance Requirements Summary**

<b>Requirement</b>	<b>Summary of Service</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>NACC Support</b>	As described in this CTO	Maintain 95% performance for each of the following: <ul style="list-style-type: none"> <li>• Proactive and solution-oriented approach to problem-solving</li> <li>• Administration of logistical aspects of all events</li> <li>• Successful completion of all record-keeping requirements</li> <li>• Timely response to management's requests for information, services or reports</li> <li>• Customer Satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Customer complaint</li> <li>• Review of records</li> </ul>
<b>CDRL</b>	1. Monthly Status Report: Brief summary or work accomplished during the month, due no later than the 5 <sup>th</sup> business day of the following month 2. Occupancy/Cancellation Report: As defined below	98% Overall performance (timely submission and data accuracy)	Review of records

**Contract Data Requirements List** – In addition to the Monthly Status Report (Attachment J.1(a)3), provide the following report

<b>1. Occupancy/Cancellation Report - Quarterly</b>	
Electronic Distribution: COTR, M/S 255-2 and/or Task Manager, M/S 200-1A	This report shall include the following data: <ul style="list-style-type: none"> <li>• Occupancy Section: Listing of occupancy rate for each week and each weekday, showing a percentage of usage and total of rooms available, with total of rooms used.</li> <li>• Cancellation Section: Listing of each cancellation, room-by-room for each week and each weekday, showing a percentage of rooms available and cancellation percentage. Report is due within 10 business days of end of quarter.</li> </ul>

**Attachment J.1(b)6 – Contract Task Order #0011  
Logistics Management Services (LMS)  
RFP Number NNA09281196R**

**PART II – TASK ORDER PLAN PROPOSAL AND APPROVAL SUMMARY**

<b>Period of Performance:</b>		<b>Contractor Task Leader:</b>	
<b>This Request:</b> ___ Original ___ Modification	<b>Categories</b>	<b>This Request Task</b>	<b>Cumulative Total Task</b>
	<b>Labor Hours</b>		
	<b>Labor (Burdened)</b>		
<b>Site/Program Manager</b>			
<b>COTR</b>			
	<b>Total</b>		
<b>Comments:</b>			
<b>Task Requester</b>	<b>COTR</b>	<b>Site/Program Manager</b>	<b>Contracting Officer</b>

**Attachment J.1(b)6 – Contract Task Order #0011  
Logistics Management Services (LMS)  
RFP Number NNA091196R  
SAMPLE REPORT**

**#1 - Occupancy/Cancellation Report**

## April 2009

OCCUPANCY							Rooms Available	Rooms Used
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Percentage		
Week #1 (1-4)			4	5	5	93%	15	14
Week #2 (5-11)	4	3	3	4	2	64%	25	16
Week #3 (12-18)	2	4	4	4	4	72%	25	18
Week #4 (19-25)	4	5	5	5	4	92%	25	23
Week #5 (26-30)	3	3	4	4		0%	20	14
<b>Total for April</b>						<b>77%</b>	<b>110</b>	<b>85</b>
Occupation By Room							Rooms Available	Rooms Used
	Week 1	Week 2	Week 3	Week 4	Week 5	Monthly Percentage		
Ballroom	3	4	2	4	4	77%	22	17
Northwing	3	1	3	4	1	55%	22	12
Macon	2	1	3	5	1	55%	22	12
Mezzanine	3	5	5	5	4	100%	22	22
Patio	3	5	5	5	4	100%	22	22
<b>Total for April</b>						<b>77%</b>	<b>110</b>	<b>85</b>
CANCELLATION							Rooms Available	Rooms Not Used
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Percentage		
Week #1 (1-4)			1	0	0	7%	15	1
Week #2 (5-11)	1	2	2	1	3	36%	25	9
Week #3 (12-18)	3	1	1	1	0	24%	25	6
Week #4 (19-25)	0	0	0	0	1	4%	25	1
Week #5 (26-30)	2	2	1	1		0%	20	6
<b>Total for April</b>						<b>21%</b>	<b>110</b>	<b>23</b>
Cancellation By Room							Rooms Available	Rooms Not Used
	Week 1	Week 2	Week 3	Week 4	Week 5	Monthly Percentage		
Ballroom		1	2			14%	22	3
Northwing		4	3	1	3	50%	22	11
Macon	1	4	1		3	41%	22	9
Mezzanine						0%	22	0
Patio						0%	22	0
<b>Total for April</b>						<b>21%</b>	<b>110</b>	<b>23</b>

Note: We do not count a room that was occupied in the cancellation rate. I.e. if the Ballroom was originally cancelled from a past event then a new event used the Ballroom, we would count that as zero in the cancellation rate, because the room ended up being used. The numbers on the right side of the Weekly Percentage is the availability for the week. If rooms are blocked off for construction they are counted as occupied since we would be unable to reserve those rooms.