

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7178		2. DELIVERY ORDER NO. KR01		3. EFFECTIVE DATE 2014 Dec 23		4. PURCH REQUEST NO. 3866522		5. PRIORITY Unrated			
6. ISSUED BY NAVFAC NORTHWEST 19917 7th Avenue NE Poulsbo WA 98370-7570			CODE N44255		7. ADMINISTERED BY NAVFAC NORTHWEST 19917 7th Avenue NE Poulsbo WA 98370-7570			CODE N44255		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>	
9. CONTRACTOR Art Anderson Associates, Inc. 202 Pacific Avenue Bremerton WA 98337-1932			CODE 5A165		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, West Entitlement P.O. Box 182381 Columbus OH 43218-2381			CODE HQ0339		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> PURCHASE			This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
Art Anderson Associates, Inc.			Stacey Ames Marketing Manager								
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/>			If this box is marked, supplier must sign Acceptance and return the following number of copies:								
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT	
		See Schedule									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA			25. TOTAL		\$161,679.96	
					BY: /s/Arthur T Homburg			12/23/2014 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN											
<input type="checkbox"/> INSPECTED		<input type="checkbox"/> RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
						PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE		g. E-MAIL ADDRESS				FINAL					
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT COMPLETE		34. CHECK NUMBER			
						a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			
						FULL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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GENERAL INFORMATION

CONTRACT TITLE

Construction Management Support Services

CONTRACT TYPE

Award of this solicitation will result in a single firm fixed price task order.

SERVICE REQUIREMENTS

The outcomes to be achieved include all labor, management, supervision, tools, materials, equipment, facilities, transportation, and other items necessary to effectively provide construction management services. Specific requirements are stated in the attached Performance Work Statement (PWS). The outcomes for this acquisition are consistent with the FAR 37.101 definition of service contracts.

NAICS CODE

The NAICS Code for this procurement is 541330, Engineering Services. The small business size standard is \$15,000,000.00.

COMPETITION ENVIRONMENT

This procurement is 100% set-aside for small business firms.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	C211	Base Year: Construction Management Support Services for Naval Base Kitsap, FEAD. Contractor shall provide all labor, transportation, supervision, and equipment needed to provide qualified construction management support services in accordance with the attached performance work statement (PWS) for PWD Kitsap. There is a 30-day phase-in to allow for hiring and mobilizing of qualified personnel; period of performance for Construction Management Services is for 12 months. (Fund Type - TBD)	12.0	MO	\$13,473.33	\$161,679.96
8001	C211	Option Year 1: Construction Management Support Services for Naval Base Kitsap, FEAD. Contractor shall provide all labor, transportation, supervision, and equipment needed to provide qualified construction management support services in accordance with the attached performance work statement (PWS) for PWD Kitsap. This option may be exercised for a period of less than 12 months. (Fund Type - TBD)	12.0	MO	\$13,802.33	\$165,627.96
		Option				

PRICING OF CLINS

All pricing is firm-fixed price and shall be fully loaded. No other allocations, fees, overhead costs, G&A, profits, or any other markups will be applied when an option is exercised.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS) FOR CONSTRUCTION MANAGEMENT SUPPORT SERVICES IN SUPPORT OF FEAD NAVAL BASE KITSAP

1. SCOPE

Under this task order, the Contractor will independently provide services as set forth in the remainder of this document in support of the overall operational objectives of Naval Facilities Engineering Command Northwest (NAVFAC NW). This contract/task order requirement is to provide assistance in construction management support for the Public Works Department located at Naval Base Kitsap.

A. Construction Management (CM) support services for the Project Management and Engineering Branch (PM&EB) of the Facilities Engineering and Acquisition Division (FEAD)

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the Contractor. Contractor employees will perform independent of and without the supervision of any Government official. The Contractor shall submit a management plan within seven working days following Contract award that outlines how service providers on the contract will be managed by the Contractor in order to perform the requirements of the contract. Actions of Contractor employees may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

The Contractor shall be directly responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. The Contractor shall be responsible for providing all material, equipment, vehicles and labor, to include technically qualified personnel to perform the services identified, unless specifically excepted in this PWS.

The Contractor shall provide oversight and administration of all Contractor staff, and as such shall direct the efforts of all contracted employees in response to specific task orders, work requirements and administrative support needs of the respective divisions given in the construction quality assurance and administrative support services outlined above (1.A) and as further defined in this PWS. This includes addressing all Community Management, Human Resource needs, planning and coordinating leave, and conducting employee reviews and appraisals. In accordance with the Office of the Secretary of Defense (OSD) Memo dated 2 March 07, subject: Contract for Services, the outcomes for this acquisition are consistent with the FAR 37.101 definition of service contracts.

Each offeror submitting a proposal to perform work under this PWS shall confirm compliance in the proposal with experience, qualifications, certifications, licenses, physical abilities and other requirements given in this PWS and shall affirm the ability to meet performance period, location and security requirements as defined. The Contractor awarded this work must submit, within seven working days following award, for Government acceptance, documentation verifying that each Contractor employee assigned to perform work under the terms of this PWS meets or exceeds the qualification requirements stated herein. If, during the performance of services set forth in this PWS, any Contractor employee cannot continue to meet the requirements for any reason, the Contractor shall ensure that there is no gap in services longer than seven calendar days per occasion and 21 cumulative calendar days annually. However, the Government reserves the right to prorate payment for such services if not performed. Alternate employees assigned by the Contractor to perform work in the absence of previously qualified personnel must have similar documentation presented for Government acceptance verifying qualification compliance as described in this paragraph. In all such cases, the Contractor POC stated in Paragraph 18 shall

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coordinate absences or leave with the Government Project Officer stated in Paragraph 17 and the Administrative Contract Specialist as early as possible.

2. ORGANIZATION

Naval Facilities Engineering Command, Northwest, is requesting these services be performed in support of the Public Works Department located at Naval Base Kitsap.

3. TASKS/SERVICES

3.A Construction Management (CM):

The contractor's role is to assist NAVFAC with the enforcement of construction contract provisions, specifically the project budget, schedule, quality, and scope. The CM is responsible for managing the planning, design (in the case of design build projects), construction and post construction phases, or portions thereof. The CM represents the interests of the project and of NAVFAC in its dealings with other construction professionals, and with other private and public entities. The CM contractor has the authority to stop any portion of the construction contractor's work that poses an imminent danger to personnel, equipment, or property.

The services required include but are not limited to:

- 3.A.1 Review and recommend approval of the construction contractor's Quality Control Plan**
- 3.A.2 Review and recommend approval of the construction contractor's safety/accident prevention plans**
- 3.A.3 Ensure contractor compliance with safety requirements**
- 3.A.4 Review project plans and specifications for technical soundness and determine practicability from a construction management standpoint**
- 3.A.5 Make visits to project sites to obtain information on facility/site conditions and develop recommendations during project development**
- 3.A.6 Schedule and conduct post-award kickoff meetings and pre-construction conferences**
- 3.A.7 Review and monitor project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.**
- 3.A.8 Analyze construction schedule submittals by construction contractors for appropriate logic and compliance with contract terms**
- 3.A.9 Assist in problem resolution and handling of disputed issues including development of Government negotiating position for changes to the contract**
- 3.A.10 Perform cost and price review on change order proposals that are within the scope of work to highlight hidden and unnecessary costs. Provide input to the contract specialist or contracting officer for preparation of the pre-and post-negotiation documentation**
- 3.A.11 Administer technical aspects of construction contract modifications (prepare cost estimates, review cost proposals, assist contract specialist or contracting officer in negotiations, prepare modification packages for processing by contracting officer)**
- 3.A.12 Schedule, conduct, and document regular progress meetings and other construction related project meetings with all interested parties to review project status, discuss problems, and resolve issues**
- 3.A.13 Monitor the design and construction clarification process and, when appropriate, remind the designer and other parties involved of the need for timely actions**
- 3.A.14 Participate in all "Partnering" activities during construction (workshops, meetings, etc.) as required**

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3.A.15 Provide technical assistance in answering requests for information (RFI) from construction contractors

3.A.16 Coordinate construction operations between contractors, station personnel, and other government agencies

3.A.17 Monitor ongoing construction to check contractor progress and verify compliance with plans and specifications

3.A.18 Resolve problems not involving changes to contract value or duration and recommend solutions to the government construction manager for problems that may result in a change of contract value or duration

3.A.19 Review construction contractor invoices for accurate reporting on percentage of work complete

3.A.20 Ensure construction contractor maintains and regularly updates as-built drawings and that a complete set of as-built drawings is turned over at the close of the contract

3.A.21 Participate in final acceptance, testing and commissioning of major building systems including but not limited to fire protection certification, elevator certifications, ensuring contractor compliance in the areas of Testing and Balancing (TABs), Duct Air Leakage Testing (DALTS), Digital Control Systems (DDC) for HVAC systems

3.A.22 Ensure the contractor provides a complete set of Operation and Maintenance Support Information (OMSI) Manuals and conducts any user training for equipment installed on the project as required by the construction contract

3.A.23 Coordinate the closeout process including punch list preparation and completion, testing and start up of major systems, training, final acceptance, contractor evaluation and final payment

3.A.24 Review Project Manager and Design Manager prepared project Statements of Work (SOWs) and Independent Government Estimates (IGEs) for accuracy and constructability before finalization of government solicitations and requests for proposal (RFPs)

3.A.25 Maintain proper construction contract document files according to NAVFAC standards.

3.A.26 Regularly review Quality Assurance reports from engineering technicians and ensure daily reports are filed in the contract file.

3.A.27 Use and prepare standard template documents for correspondence to construction contractors for deviations from contract schedule or quality

3.A.28 Prepare project status reports using NAVFAC enterprise contract management systems

4. DELIVERABLES

As assigned by the resource manager (Supervisory General Engineer) the requirements above shall be performed on time, accurately, and completely. Service providers shall submit a monthly project status report for any assigned project to the resource manager and attend any project meetings. Contractor shall provide a monthly report to the Contracting Officer summarizing service provider actions for each month. For the purposes of submission, the following personnel, or their designated representatives, are designated to receive submittals:

Contracting Officer (KO)
Contract Specialist (CS)
Supervisory General Engineer (SGE)

Summary Reports:

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Deliverable	Reference	When due	# copies	Submit to
Management Plan	1	Seven working days following award	1	KO
Project Status Report	4	By the 3 rd of the month for the previous month	1	SGE
Summary of Service Provider Actions	4	By the 3 rd of the month for the previous month	1	KO

4.A. Construction Management Support (FEAD PM&E Branch):

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
Constructability Review Comments	3.A.4	As required by mission	1	SGE
Cost estimate information/evaluation	3.A.10	As required by mission	1	CS/SGE
	3.A.11			
	3.A.18			
Invoice Review	3.A.19	Last working day of each month	1	SGE
Submittal Reviews	3.A.4	As required by mission	1	SGE
	3.A.7			
	3.A.8			
	3.A.20			
	3.A.21			
	3.A.22			
3.A.23				

5. CERTIFICATIONS, LICENSES, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED

Contractor employees performing services under each representative area must meet the following requirements and have the following licenses and/or certifications for each respective position:

5.A Construction Management Support (FEAD PM&E Branch):

5.A.1 Extensive technical and practical knowledge and experience (at least 5 years) as a Construction Manager, Project Manager, Contracting Officer's Technical Representative on Department of Navy or other Department of Defense Construction Projects, or similar relevant experience.

5.A.2 Construction Managers shall possess at least a Bachelors of Science degree in engineering, architecture, building construction, construction science or construction management.

5.A.3 Registration or Certification as a professional engineer (PE or registered architect (RA) is required. Registration or Certification as a certified construction manager (CCM), Project Management Professional (PMP), or certified facility manager (CFM) is desirable but not required.

5.A.4 Current certification of successful completion of the US Army Corps of Engineers (USACE) Construction Quality Management for Contractors course or completion within 30 calendar days of award.

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5.A.5 Knowledge of the three-phases of control and Construction Quality Management process is required.

5.A.6 Sound understanding of construction concepts, principles and practices applicable to multi-disciplined engineering projects and the design, layout, and supervision of construction operations. Extensive knowledge of testing and commissioning of major building systems including but not limited to fire protection certification, elevator certifications, ensuring contractor compliance in the areas of Testing and Balancing (TABs), Duct Air Leakage Testing (DALTS), and Digital Control Systems (DDC) for HVAC systems.

5.A.7 Ability to review technical engineering specifications and statements of work covering complex and diverse engineering designs or changes to the contract documents.

5.A.8 Thorough knowledge of construction practices and methods and construction management skills.

5.A.9 Ability to write and speak fluent English in order to report on progress and outcome of technical assignments and to present recommendations to government personnel.

5.A.10 Working proficiency of host nation language is required.

5.A.11 Ability to monitor construction projects to a successful and timely completion with respect to schedule and budget.

5.A.12 Knowledge of Primavera scheduling software and/or other construction scheduling software packages including logic networking, critical path scheduling, and cost loaded schedules is desirable.

5.A.13 Ability to perform strenuous activity while working outdoors in extreme heat or cold, working in confined spaces, climbing and using fall protection equipment will be required on this contract.

5.A.14 Knowledge of safety and occupational health principles, practices, procedures, laws and regulations as they relate to engineering performance requirements and as outlined in the EM-385-1-1 and 29 CFR.

6. PERIOD OF PERFORMANCE

The period of performance onsite in the locations specified in Paragraph 1 is 30 days after task order award for 12 months, referred to as the base period. Personnel providing services in paragraph 3.A of this contract must be in place at the locations specified in Paragraph 1 and ready to perform work 30 days after task order award. This task order includes one (1) option period, which may be unilaterally exercised by the Government for any number of months of the twelve months available in option period one (1). The requirement for this Construction Manager will end when the current construction contracts are completed sometime during the first option period. The option period shall not exceed one (1) year in duration. The option period may be exercised for less than 12 months. All terms and conditions applicable to the base period shall extend to the option period unless otherwise agreed upon in writing. A negotiated economic adjustment factor for option periods will not be considered.

7. PLACE OF PERFORMANCE

Services will be performed off-site, on-site, or a combination thereof, depending on program requirements. On-site work will be performed primarily at the Government facilities throughout Naval Base Kitsap. The Construction Management Services will be based out of Naval Base Kitsap with possible travel required. The Contractor shall have the ability to move personnel to an off-site facility to perform services herein.

8. OPERATIONAL HOURS

The contract will be based on a 40 hour work week, Sunday through Saturday; the Contractor shall coordinate actual work schedule with the NAVFAC NW POC in Paragraph 18 below. Services delineated in this PWS are expected to be performed by Contractor-provided personnel paced generally at no more than 40 work hours per week per functional service area (1.A). Additional anticipated level of weekly effort may be paced at eight hours and must be coordinated through Contract Project Officer (Paragraph 18) and Government official to determine actual requirements. Contract employees are expected to provide services holidays, if coordinated in advance with the Contract Project Officer.

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8.A United States official holidays:

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

New Year's Day

Martin Luther King's Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

9. OVERTIME

Overtime may be authorized.

10. SECURITY REGULATIONS AND REQUIREMENTS

10.1 Work under this task order is UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION (UCNI). The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the Contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

10.2 If required, within seven (7) days after award, the Contractor shall provide a list identifying the Contractor staff. This information will be used for obtaining security badging. Contractor will make all necessary badging arrangements.

10.3 The Contractor shall not discuss U.S. Government business outside of official forums.

10.5 No drug or tobacco use at any time while performing duties on base will be permitted.

10.6 Personnel Access

a. The contractor shall designate a single point of contact (POC) that will work with the NAVFAC Northwest Security Department in attaining required badging.

b. NAVFAC Northwest Security personnel will provide access to the Badge Authorization Verification Request (BAVR) system, and directions to the contractor POC to properly complete the BAVR requesting access badges.

c. Badges for access to NBK-Bangor Operational Area will be issued by the main NBK-Bangor Pass and ID Office, located adjacent to the Trident Blvd. Gate, off Washington State Highway 3. Hours of Operation are 6:00 am to 2:00 pm, Monday thru Friday, excluding Holidays. Badges shall be picked up within 30 days of the date of issue. Badges not picked up within this timeframe will no longer be valid, and the Contractor shall resubmit the badge request. The Contractor shall ensure that each badge is returned to the Pass and ID Office or satisfactorily accounted for, upon expiration of the badge or at the completion of the project, whichever occurs first. Failure to do so may affect issuance of future badges.

d. Failure to obtain entry approval will not affect the contract price or time of completion.

10.7 NCACS Program.

Navy Commercial Access Control System (NCACS) Program: NCACS is a program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. The Government performs background screening and credentialing. Throughout the year, the Contractor employee shall continue to meet background screening

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standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.eidpassport.com/> or by calling 1-877-727-4342. Contractor shall be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials shall not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.

11. REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)

11.1 Travel may be required. The Contractor service provider may be required to travel to other local locations in support of the tasks described in this statement of work. Local travel for the purposes of this PWS is defined to be travel within Naval Submarine Base, Bangor, Silverdale, Washington. The cost and means of local travel is the responsibility of the Contractor.

11.2 Government transportation may be furnished to service providers, when accompanying Government personnel.

12. TASK TYPE

Fixed Price.

13. ADMINISTRATIVE CONSIDERATIONS

Correspondence. To promote timely and effective administration, correspondence shall be subject to the following procedures:

- Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the Supervisory General Engineer.
- All other correspondence (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this SOW) shall be addressed to the Administrative Contracting Officer.

14. GOVERNMENT FURNISHED PROPERTY/INFORMATION

14.1 The Government shall provide introductions to all key Government representatives along with a briefing on their roles and functions in the organization, initial familiarization/orientation of task requirements, and any required hardware and software manuals or other documentation. Published guidance will be provided by the Government as needed, including but not limited to a variety of Federal, Department of Defense, Department of Navy, or Naval Facilities Engineering Command publications, manuals, directives, standards, policies, and procedures.

14.2 The Government will provide safety vests and hard hats. All other Personal Protective and Safety Equipment shall be provided by the Contractor. The Government will provide furnished administrative working space for service providers located onsite at Naval Base Kitsap. Report generation and tracking through the use of Government databases may be necessary functions for the services provided in this PWS. The Government will not furnish computer assets to facilitate these functions.

15. OTHER TERMS AND CONDITIONS

15.1 Individuals assigned as Contractor employees will not serve on Source Selection Boards.

15.2 If the Contractor fails to meet any of the terms outlined in the PWS, the Contractor shall make adjustments required as necessary to prevent undue interruption of the services defined.

15.2 The Contractor shall not submit more than one invoice per month.

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15.3 The Contractor shall invoice for the monthly rate awarded in the task order.

16. GOVERNMENT PROJECT OFFICER

The Government Project Officer (i.e. the Supervisory General Engineer) will provide general instructions to the Contractor POC in Paragraph 18 on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.

17. CONTRACTOR PROJECT OFFICER

The Contractor will provide the Government project officer (i.e. the Supervisory General Engineer) a single point of contact as the designated individual to receive direction from the Government. This individual will be responsible for directing the service providers.

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SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

GOVERNMENT PERFORMANCE ASSESSMENT

In accordance with the FAR clause 52.246-4 "Inspection of Services- Fixed Price," services rendered under this contract are subject to Government inspection and assessment during the contractor's operations and after completion of the tasks. The government may employ a variety of inspection and assessment methods and frequencies to assess the contractor's compliance with performance objectives, standards, and service requirements. These methods of inspection and assessment may include, but are not limited to planned sampling, validated customer complaints, random sampling, 100% assessment, validated quality control reports, unscheduled visits and customer evaluations. The government may vary or combine these inspection and assessment methods/frequencies at any time during the contract without notice to the contractor. The results of inspections and assessments will be documented and provide the base for determining service price reductions, periodic performance review, and exercise of contract options.

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000 1/22/2015 - 1/21/2016

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000 1/22/2015 - 1/21/2016

The periods of performance for the following Option Items are as follows:

8001 1/22/2016 - 1/21/2017

Services to be performed hereunder will be provided at (insert specific address and building etc.)

LOCATION

As identified in the PWS, the work to be performed under this solicitation and resulting task order is at Naval Base Kitsap.

CONTRACT TERM

This contract contains provisions for one (1) base period and one (1) option year in accordance with FAR 52.217-9, Option to Extend the Term of the Contract.

The base year includes a 30 day phase in and a 12 month period of performance. Personnel must begin work 30 days after notice of task order award.

The option year consists of a 12 month period of performance. The government may elect to award the option for less than 12 months.

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SECTION G CONTRACT ADMINISTRATION DATA

CONTRACT ADMINISTRATION DATA

1. The contracting officer for this procurement is:

Terry Homburg, Supervisory Contract Specialist
NAVFAC Northwest
T075 Skate Street
Silverdale, WA 98315

2. The contract will be administered by :
Facilities Engineering & Acquisition Division Kitsap
T075 Skate Street
Silverdale, WA 98315

3. The Contracting Officer Representative for this procurement is:
Vernon R Turner, Supervisory General Engineer
T075 Skate Street
Silverdale, WA 98315
vern.turner@navy.mil
360-396-0860

INVOICING INSTRUCTIONS

1. Wide Area Workflow (WAWF) applies to this task order.

2. The contractor shall submit invoices no more frequently than monthly for 1/12th of the total price of annual work, less deductions made for non-performed or unsatisfactory working in accordance with Section E clause NAVFAC 5252.246-9303, "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES." When a contract modification changes the dollar value of the annual amount during the middle of a performance period, the change shall be pro-rated over the remaining months of that period of performance.

3. An invoice is a written request for payment under the contract, for supplies delivered or for services rendered. In order to be proper, an invoice must include, as applicable, the following:

- a. Invoice date;
- b. Name of Contractor;
- c. Invoice number (separate, consecutive numbering for recurring and non-recurring invoices)
- d. Contract number (including task order number, if any), contract line item number, contract description of supplies or services, quantity, contract unit of measure and unit price, and extended total;
- e. Name and address to which payment is to be sent (which must be the same as that on the contract or on a proper notice of assignment);
- f. Name (where practicable, title, phone number and mailing address) of person to be notified in the event of an improper invoice; and
- g. Any other information or documentation required by other provisions of the contract (such as evidence of shipment).

4. Payment will be made per DFARS PGI 204-7108:

252.204-0001 Line Item Specific: Single Funding (SEP 2009)

The payment office shall make payment using the ACRN funding of the line item being billed.

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SLINID	PR Number	Amount
8000	ACQR# 3882778	161679.96

LLA :
AA 17 15151804 KU2N 0251 62470 8 068732 2D AA000Q AA4GSM10TBCC
Standard Number: n0002515wrsiohg

BASE Funding 161679.96
Cumulative Funding 161679.96

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SECTION H SPECIAL CONTRACT REQUIREMENTS

None

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SECTION I CONTRACT CLAUSES

09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

- (a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

- (b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

- (c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

- (d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

- (e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

- (f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

Navy Construction/Facilities Management Invoice (NAVCON)

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

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Inspection – N46060

Acceptance – N46060

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N46060
Admin DoDAAC	N46060
Inspect By DoDAAC	N46060
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	N46060
Accept at Other DoDAAC	N46060
LPO DoDAAC	N46060
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

Central e-mail box: M_NAVFAC_NW_PWDK_BANG_ACQ_WAWF@NAVY.MIL

Inspector: Vern Turner, vern.turner@navy.mil

Inspector: David Gibson, david.l.gibson@navy.mil

Acceptor: Terry Harris, terry.harris@navy.mil

Acceptor: Donna Burt, donna.burt@navy.mil

Certifier: Chris Olsen, chris.olsen@navy.mil

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

Anna Fischer, anna.fischer@navy.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

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(End of clause)

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SECTION J LIST OF ATTACHMENTS

Attachment 2 Past Performance Questionnaire (PPQ)