

05-3K06-04

VOLUME I

SECTION A

VOLUME I

REQUEST FOR PROPOSAL 05-3K06-04

FOR

ANIMAL AND PLANT RESEARCH

SUPPORT SERVICES

AT THE

BELTSVILLE AGRICULTURAL RESEARCH CENTER

VOLUME I

APRIL 2004

PLEASE SEE "HELPFUL HINTS"
FROM GSA 7 STEPS TEAM AT
THE END OF THIS DOCUMENT

SECTION B - SUPPLIES OR SERVICES AND PRICE**B.1 REQUIREMENT**

The Service Provider (SP) shall furnish all necessary staff, supplies, materials, equipment to operate and perform technical and medical support services for the Animal and Plant Research operations at the Beltsville Agricultural Research Center (BARC) located in Beltsville, Maryland and the United States National Arboretum (USNA) located in Washington, D.C., in accordance with the terms, conditions and the performance work statement (PWS) contained herein. The American Federation of Government Employees, Local Union 3147 have membership at these sites.

B.1.1 ROUTINE WORK (FIRM FIXED PRICE)

All work performed within each Section B functional area is considered routine work. The price of routine services for each functional area shall include all labor, supplies, materials, equipment and subcontracts deemed necessary to perform the requirements of the PWS. This excludes work associated with research protocols above the workload data provided in the appendices. Workload for certain functions such as preventive maintenance may fluctuate during the life of the resultant contract. If the work can be accomplished using in-house staff, no change to the contract price will be made.

B.1.2 ADDITIONAL WORK (IDIQ)

Additional work is defined as work associated with research protocols above the workload data provided in the appendices or new work, within scope, for which no workload data has been previously provided. This also includes emergencies not included in the firm fixed price for routine work. A delivery/task order will be issued as needed for additional services.

B.2 SCHEDULE - PRICES

The Government shall pay the SP for accepted services in accordance with the following price schedule.

ITEM NO.

001 PHASE IN PERIOD (03/13/05 - 05/14/05)

TOTAL PRICE \$_____

ITEM NO.

002 ROUTINE WORK-BASE PERIOD (05/15/05 - 9/30/05)

	QTY	MO.	ANNUAL TOTAL PRICE
A. ANIMAL CARETAKING	4.5	\$_____	\$_____
B. DAIRY OPERATIONS	4.5	\$_____	\$_____
C. FEED CENTER OPERATIONS	4.5	\$_____	\$_____
D. FIELD CROP AND RESEARCH PLOT SERVICES	4.5	\$_____	\$_____
E. INTEGRATED PEST MANAGEMENT	4.5	\$_____	\$_____
F. GREENHOUSE STRUCTURES OVERSIGHT	4.5	\$_____	\$_____
G. GARDENING SERVICES	4.5	\$_____	\$_____
H. RESEARCH SUPPORT SERVICES	4.5	\$_____	\$_____
TOTAL BASE PERIOD			\$_____

002I	ADDITIONAL WORK	EST QTY	UNIT	FULLY BURDEN RATE
002I.1	Animal Caretaker-Level 1	375	HRS	\$_____
002I.2	Animal Caretaker-Level 2	375	HRS	\$_____
002I.3	Animal Caretaker-Level 3	375	HRS	\$_____
002I.4	Equipment Operator	375	HRS	\$_____
002I.5	Engineering Equipment Operator	375	HRS	\$_____
002I.6	Gardner	75	HRS	\$_____
002I.7	General Mechanic	188	HRS	\$_____
002I.8	Meat Cutter	75	HRS	\$_____
002I.9	Pest Controller	75	HRS	\$_____
002I.10	Tractor Operator	188	HRS	\$_____
002I.11	Vehicle Mechanic	188	HRS	\$_____
TOTAL BASE PERIOD				\$_____

ITEM NO.

003 ROUTINE WORK-FIRST OPTION PERIOD (10/1/05 - 9/30/06)

	QTY	MO.	ANNUAL TOTAL PRICE
A. ANIMAL CARETAKING	12	\$_____	\$_____
B. DAIRY OPERATIONS	12	\$_____	\$_____
C. FEED CENTER OPERATIONS	12	\$=====	\$=====
D. FIELD CROP AND RESEARCH PLOT SERVICES	12	\$_____	\$=====
E. INTEGRATED PEST MANAGEMENT	12	\$_____	\$=====
F. GREENHOUSE STRUCTURES OVERSIGHT	12	\$_____	\$=====
G. GARDENING SERVICES	12	\$_____	\$_____
H. RESEARCH SUPPORT SERVICES	12	\$_____	\$=====
TOTAL FIRST OPTION PERIOD			\$_____

003I	ADDITIONAL WORK	EST QTY	UNIT	FULLY BURDEN RATE
003I.1	Animal Caretaker - Level 1	1000	HRS	\$_____
003I.2	Animal Caretaker - Level 2	1000	HRS	\$_____
003I.3	Animal Caretaker - Level 3	1000	HRS	\$_____
003I.4	Equipment Operator	1000	HRS	\$_____
003I.5	Engineering Equipment Operator	1000	HRS	\$_____
003I.6	Gardner	200	HRS	\$_____
003I.7	General Mechanic	500	HRS	\$_____
003I.8	Meat Cutter	200	HRS	\$_____
003I.9	Pest Controller	200	HRS	\$_____
003I.10	Tractor Operator	500	HRS	\$_____
003I.11	Vehicle Mechanic	500	HRS	\$_____

TOTAL FIRST OPTION PERIOD

\$_____

ITEM NO.

004 ROUTINE WORK - SECOND OPTION PERIOD (10/1/06 - 9/30/07)

	QTY	MO.	ANNUAL TOTAL PRICE
A. ANIMAL CARETAKING	12	\$_____	\$_____
B. DAIRY OPERATIONS	12	\$_____	\$_____
C. FEED CENTER OPERATIONS	12	\$=====	\$=====
D. FIELD CROP AND RESEARCH PLOT SERVICES	12	\$_____	\$=====
E. INTEGRATED PEST MANAGEMENT	12	\$_____	\$=====
F. GREENHOUSE STRUCTURES OVERSIGHT	12	\$_____	\$=====
G. GARDENING SERVICES	12	\$_____	\$_____
H. RESEARCH SUPPORT SERVICES	12	\$_____	\$_____

TOTAL SECOND OPTION PERIOD \$_____

004I	ADDITIONAL WORK	EST QTY	UNIT	FULLY BURDEN RATE
004I.1	Animal Caretaker - Level 1	1000	HRS	\$_____
004I.2	Animal Caretaker - Level 2	1000	HRS	\$_____
004I.3	Animal Caretaker - Level 3	1000	HRS	\$_____
004I.4	Equipment Operator	1000	HRS	\$_____
004I.5	Engineering Equipment Operator	1000	HRS	\$_____
004I.6	Gardner	200	HRS	\$_____
004I.7	General Mechanic	500	HRS	\$_____
004I.8	Meat Cutter	200	HRS	\$_____
004I.9	Pest Controller	200	HRS	\$_____
004I.10	Tractor Operator	500	HRS	\$_____
004I.11	Vehicle Mechanic	500	HRS	\$_____

TOTAL SECOND OPTION PERIOD

\$_____

ITEM NO.

005 ROUTINE WORK-THIRD OPTION PERIOD (10/1/07 - 9/30/08)

	QTY	MO.	ANNUAL TOTAL PRICE
A. ANIMAL CARETAKING	12	\$_____	\$_____
B. DAIRY OPERATIONS	12	\$_____	\$_____
C. FEED CENTER OPERATIONS	12	\$=====	\$=====
D. FIELD CROP AND RESEARCH PLOT SERVICES	12	\$_____	\$=====
E. INTEGRATED PEST MANAGEMENT	12	\$_____	\$=====
F. GREENHOUSE STRUCTURES OVERSIGHT	12	\$_____	\$_____
G. GARDENING SERVICES	12	\$_____	\$_____
H. RESEARCH SUPPORT SERVICES	12	\$_____	\$_____

TOTAL THIRD OPTION PERIOD

\$_____

005I	ADDITIONAL WORK	EST QTY	UNIT	FULLY BURDEN RATE
005I.1	Animal Caretaker - Level 1	1000	HRS	\$_____
005I.2	Animal Caretaker - Level 2	1000	HRS	\$_____
005I.3	Animal Caretaker - Level 3	1000	HRS	\$_____
005I.4	Equipment Operator	1000	HRS	\$_____
005I.5	Engineering Equipment Operator	1000	HRS	\$_____
005I.6	Gardner	200	HRS	\$_____
005I.7	General Mechanic	500	HRS	\$_____
005I.8	Meat Cutter	200	HRS	\$_____
005I.9	Pest Controller	200	HRS	\$_____
005I.10	Tractor Operator	500	HRS	\$_____
005I.11	Vehicle Mechanic	500	HRS	\$_____

TOTAL THIRD OPTION PERIOD

\$_____

ITEM NO.

006 ROUTINE WORK-FOURTH OPTION PERIOD (10/1/08 - 9/30/09)

	QTY	MO.	ANNUAL TOTAL PRICE
A. ANIMAL CARETAKING	12	\$_____	\$_____
B. DAIRY OPERATIONS	12	\$_____	\$_____
C. FEED CENTER OPERATIONS	12	\$=====	\$=====
D. FIELD CROP AND RESEARCH PLOT SERVICES	12	\$_____	\$=====
E. INTEGRATED PEST MANAGEMENT	12	\$_____	\$_0857 T5 910

006I	ADDITIONAL WORK	EST QTY	UNIT	FULLY BURDEN RATE
006I.1	Animal Caretaker - Level 1	1000	HRS	\$_____
006I.2	Animal Caretaker - Level 2	1000	HRS	\$_____
006I.3	Animal Caretaker - Level 3	1000	HRS	\$_____
006I.4	Equipment Operator	1000	HRS	\$_____
006I.5	Engineering Equipment Operator	1000	HRS	\$_____
006I.6	Gardner	200	HRS	\$_____
006I.7	General Mechanic	500	HRS	\$_____
006I.8	Meat Cutter	200	HRS	\$_____
006I.9	Pest Controller	200	HRS	\$_____
006I.10	Tractor Operator	500	HRS	\$_____
006I.11	Vehicle Mechanic	500	HRS	\$_____

TOTAL FOURTH OPTION PERIOD

\$_____

ITEM NO.

007 ROUTINE WORK-FIFTH OPTION PERIOD (10/1/09 - 03/12/10)

	QTY	MO.	ANNUAL TOTAL PRICE
A. ANIMAL CARETAKING	5.5	\$_____	\$_____
B. DAIRY OPERATIONS	5.5	\$_____	\$_____
C. FEED CENTER OPERATIONS	5.5	\$=====	\$=====
D. FIELD CROP AND RESEARCH PLOT SERVICES	5.5	\$_____	\$=====
E. INTEGRATED PEST MANAGEMENT	5.5	\$_____	\$=====
F. GREENHOUSE STRUCTURES OVERSIGHT	5.5	\$_____	\$=====
G. GARDENING SERVICES	5.5	\$_____	\$_____
H. RESEARCH SUPPORT SERVICES	5.5	\$_____	\$_____

TOTAL FIFTH OPTION PERIOD

\$_____

007I	ADDITIONAL WORK	EST QTY	UNIT	FULLY BURDEN RATE
007I.1	Animal Caretaker - Level 1	458	HRS	\$_____
007I.2	Animal Caretaker - Level 2	458	HRS	\$_____
007I.3	Animal Caretaker - Level 3	458	HRS	\$_____
007I.4	Equipment Operator	458	HRS	\$_____
007I.5	Engineering Equipment Operator	458	HRS	\$_____
007I.6	Gardner	92	HRS	\$_____
007I.7	General Mechanic	229	HRS	\$_____
007I.8	Meat Cutter	92	HRS	\$_____
007I.9	Pest Controller	92	HRS	\$_____
007I.10	Tractor Operator	229	HRS	\$_____
007I.11	Vehicle Mechanic	229	HRS	\$_____

TOTAL FIFTH OPTION PERIOD

\$_____

AMOUNT

*TOTAL PRICE - BASE PERIOD	\$
*TOTAL PRICE - OPTION I	\$
*TOTAL PRICE - OPTION II	\$
*TOTAL PRICE - OPTION III	\$
*TOTAL PRICE - OPTION IV	\$
*TOTAL PRICE - OPTION V	\$
*TOTAL FOR ALL PERIODS	\$

(The above total shall include the price for routine and additional work.)

B.3 MATERIAL HANDLING - ADDITIONAL WORK

A percentage of material cost, as a handling fee, may be applied to materials, supplies or equipment purchases for additional task instead of overhead charges.

	Material Handling
Phase-In	_____
03/13/05 - 5/14/05	
Base Period	_____
05/15/05 - 9/30/05	
First Option	_____
10/1/05 - 9/30/06	
Second Option	_____
10/1/06 - 9/30/07	
Third Option	_____
10/1/07 - 9/30/08	
Fourth Option	_____
10/1/08 - 9/30/09	
Fifth Option	_____
10/1/09 - 3/12/2010	

THIS PAGE IS INTENTIONALLY LEFT BLANK

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK
STATEMENT**

**C.1 AGAR 452.211-72 STATEMENT OF WORK/SPECIFICATIONS
(FEB 1988)**

The SP shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the PWS/Specifications referenced in Section J.

**C.2 AGAR 452.211-73 ATTACHMENTS TO STATEMENT OF
WORK/SPECIFICATIONS (FEB 1988)**

The attachments to the PWS/Specifications listed in Section J are hereby made part of this solicitation and any resultant contract.

SECTION D - PACKAGING AND MARKING

D.1 AGAR 452.247-71 MARKING DELIVERABLES (FEB 1988)

- (a) The contract number shall be placed on or adjacent to all exterior mailing or shipping labels of deliverable items called for by the contract.
- (b) Mark deliverables as applicable, except for reports, for:

Beltsville Agricultural Research Center (BARC)
10300 Baltimore Avenue
Beltsville, Maryland 20705

United States National Arboretum (USNA)
Washington, D.C.

SECTION E - INSPECTION AND ACCEPTANCE**E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.arnet.gov

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
CLAUSES

NUMBER	TITLE	DATE
52.246-2	Inspection of Supplies Fixed-Price	AUG 1996
52.246-4	Inspection of Services Fixed Price	AUG 1996
52.246-6	Inspection Time and Material and Labor	MAR 2001
52.246-16	Responsibility of Supplies	APR 1984

E.2 AGAR 452.246-70 INSPECTION AND ACCEPTANCE (FEB 1988)

(a) The Contracting Officer or the Contracting Officer's duly authorized representative will inspect and accept the supplies and/or services to be provided under this contract.

(b) Inspection and acceptance will be performed at:

Beltsville Agricultural Research Center (BARC)

(c) United States National Arboretum (USNA)
Washington, D.C.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.arnet.gov

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE	
52.242.15	Stop-Work Order	AUG 1989	Stop
-	-		Stop

F.3 AGAR 452.211-75 EFFECTIVE PERIOD OF THE CONTRACT (FEB 1988)

The effective period of performance of this contract is from March 13, 2005 through September 30, 2005.

F.4 REPORTING REQUIREMENTS

The Contractor shall provide the following deliverables/reports to the individuals identified and specified due date. Original shall be provided to the COR with a copy to the PCO and others as indicated below.

DELIVERABLE AND PWS SECTION	<u>SUBMIT TO</u>	<u>DUE DATE</u>
Incinerator Report <u>C.2.2.8</u>	1 cy to MD Dept. of Environment/CO/ COR	Annually by September 30th
Air Emissions Report <u>Appendix D</u>	1 cy to MD Dept. of Environment/CO/ COR	Annually by September 30 th
Forage Inventory Report <u>C.2.4.2</u>	1 cy to Research Leads/CO/COR	Monthly by 15 th
Maryland Big Game Possession Tag Report <u>C.2.6.1</u>	1 cy to MD Dept. of Natural Resources/ COR	Weekly during Hunting Season by COB Friday
Nutrient Management Plan <u>C.2.5.2</u>	1 cy to MD Dept. of Agriculture/CO/COR	Annually by September 30 th
Weather Station Form B-92 <u>C.2.5.3</u>	1 cy to National Weather Service	Monthly by 30 th

05-3K06-04**VOLUME I****SECTION F**

Pesticide Application Records <u>C.2.6.2</u>	Available for Annual MD Dept. of Agriculture Inspection - 1 cy to COR	Annually by September 30 th
Material Safety Data Sheets <u>C.2.6.3</u>	Available for Annual MD Dept. of Agriculture 1 cy to COR	Maintain with current material inventory as Needed
Pesticide Inventory <u>C.2.6.3</u>	1 cy to CO/COR	Annually by September 30 th
Delivered Goods And Services Provided Labs <u>C.2.9.1</u>	1 cy to BARC/USNA	As Requested
Preventive Maintenance Plan <u>C.3.2.</u>	1 cy to COR/CO	Due 30 days after award
Equipment Maintenance Report <u>C.3.2</u>	1 cy to COR	Monthly by 15th
Accident Reports <u>C.1.8.3.1</u>	1 cy to COR	Due 4 hours after verbal Notification Of occurrence Or due 3 days after written notice of occurrence
Vehicle Maintenance Usage Report <u>C.3.2</u>	1 cy to COR	End of each quarter by 30 th

Vehicle
Inspection Report
C.3.2

1 cy to COR

Annually
September 30th

Vehicle Mileage
Report
C.3.2

1 cy to COR

Weekly

Equipment
Inventory
C.3

1 cy to COR

Annually by
September 30th

Security Incident
Report
C.1.7.6

1 cy to COR

One hour of
Occurrence

Safety and
Health Plan
C.1.8.3.2

1 cy to CO/COR

Annually by
September 30th

Performance Management
Report
5.0 QASP

1 cy to CO/COR

Monthly by the
15th

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 CONTRACT ADMINISTRATION**

The Contracting Officer (CO) is the only person authorized to approve any changes in the scope of work of this contract. In the event the SP effects any changes at the direction of any person other than the CO, the changes will be considered to have been made without authority and NO adjustment will be made in the contract price to cover any INCREASE incurred as a result thereof.

A. Contracting Officer (CO):

Name: Alvenia K. Pitts
Address: USDA/ARS/PPD/AB
5601 Sunnyside Avenue
Mail Stop 5116
Phone: (301) 504-1713
Fax: (301) 504-1717
E-mail: kpitts@ars.usda.gov

B. The Contracting Officer's Representative (COR) is a government employee with the authority to administer the contract, authority to monitor and inspect work requirements of the PWS, and make technical decisions with respect thereto. The COR has no authority to obligate funds or make changes to the contract. Such authority is reserved for the Contracting Officer.

C. Service Provider's Point of Contact:

(NAMES FOR B and C - TO BE INSERTED AT TIME OF AWARD)

G.2 INVOICE PREPARATION/SUBMISSION

- A. Based on acceptance of the required contract deliverables, provide one (1) copy of the invoice for approval to the COR identified in Section G.1B.

The **original** and three (3) copies of the invoice shall be provided to the CO identified in Section G.1A for processing.

- B. The SP must include the following information to comply with proper invoice submission pursuant to FAR 32.9.
1. Name of business concern, invoice number and date
 2. Contract number
 3. Names, title, phone number, complete mailing address, and signature of official authorized to submit invoice.
 4. Prices in accordance with Section B.2 PRICE SCHEDULE.
 5. Vendor Express Number.
- C. Each monthly invoice shall reflect monthly fixed price for each functional area and any completed additional task.

G.3 PAYMENTS BY ELECTRONIC FUNDS TRANSFER (EFT)

To facilitate EFT for contract payments, FAR clause 52.232-33 (AUG 1996) requires the submission of information by contractor to the payment office. Upon award, the contractor shall contact the Miscellaneous Payments Section at the National Finance Center (NFC) to initiate the enrollment process of the Vendor Express Program (VXP), which will result in a number being assigned to the contractor for payment under EFT. NFC can be reached on 1-800-421-0323.

G.4 AGAR 452.237-76 PROGRESS REPORTING (FEB 1988)

The SP shall submit a progress report by the 15th of each month, covering work accomplished during the preceding period of the contract performance. The progress report shall be brief and factual and shall be prepared in accordance with the following format:

- (a) A cover page containing:
 - (1) Contract number and title;
 - (2) Type of report, sequence number of report, and period of performance being reported;
 - (3) SP's name and address;
 - (4) Author(s); and
 - (5) Date of report.
- (b) SECTION I - An introduction covering the purpose and scope of the contract effort. This shall be limited to one paragraph in all but the first and final month's narrative.
- (c) SECTION II - A description of overall progress plus a separate description of each task or other logical segment of work on which effort was expended during the report period. The description shall include pertinent data and/or graphs in sufficient detail to explain any significant results achieved.
- (d) SECTION III - A description of current technical or substantive performance, and any problem(s) which may impede performance along with proposed corrective action.

- (e) SECTION IV - A planning schedule shall be included with the first progress report for all assigned tasks required under the contract, along with the estimated starting and completion dates for each task. The planning schedule shall be updated and submitted with each subsequent technical progress report, including an explanation of any difference between actual progress and planned progress.
- (f) SECTION V - An explanation of why the differences have occurred between actual and planned progress, and if behind planned progress what corrective steps are planned.
- (g) SECTION VI - If applicable, financial information shall be submitted for each additional work(task) provided.

Data shall include:

- (1) The price expended during the period being reported.
- (2) Total additional work to-date expenditures.
- (3) Total remaining funds.

(End of Clause)

SECTION H - SPECIAL CONTRACT CLAUSES**H.1 AGAR 452.215-73 POST AWARD CONFERENCE (NOV 1996)**

A post award conference with the successful offeror is required. It will be scheduled within 20 days after the date of contract award. The conference will be held at:

USDA, Beltsville Agricultural Research Center
Beltsville, Maryland, 20705

H.2 AGAR 452.224-70 CONFIDENTIALITY OF INFORMATION (FEB 1988)

(a) Confidential information, as used in this clause, means-

(1) information or data of a personal nature, proprietary about an individual, or (2) information or data submitted by or pertaining to an organization.

(b) In addition to the types of confidential information described in (a)(1) and (2) above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of primarily invalidated findings could create an erroneous conclusion which might threaten public health or safety if acted upon .

(c) The Contracting Officer and the SP may, by mutual consent, identify elsewhere in this contract specific information and/or categories of information which the Government will furnish to the SP or that the SP is expected to generate which is confidential. Similarly, the Contracting Officer and the SP may, by mutual consent, identify such confidential information from time to time during the performance of the contract. Failure to agree will be settled pursuant to the "Disputes" clause.

(d) If it is established that information to be utilized under this contract is subject to the Privacy Act, the Contractor will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

(e) Confidential information, as defined in (a)(1) and (2) above, shall not be disclosed without the prior written consent of the individual, institution or organization.

(f) Written advance notice of at least 45 days will be provided to the Contracting Officer of the SP's intent to release findings of studies or research, which have the possibility of adverse effects on the public or the Federal agency, as described in (b) above. If the Contracting Officer does not pose any objections in writing within the 45 day period, the SP may proceed with disclosure. Disagreements not resolved by the SP and Contracting Officer will be settled pursuant to the "Disputes" clause.

(g) Whenever the SP is uncertain with regard to the proper handling of material under the contract, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this clause, the SP shall obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication.

(h) The provisions of paragraph (e) of this clause shall not apply when the information is subject to conflicting or overlapping provisions in other Federal, State or local laws.

H.3 AGAR 452.228-71 INSURANCE COVERAGE (NOV 1996)

Pursuant to FAR Clause 52.228-5, Insurance-Work on a Government Installation, the Contractor will be required to present evidence to show, as a minimum, the amounts of insurance coverage indicated below:

- (a) Workers Compensation and Employer's Liability. The Contractor is required to comply with applicable Federal and State worker's compensation and occupational disease statutes. If occupational diseases are not compressible under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage.

Employer's liability coverage of at least **\$100,000** per occurrence shall be required, except in States with exclusive or monopolistic funds that do not permit worker's compensation to be written by private carriers.

- (b) General Liability. The Contractor shall have bodily injury liability insurance coverage written on the comprehensive form of policy of at least **\$500,000** per occurrence.
- (c) Automobile Liability. The Contractor shall have automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger damage. Coverage for passenger liability bodily injury shall be at least **\$200,000** multiplied by the number of seats or passengers, whichever is greater.

H.4 AGAR 452.236-74 CONTROL OF EROSION, SEDIMENTATION, AND POLLUTION (NOV 1996)

- (a) Operations shall be scheduled and conducted to minimize erosion of soils and to prevent silting and muddying of streams, rivers, irrigation systems, and impoundments (lakes, reservoirs, etc.).
- (b) Pollutants such as fuels, lubricants, bitumens, raw sewage, and other harmful materials shall not be discharged on the ground; into or nearby rivers, streams, or impoundments; or into natural or man-made channels. Wash water or waste from concrete or aggregate operations shall not be allowed to enter live streams prior to treatment by filtration, settling, or other means sufficient to reduce the sediment content to not more than that of the stream into which it is discharged.
- (C) Mechanized equipment shall not be operated in flowing streams without written approval by the Contracting Officer.

H.5 AGAR 452.237-74 KEY PERSONNEL (FEB 1988)

- (a) The SP shall assign to this contract the following key personnel:

Project Manager

- (b) During the first ninety (90) days of performance, the SP shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The SP shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial 90-day period, the SP shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.
- (c) The SP shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those being replaced. The Contracting Officer will notify the SP within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

H.6 AGAR 452.237-75 RESTRICTIONS AGAINST DISCLOSURE (FEB 1988)

- (a) The SP agrees, in the performance of this contract, to keep all information contained in source documents or other media furnished by the Government in the strictest confidence. The SP also agrees not to publish or otherwise divulge such information in whole or in part in any manner or form, or to authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to such information while in the SP's possession, to those employees needing such information to perform the work provided herein, i.e., on a "need to know" basis. The SP agrees to immediately notify in writing, the Contracting Officer, named herein, in the event that the Contractor determines or has reason to suspect a breach of this requirement. The SP agrees not to disclose any information concerning the work under this contract to any

persons or individual unless prior written approval is obtained from the Contracting Officer. The SP agrees to insert the substance of this clause in any consultant agreement or subcontract hereunder.

H.7 USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS

- A. The Service Provider shall participate in the Environmentally Preferable Products and Affirmative Procurement Program when purchasing materials and supplies in performance of the services of the PWS. This includes greening purchasing, affirmative procurements includes, but is not limited to, recyclable products, bio-based products and energy-efficient products where practicable.
- B. The legal authority for affirmative procurement derives from Resource Conservation and Recovery Act (RCRA) Section 6002. This act requires federal agencies to give preference in their purchasing programs to products and practices that conserve and protect natural resources and the environment. Other regulations include:
- Federal Acquisition (FAR), Parts 7,23,36, and 52;
 - EO 13101, Greening the Government Through Waste Prevention, Recycling and Federal Acquisition;
 - EO 13221, Energy Efficient Standby Power Devices
 - EO 13123, Greening the Government Through Efficient Energy Management
 - EO 13134 Developing and Promoting Bio-based Products and Bio-Energy
 - EO 13148, Greening the Government Through Leadership In Environmental Management
- C. In order to comply with the affirmative procurement requirement of RCRA Section 6002 and EO 13101, the facility strongly promotes the use of recycled and recovered materials identified in the Environmental Protection Agency (EPA) comprehensive Procurement Guidelines
(<http://www.epa.gov/epaoswer/non-hw/procure/index.htm>)
These items are seen as the minimum that should be considered when evaluating recycled/reuse materials. The only time these products should not be considered is when they are cost prohibitive or not available within the required time frame.

H.8 ENERGY CONSERVATION

Where practicable, the Service Provider shall practice Energy Conservation. Ensure that the facilities are in compliance with executive and congressional mandates and other agency Directives, EO 13123 Greening the Government Through Efficient Energy Management, FAR Part 23.203, Energy Efficient Products.

H.9 NOTICE: CENTRAL CONTRACTOR REGISTRATION SYSTEM (CCR)

Contractors doing business with USDA and potential vendors, are required to register in the CCR database before they can be awarded a contract. For additional information on requirements and registration can be found at <http://www.ccr.gov>

H.10 EQUIPMENT REPLACEMENT

The SP shall notify the COR when equipment is no longer operable and can not be repaired. With COR approval, the government will replace equipment with replacement cost exceeding \$2,500.

PART II - CONTRACT CLAUSES
SECTION I - CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.arnet.gov

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
 CLAUSES**

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	DEC 2001
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 2003
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.208-9	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY	FEB 2002
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.215-14	INTEGRITY OF UNIT PRICES	OCT 1997

NUMBER	TITLE	DATE
52.217-8	OPTION TO EXTEND SERVICES	NOV 1999
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT (30 days, 60 days, 5 years)	MAR 2000
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUN 2003
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	OCT 2000
52.219-14	LIMITATIONS ON SUBCONTRACTING	DEC 1996
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	FEB 1997
52.222-3	CONVICT LABOR	JUN 2003
52.222-4	CONTRACT WORK HOURS AND SAFETY STANDARDS	SEP 2000
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED AND VIETNAM ERA AND VETERANS AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	DEC 2001
52.222-38	COMPLIANCE WITH VETERAN EMPLOYMENT REPORTING REQUIREMENT	DEC 2001
52.222-41	SERVICE CONTRACT ACT OF 1965 AS AMENDED	MAY 1989
52.222-43	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)	MAY 1989
52.223-3	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA	JAN 1997
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION	AUG 2003
52.223-6	DRUG-FREE WORKPLACE	MAR 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-12	REFRIGERATION EQUIPMENT AND AIR CONDITIONERS	MAY 1995

52.223-14	TOXIC CHEMICAL RELEASE REPORTING	AUG 2003
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	DEC 2003
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-23	RIGHTS TO PROPOSAL DATA(TECHNICAL)	JUN 1987
52.228-5	INSURANCE - WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	APR 2003
52.232-1	PAYMENTS	APR 1984
52.232-7	PAYMENTS UNDER TIME AND MATERIAL AND LABOR-HOUR CONTRACTS	DEC 2002
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	MAY 1997
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS	APR 1984
52.232-11	EXTRAS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	OCT 2003
52.232-32	PERFORMANCE-BASED PAYMENTS	FEB 2002
52.232-33	MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT	OCT 2003
52.233-1	DISPUTES	JULY 2002
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.236-7	PERMITS AND RESPONSIBILITIES	NOV 1991
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, & VEGETATION	APR 1984
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.242-13	BANKRUPTCY	JUL 1995
52.243-1	CHANGES - FIXED-PRICE Alternate II (APR 1984)	AUG 1987
52.243-3	CHANGES-TIME AND MATERIAL LABOR HOUR	SEP 2000
52.244-2	SUBCONTRACTS Alternate II (AUG 1998)	AUG 1998
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.245-1	PROPERTY RECORDS	APR 1984
52.245-2	GOVERNMENT PROPERTY (FIXED PRICE)	JUN 2003

52.245-11	GOVERNMENT PROPERTY (FACILITIES USE)	APR 1984
52.245-19	GOVERNMENT PROPERTY FURNISHED "AS IS"	APR 1984
52.246-20	WARRANTY OF SERVICES (30 days of acceptance)	MAR 2001
52.246-25	LIMITATION OF LIABILITY - SERVICES	FEB 1997
52.247-21	CONTRACTOR LIABILITY FOR PERSONNEL INJURY AND/OR PROPERTY DAMAGE	APR 1984
52.247-28	CONTRACTOR'S INVOICES	APR 1984
52.247-67	SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT	JUNE 1997
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	SEP 1996
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.249-13	FAILURE TO PERFORM	APR 1984
52.249-14	EXCUSABLE DELAYS	APR 1984
52.251-1	GOVERNMENT SUPPLY SOURCES	FEB 1998
52.251-2	INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES AND RELATED SERVICES	JAN 1991
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

I.2 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the evaluation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall—

(1) Maintain current, accurate, and complete inventory

records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

I.3 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through the effective period of the contract.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(d) The Government will order any additional tasks to be furnished under this contract by issuing a time and material labor hour or firm fixed price delivery order from the effective date of this contract through the expiration date of the contract. The Contracting Officer's Representative (COR) may recommend approval of delivery/task orders.

I.4 52.216-19 ORDERING LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount less than the cost \$2,500.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor --

- (1) Any order for a single item in excess of \$300,000;
- (2) Any order for a combination of \$2,500,000; or
- (3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirement contract (i.e. includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum order limitations in paragraph (b) above.

(d) Notwithstanding paragraph (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 2 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.5 52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in

the Schedule up to and including the quantity designated in the Schedule as the maximum. The Government shall order at least the quantity of supplies or services designated in the Schedule as the minimum.

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after March 15, 2010.

I.6 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION.

Employee class	Monetary Wage-Fringe Benefits
Supervisory Farm Manager	GS-12
Research Animal Services Manager	GM-13
Officer Manager	GS-07
Program Support Assistant	GS-07
Office Support	GS-04
Gen Equipment Mechanic	WG-07
Auto Mechanic	WG-10

Engineering Equipment Operator	WG-10
Tractor Operator	WG-08
Pest Controller	WG-08
Animal Caretaker Supervisor	WS-08
Animal Caretaker	WS-06
Animal Caretaker	WG-04/5/6/7
Meat Cutter	WG-09
Gardner/Tractor Operator	WG-06
Gardner/Motor Vehicle	WG-04/5
Gardner	WG-05/6

I.7 52.239-1 PRIVACY OR SECURITY SAFEGUARDS (AUG 1996)

(a) The Contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the Contractor under this contract or otherwise provided by the Government.

(b) To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the Contractor shall afford the Government access to the Contractor's facilities, installations, technical capabilities, operations, documentation, records, and databases.

(c) If new or unanticipated threats or hazards are discovered by either the Government or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

I.8 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS (MAY 2002)

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

"Commercial item" has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) (1) The following clauses shall be flowed down to subcontracts for commercial items.

(i) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637(d)(2) and

(3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (FEB 1999) (E.O. 11246).

(iii) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (APR 1998) (38 U.S.C. 4212(a)).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (JUN 2000) (46 U.S.C. Appx 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Agriculture Acquisition Regulation (48 CFR Chapter 4) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS

ATTACHMENT	TITLE	# OF PAGES
1.	Performance Work Statement, Volume II	20
	Appendix A - Publications	3
	Appendix B - Workload Estimates	8
	Appendix C - Maps and Area Layout	1
	Appendix D - Required Records and Reports	1
	Appendix E-1 - Government Furnished Facilities	5
	Appendix E-2 - Government Furnished Equipment	15
	Appendix E-3 - Government Furnished Vehicles/Heavy Equipment	14
	Appendix E-4 - Government Furnished ADPE	3
	Appendix E-5 - Government Furnished Tools	6
	Appendix E-6 - Government Furnished Training	1
	Appendix F - Acronyms	2
2.	SF-LLL Disclosure of Lobbying	2
3.	Past Performance Questionnaire	7
4.	SCA Wage Determinations	11
5.	Quality Assurance Surveillance Plan (QASP and PRS)	19

PART IV - REPRESENTATIONS AND INSTRUCTIONS
SECTION K - REPRESENTATIONS, CERTIFICATIONS,
AND
OTHER STATEMENTS OF OFFERORS

K.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION
(APR 1985)

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (I) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision

[Insert full name of person(s) in the offeror's organization responsible for determining the Prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(I) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(C) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.2 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

K.3 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

[] TIN:_____.

[] TIN has been applied for.

[] TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other_____.

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as

defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

**K.4 52.204-5 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS)
(MAY 1999)**

(a) Definition. "Women-owned business concern," as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.] The offeror represents that it * is a women-owned business concern.

(End of provision)

**K.5 52.204-6 CONTRACTOR IDENTIFICATION NUMBER--DATA UNIVERSAL
NUMBERING SYSTEM (DUNS) NUMBER (DEC 1996)**

(a) Contractor Identification Number, as used in this provision, means "Data Universal Numbering System (DUNS) number," which is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) Contractor identification is essential for complying with statutory contract reporting requirements. Therefore, the offeror is requested to enter, in the block with its name and address on the Standard Form 33 or similar document, the annotation "DUNS" followed by the DUNS number which identifies the offeror's name and address exactly as stated in the offer.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

K.6 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are [] are not [] presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have [] have not [], within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making

false statements, tax evasion, or receiving stolen property;

[This language stayed Indefinitely. Please use paragraph (a)(1)(i)(D) below.]

(C) Are [] are not [] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and [This Language stayed indefinitely. Please use paragraph (a)(1)(i)(E) below.]

(D) Have [] Have not [], within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(E) Are [] are not [] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.

(ii) (A) [This paragraph (a)(1)(ii) is stayed B indefinitely.] The Offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has [] has not [] within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws--

- (1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or
- (2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or

(3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

(B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and

(iii) The Offeror has [_] has not [_], within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(b) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph

(e) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(f) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

**K.7 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)
Alternate I (OCT 2000)**

SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 115116.

(2) The small business size standard is **\$6.0 Million**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.* (1) The offeror represents as part of its offer that it o is, o is not a small business concern.

(2) [*Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents, for general statistical purposes, that it o is, o is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [*Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents as part of its offer that it o is, o is not a women-owned small business concern.

(4) [*Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents as part of its

offer that it o is, o is not a veteran-owned small business concern.

(5) *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.]* The offeror represents as part of its offer that it o is, o is not a service-disabled veteran-owned small business concern.

(6) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, as part of its offer, that-

(i) It o is, o is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It o is, o is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

Alternate I (Apr 2002). As prescribed in 19.307(a)(2), add the following paragraph (b)(7) to the basic provision:

(7) *[Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.]* The offeror shall check the category in which its ownership falls:

_____ Black American.

_____ Hispanic American.

_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore,

Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

(c) *Definitions.* As used in this provision-
"Service-disabled veteran-owned small business concern"-

(1) Means a small business concern-

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern-

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by

one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern-

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) *Notice.*(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUB-Zone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall-

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

End of Clause

K.8 AGAR 452.219-70 SIZE STANDARD AND SIC CODE INFORMATION (NOV 1996)

The Standard Industrial Classification Code(s) and business size standard(s) describing the products and/or services to be acquired under this solicitation are listed below:

Contract line item(s):
-- SIC Code 0762/NAICS 115116
-- Size Standard \$6.0 Million

K.9 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that--

(a) It [] has, [] has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) It [] has, [] has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K.10 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that (a) it [] has developed and has on file, [] has not developed and does not have on file, at establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**K.11 52.222.35 EQUAL OPPORTUNITY FOR SPECIAL DISABLED
VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER
ELIGIBLE VETERANS (DEC 2001)**

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

"All employment openings" means all positions except executive and top management, those positions that will be filled from within the Contractor's organization, and positions lasting 3 days or less. This term includes full-time employment, temporary employment of more than 3 days duration, and part-time employment.

"Executive and top management" means any employee-

(1) Whose primary duty consists of the management of the enterprise in which the individual is employed or of a customarily recognized department or subdivision thereof;

(2) Who customarily and regularly directs the work of two or more other employees;

(3) Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight;

(4) Who customarily and regularly exercises discretionary powers; and

(5) Who does not devote more than 20 percent or, in the case of an employee of a retail or service establishment, who does not devote more than 40 percent of total hours of work in the work week to activities that are not directly and closely related to the performance of the work described in paragraphs (1) through (4) of this definition. This paragraph (5) does not apply in the case of an employee who is in sole charge of an establishment or a physically separated branch establishment, or who owns at least a 20 percent interest in the enterprise in which the individual is employed.

"Other eligible veteran" means any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

"Positions that will be filled from within the Contractor's organization" means employment openings for which the Contractor will give no consideration to persons outside the Contractor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings the Contractor proposes to fill from regularly established "recall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of its organization.

"Qualified special disabled veteran" means a special disabled veteran who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Special disabled veteran" means-

(1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability-

(i) Rated at 30 percent or more; or

(ii) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap (*i.e.*, a significant impairment of the veteran's ability to prepare for, obtain, or retain employment consistent with the veteran's abilities, aptitudes, and interests); or

(2) A person who was discharged or released from active duty because of a service-connected disability.

"Veteran of the Vietnam era" means a person who-

(1) Served on active duty for a period of more than 180 days and was discharged or released from active duty with other than a dishonorable discharge, if any part of such active duty occurred-

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases; or

(2) Was discharged or released from active duty for a service-connected disability if any part of the active duty was performed-

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases.

(b) *General.* (1) The Contractor shall not discriminate against the individual because the individual is a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, regarding any position for which the employee or applicant for employment is qualified. The Contractor shall take affirmative action to employ, advance in employment, and otherwise treat qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans without discrimination based upon their disability or veterans' status in all employment practices such as-

(i) Recruitment, advertising, and job application procedures;

(ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;

(iii) Rate of pay or any other form of compensation and changes in compensation;

(iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;

(v) Leaves of absence, sick leave, or any other leave;

(vi) Fringe benefits available by virtue of employment, whether or not administered by the Contractor;

(vii) Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;

(viii) Activities sponsored by the Contractor including social or recreational programs; and

(ix) Any other term, condition, or privilege of employment.

(2) The Contractor shall comply with the rules, regulations, and relevant orders of the Secretary of Labor issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended (38 U.S.C. 4211 and 4212).

(c) *Listing openings.* (1) The Contractor shall immediately list all employment openings that exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract, and including those occurring at an establishment of the Contractor other than the one where the contract is being performed, but excluding those of independently operated corporate affiliates, at an appropriate local public employment service office of the State wherein the opening occurs.

Listing employment openings with the U.S. Department of Labor's America's Job Bank shall satisfy the requirement. To list jobs with the local employment service office.

(2) The Contractor shall make the listing of employment openings with the local employment service office at least concurrently with using any other recruitment source or effort and shall involve the normal obligations of placing a bona fide job order, including accepting referrals of veterans and non-veterans. This listing of employment openings does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Contractor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(3) Whenever the Contractor becomes contractually bound to the listing terms of this clause, it shall advise the State public employment agency in each State where it has establishments of the name and location of each hiring location in the State. As long as the Contractor is contractually bound to these terms and has so advised the State agency, it need not advise the State agency of subsequent contracts. The Contractor may advise the State agency when it is no longer bound by this contract clause.

(d) *Applicability*. This clause does not apply to the listing of employment openings that occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Virgin Islands of the United States, and Wake Island.

(e) *Postings*. (1) The Contractor shall post employment notices in conspicuous places that are available to employees and applicants for employment.

(2) The employment notices shall-

(i) State the rights of applicants and employees as well as the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are special disabled veterans, veterans of the Vietnam era, and other eligible veterans; and

(ii) Be in a form prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, Department of Labor (Deputy Assistant Secretary of Labor), and provided by or through the Contracting Officer.

(3) The Contractor shall ensure that applicants or employees who are special disabled veterans are informed of the contents of the notice (e.g., the Contractor may have the notice read to a visually disabled veteran, or may lower the posted notice so that it can be read by a person in a wheelchair).

(4) The Contractor shall notify each labor union or representative of workers with which it has a collective bargaining agreement, or other contract understanding, that the Contractor is bound by the terms of the Act and is committed to take affirmative action to employ, and advance in employment, qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

(f) *Noncompliance*. If the Contractor does not comply with the requirements of this clause, the Government may take appropriate actions under the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(g) *Subcontracts*. The Contractor shall insert the terms of this clause in all subcontracts or purchase orders of \$25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Contractor shall act as specified by the Deputy Assistant Secretary of Labor to enforce the terms, including action for noncompliance.

(End of clause)

K.12 52.222-48 EXEMPTION FROM APPLICATION OF SERVICE CONTRACT ACT PROVISIONS FOR CONTRACTS FOR MAINTENANCE, CALIBRATION, AND/OR REPAIR OF CERTAIN INFORMATION TECHNOLOGY, SCIENTIFIC AND MEDICAL AND/OR OFFICE AND BUSINESS EQUIPMENT-- CONTRACTOR CERTIFICATION (AUG 1996)

- (a) The following certification shall be checked:
- (b) Certification

The offeror certifies (), does not certify () that:

(1) The items of equipment to be serviced under this contract are commercial items which are used regularly for other than Government purposes, and are sold or traded by the Contractor in substantial quantities to the general public in the course of normal business operations;

(2) The contract services are furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, and/or repair of certain information technology, scientific and medical, and/or office and business equipment. An "established catalog price" is a price (including discount price) recorded in a catalog, price list, schedule, or other verifiable and established record that is regularly maintained by the manufacturer or the Contractor and is either published or otherwise available for inspection by customers. An "established market price" is a current price, established in the course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated by data from sources independent of the manufacturer or Contractor; and

(3) The Contractor utilizes the same compensation (wage fringe benefits) plan for all service employees performing work under the contract as the Contractor uses for equivalent employees servicing the same equipment of commercial customers.

(a) If a negative certification is made and a Service Contract wage determination is not attached to the solicitation, the Contractor shall notify the Contracting Officer as soon as possible.

(b) Failure to execute the certification in paragraph (a) of this clause or to contact the Contracting Officer as

required in paragraph (b) of this clause may render the bid or offer non-responsive.

**K.13 AGAR 452.222-70 COMPLIANCE WITH VETERANS EMPLOYMENT
REPORTING REQUIREMENTS (JAN 1999) (DEVIATION)(USDA)**

(a) The Offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212 (d)(i.e., the VETS-100 report required by FAR clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has [], has not[], submitted the most recent report required by 38 U.S.C. 4212(d).

(b) An offeror who checks "has not" may not be awarded a contract until the required report is filed.

**K.14 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE
REPORTING (OCT
2000)**

a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: [Check each block that is applicable.]

() (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

() (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

() (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

() (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

() (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

(End of provision)

K.15 AUTHORIZED NEGOTIATORS

The Offeror shall identify those persons authorized to negotiate under the resultant contract:

Name, Title

Name, Title

SIGNATURE

DATE

THIS PAGE IS INTENTIONALLY LEFT BLANK

SECTION L-INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE
(FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.arnet.gov/far

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
PROVISIONS**

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	APR 1991
52.214-35	SUBMISSION OF OFFERS IN US CURRENCY	APR 1991
52.215-1	INSTRUCTIONS TO OFFERORS-- COMPETITIVE ACQUISITION Alternate II (OCT 1997)	MAR 2001
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES	FEB 1993
52.237-10	IDENTIFICATION OF UNCOMPENSATED OVERTIME	OCT 1997

L.2 52.207-2 NOTICE OF COST COMPARISON(NEGOTIATED)(Feb 1993)

- (a) This solicitation is part of a Government cost comparison to determine whether accomplishing the specified work under contract or by Government performance is more economical. If Government performance is determined to be more economical, this solicitation will be canceled and no contract will be awarded.
- (b) The Government's cost estimate for performance by the Government will be based on the work statement in this solicitation and will be submitted by designated agency personnel to the Contracting Officer in a sealed envelope not later than the time set for receipt of initial proposals.
- (c) After completion of proposal evaluation, negotiation, and selection of the most advantageous proposal, the Contracting Officer, in the presence of the preparer of the cost estimate for Government performance, will open the sealed cost estimate envelope. These officials will make a cost comparison before public announcement. Depending on whether the cost comparison result favors performance under contract or Government performance, the procedure in either paragraph (1) or (2) following applies:
 - (1) If the result of the cost comparison favors performance under contract and administrative approval is obtained, the Contracting Officer will award a contract and publicly reveal the completed cost comparison form showing the cost estimate for Government performance, its detailed supporting data, and the Contractor's name. However, this award is conditioned on the offer remaining the more economical alternative after (i) completion of a public review period of 30 working days beginning with the date this information is available to interested parties and (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) of this section). The Government assumes no liability for costs incurred during the periods specified in (i) and (ii). The Contracting Officer will then either notify the Contractor in writing that it may proceed with performance of the contract or will cancel the contract at no cost to the Government.
 - (2) If the result of the cost comparison favors Government performance, the Contracting Officer will Publicly disclose this result, the completed cost

- comparison form and its detailed supporting data, and the price of the offer most advantageous to the Government. After (i) completion of a public review period of 30 working days beginning with the date this information is available to interested parties and (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) of this section), the Contracting Officer will either cancel this solicitation or award a contract, as appropriate.
- (d) During the public review period, directly affected parties may file with the Contracting Officer written requests, based on specific objections, for administrative review of the cost comparison result under the agency appeals procedure. The appeals procedure shall be used only to resolve questions concerning the calculation of the cost comparison and will not apply to questions concerning award to one offeror in preference to another. Agency determinations under the appeals procedure shall be final.
- (e) A cost estimate for Government performance is considered a proposal for purposes of this solicitation's Late Submissions, Modifications, and Withdrawal of Proposals or Quotations provision, and a late modification that displaces an otherwise low cost estimate for Government performance shall not be considered.

(End of provision)

L.3 52.207-3 RIGHT OF FIRST REFUSAL OF EMPLOYMENT (NOV 1991)

- (a) The Contractor shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.
- (b) Within 10 days after contract award, the Contracting Officer will provide to the Contractor a list of all Government employees who have been or will be adversely affected or separated as a result of award of this contract.

(c) The Contractor shall report to the Contracting Officer the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

(End of clause)

L.4 OMB CIRCULAR A-76

In accordance with the OMB Circular A-76 the Government is preparing an estimated cost for the in-house performance of the work required by this solicitation, a process that will take place concurrently with the development of proposals by the private sector. Accordingly, a contract may or may not result from this solicitation, depending on the comparative cost of in-house performance vs. contracted-out performance. For in-house performance, a letter of obligation will not be issued for at least three (3) working days and if the services are contracted-out, a contract award will not be made, nor will the solicitation be cancelled, for at least fifteen (15) working days after publication of the announcement in the Fed-BizOps of the results of the cost comparison, to allow for review pursuant to directions contained in the Fed-BizOps announcement.

If this solicitation/contract results in the conversion of a function from in-house performance by the Government to contractual performance, there is a possibility that USDA employees may consider employment with the contractor. The contractor is required to give these displaced employees the right of first refusal for employment openings on the contract, provided that they are qualified for the openings. Utilization of former Government employees by a contractor must be consistent with post-employment conflict of interest standards as set forth in the code of Federal Regulations, Title 5, Part 737.

L.5 SEEKING INFORMATION FROM INCUMBENT EMPLOYEES

- (A) Contacts with incumbent employees regarding possible future employment are permitted. However, such contacts and interviews must take place outside the working hours of such employees and not on the USDA facility in order to avoid disruption to work.
- (B) When seeking information, recommendations or advice from the incumbent employees relating to the work called for by the solicitation, the offeror is cautioned to avoid organizational conflicts of interest during such discussions.

L.6 RELEASE OF INFORMATION

Contract selection and award information will be disclosed to offerors in accordance with regulations applicable to negotiated procurement. Prompt written notice will be given to offerors whose proposals have been determined unacceptable and to all offerors following award.

L.7 REFERENCE MATERIAL

Materials (e.g. regulations, policies and procedures) pertinent to the procurement is available on CD-ROM and will be mailed to the requestor. All requests shall be submitted to Elaine McGuire at 10300 Baltimore Ave, Building 003, Beltsville, Maryland 20705, or by telephoning 301-504-6078 through the solicitation closing date. Failure of offerors to examine the reference materials prior to proposal preparation and submission will be at the **offeror's own risk.**

L.8 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Alvenia K. Pitts, Contracting Officer
USDA, ARS, APD, Acquisition Branch
5601 Sunnyside Avenue, Mail Stop 5116
Beltsville, Maryland 20705-5100

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.9 AGAR 452.215-72 AMENDMENTS TO PROPOSALS (FEB 1988)

Any changes to a proposal made by the offeror after it's initial submittal shall be accomplished by replacement pages. Changes from the original page shall be indicated on the outside margin by vertical lines adjacent to the change. The offeror shall include the date of the amendment on the lower right corner of the changed pages.

L.10 AGAR 452.219-70 SET-ASIDE/SIZE STANDARD INFORMATION (FEB 1988)

This solicitation includes the following set-aside and/or size standard criteria:

- (a) Percent of set-aside is 100%.
- (b) Type of set-aside is small business set-asides.

- (c) Standard Industrial Classification
(SIC)Code:0762/NAICS:115116
- (d) Size Standard is **\$6 Million**

L.11 AGAR 452.237-71 PRE-BID/PRE-PROPOSAL CONFERENCE (FEB 1988)

- (a) The Government is planning a pre-bid/pre-proposal conference, during which potential offerors may obtain a better understanding of the work required.
- (b) Offerors are encouraged to submit all questions in writing at least five (5) days prior to the conference. Questions will be considered at any time prior to or during the conference; however, offerors will be asked to confirm verbal questions in writing. Subsequent to the conference, an amendment containing an abstract of the questions and answers, and a list of attendees, will be disseminated.
- (c) In order to facilitate conference preparations it is requested that the person named on the Standard Form 33 of this solicitation be contacted and advised of the number of persons who will attend. In order to gain access to the conference, those in attendance are required to bring picture identification such as a driver's license or business identification badge.
- (d) The Government assumes no responsibility for any expense incurred by an offeror prior to contract award.
- (e) Offerors are cautioned that, notwithstanding any remarks or clarifications given at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to conference questions, or any solicitation amendment, create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.

(f) The conference will be held:

Date: **May 19, 2004**
Time: **9AM - 12N**
Location: USDA, ARS, REE
Beltsville Agricultural
Research Center (BARC)
10300 Baltimore Avenue
Building 003, Conference Room 238
Beltsville, Maryland 20705

(g) For directions to the facility, call telephone number **301-504-8310**.

Offerors are invited to inspect the APR equipment listed in Appendices, by telephoning **301-504-8310** to obtain instructions for an appointment. So that the appropriate government personnel are available, call in advance and advise of the number of persons from your firm that will be attending.

Inspection of equipment will take place on **May 19, 2004** **between 1pm and 4pm**. You will be informed of the meeting location at the time the reservation is made.

L.12 AGAR 452.204-70 INQUIRIES (FEB 1988)

Inquiries and all correspondence concerning this solicitation should be submitted in writing to the Contracting Officer. Offerors should contact only the Contracting Officer issuing the solicitation about any aspect of this requirement prior to contract award.

L.13 SUBMISSION OF QUESTIONS

Offerors shall submit all written questions, to include questions from the pre-proposal conference, those under L.11 above, concerning the solicitation no later than COB

May 24, 2004 EST. The questions and responses will be provided all offerors in an amendment to the solicitation.

L.14 52.237-1 SITE VISIT (APR 1984)

Offerors or quoters are urged and expected to inspect the site (during the pre-proposal conference, **see L.11**) where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

L.15 DISPOSITION OF UNSUCCESSFUL PROPOSALS

After award, one copy of each offeror's proposal will be maintained in the contract file. At the option of the Contracting Officer, all other copies will be either returned to the offeror or destroyed.

L.16 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a firm-fixed price contract with time and materials labor hour Indefinite Delivery/Indefinite Quantity (IDIQ) provisions.

L.17 FORMAT AND INSTRUCTIONS FOR PREPARATION OF PROPOSALS

- A. This section specifies the format that offerors shall use in their proposal. The intent is not to restrict the offerors in the manner in which they will perform their work, but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Your proposal shall be submitted in the number of copies, to the address in G.1A and marked as indicated below.
- B. The Agency Tender is not required to include (a) a strike contingency plan, (b) licensing or other certifications; and (c) past performance information.

- C. The offerors shall submit their proposal in volumes subject to the following identification and quantities. Each volume shall consist of a cover, table of contents and cover page. The proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of the RFP. Additionally, submit one (1) CD ROM consisting of all three volumes.
- D. Offerors may submit alternate performance standards that differ from those required by the solicitation. Offerors shall include a compliance matrix specifying (a) the alternate performance standards; (b) an explanation of how the alternate standards differ from the solicitation standards; (c) the cost of meeting each alternate standard; (d) the cost difference between the alternate and solicitation standard; (e) a cost-benefit analysis explaining the rationale for each alternate standard; and (f) proposed language to include performance standards in an amended solicitation. Alternate standards shall not be less than or below the government's required standards.

VOLUME NUMBER/NAME	NUMBER OF COPIES
I-SF33 SOLICITATION OFFER AND AWARD	Original/1 copy
a) Completed, signed Offer Includes Sections A-K, excluding C	
b) Disclosure of Lobbying Form	
II-Business/Price	Original/9 copies
a) Past Performance	
b) Customer Satisfaction	
c) Price	
III-Technical Proposal	Original/9 copies
a) Proposed Key Personnel Management	
b) Management Approach/ Staffing Plan	
c) Technical Knowledge	

- and Understanding
d) Corporate Structure/
Personnel Management

Each of the parts shall be separate and complete. The technical proposal must not contain reference to price; however, resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be included, so that the contractor's understanding of the statement of work may be evaluated. Information which

merely paraphrase these areas of discussion or the use of phrases, such as, "I will comply" with or "standard techniques" will be employed, will be considered unacceptable and will not be considered for award.

- (a) Each offer must be signed by a representative of the firm authorized to commit the contractor to the terms and conditions of the proposal. A telephone number, fax number, and E-mail address shall be provided for that individual.
- (b) Offerors shall submit proposals by 2pm EST on August 6, 2004.

L.18 VOLUME I - STANDARD FORM OF CONTRACT

See L.17 C.

L.19 VOLUME II - BUSINESS/PRICE PROPOSAL INSTRUCTIONS

A. BUSINESS PROPOSAL. Business proposals shall be submitted in three sections. **Section I - Past Performance, Section II Customer Satisfaction and Section III - Price Proposal.**

Section I - Past performance information is required from all offerors. This information will be used to determine if the offeror has the past experience and quality performance to meet the requirements of the PWS. For the MEO, the government shall use the Agency Tender Official's (ATO) staffing plan and knowledge of current performance to determine

past performance experience.

Demonstrated success in similar animal and plant research environment is required. Discuss your firm's past organizational background and experience performing support services similar to those required by the location identified in the PWS. Similar experience is defined as that gained in animal care taking, dairy operations, feed center operations, field crop, research plot farming, integrated pest management, greenhouse oversight, and gardening services in a research environment. Similar operations would include, but not limited to working with a wide variety of laboratory and farm animals, various field crops, vegetables, fruits, floral and nursery plants identified in the PWS. In addition, similar experience would include work with infected animals, potentially hazardous biological waste, and toxic chemical waste. Work experience at animal research facilities comparable to BARC/USNA in size and the nature of research expected. Managing small farms is not considered similar.

Offerors are advised of the importance of demonstrating successful experience in the area of providing multiple-function support services similar to those in the PWS with a variety of animals and sophisticated research crop equipment/systems with emphasis on quality control to ensure maximum successful breeding, crop yields, milk production, and optimize research support, greenhouse and gardening research.

BP - Tab 1 - Written Consent of Personnel Management Team

Letters shall not exceed one page and will be reviewed only for consent. The offeror shall provide written consent, on letterhead stationery (or equivalent), from each proposed team member, allowing the Government to discuss that team member's past performance with the offeror.

BP - Tab 2 - Relevant Contracts. (NO Limitation on number of references) The offeror shall complete form I-1 for all relevant contracts. Past performance data is required for all proposed team members. Information must be provided on all similar contracts that: (i) were awarded within three years prior to the closing date of this solicitation, and (ii) awarded more than three years ago, but completed within one year of the closing of this solicitation, and (iii) on-going contracts. The exclusion of any contracts meeting these time frames may be grounds for a poor evaluation. State and local Government contracts and/or commercial contracts may be included.

The Government will provide a standard questionnaire (Section J) for references included on Form I-1 and for other persons knowledgeable of the offeror's performance. The offerors shall distribute copies of the past performance questionnaire to all customers/clients identified. Request your customers to mail the completed survey to the Contracting Officer **NO LATER THAN THE PROPOSAL DUE DATE.**

The offeror is reminded that both data submitted by the offeror and data independently obtained by the Government may be used to evaluate the offeror's past performance as the basis to determine performance risk. Since the Government may not contact all of the references provided by the offeror, it is incumbent upon the offeror to fully explain the relevance of the data provided and to ensure that the data is current, accurate, and complete. The Government does not assume the duty to search for clarifications or cure problems it finds in the proposal. Proposals that do not contain the requested information, or are not in the format above, may risk not receiving credit for aspects of their past performance which may improve their performance risk rating.

BP - Tab 3 - Relevant Experience

The offeror shall complete Reference - I-2 for all references in Reference - I-1.

Reference - I-1**Past Performance**

Page 1 - it is anticipated that the following information can fit on one page. The information can go to an additional page only when the exact, required information is in excess of one page.

1. Reference No: (for reference to I-2, and III-1)
2. Contract/Program Name: (for reference to I-2)
3. Firm or Key Personnel that performed the work:
4. Average number of technical personnel (by skill) involved:
5. Percentage of turnover of contract technical personnel per year:
4. Client: (From Department to specific organization supported):
5. Contract Type:
6. Date Awarded:
7. Original Award Price/Cost:

8. Final Price/Cost: (or Price/Cost to date, notate which is shown)
9. Original base period completion date:
10. Option periods exercised and completion periods:
11. Option periods available but not exercised:
12. Identify any performance evaluation/ratings received:
13. Examples of awards or special recognitions received:
14. Procuring Contracting Officer name, address, telephone, and email address:
15. Administrative Contracting Officer name, address, telephone, and email address:
16. Technical or Contracting Officer's Representative name, address, telephone and email addressed:
17. Other Significant POC's name, address, telephone and email address:
18. Location(s) of Performance:

APS requirements performed within scope of this past performance: Statement of Relevancy: (explanation of specific relevancy in terms of scope, size, requirements, technical approach, standards, workload, management, positions, locations, problems encountered and lessons learned in performing services identified in the PWS under past contracts, subcontracts) State if these "lessons learned" will be employed on the resultant contract to improve the quality of services. Discuss similarities and difference between this proposed effort and past contract experience with special emphasis on knowledge of the last technologies, processes, and trends in a research animal care and farming environment as well as quality control.

(This 2-page form may be reformatted for headers and footers. The page format and text format shall meet the requirements stated above)

Reference I.2

Relevant Contract Performance

Instructions: Provide a "Y" for "yes" in the columns below if applicable even once on the contract. Provide an "N" for "no" if not ever applicable. (Reasons for any responses may be investigated by the Government and circumstances will be considered by the government and may or may NOT adversely affect the evaluation. Incomplete and misleading information WILL adversely affect the evaluation). (This form may be reformatted for headers and footers and required rows. The page format and text format shall meet the requirements stated below)

For each contract listed, provide the following information:

- 1 Termination for Default
- 2 Termination for Convenience
- 3 Show Cause/Cure Notice Issued
- 4 Liquidated Damages Assessed
- 5 Deductions taken from invoices
- 6 OSHA Violations found
- 7 EPA Violations found
- 8 Government QA documented that quality standards were not met (even once)
- 9 Government QA documented that timeliness standards were not met (even once)
- 10 Cost Overruns
- 11 Client documented problems related to high turn-over of contractor personnel
- 12 Client documented problems related to lack of training for contractor personnel
- 13 Client documented problems related to lack of adequate contractor quality control
- 14 QC solved performance issues prior to inspection and acceptance of performance
- 15 Incentive or Award earned during performance
- 16 Positive, written recognition of performance received from the client

Ref. No.	Client and Contract/Program Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
From Ref. I-1	From Ref. I-1																

Section II - Customer satisfaction - Discuss how customer satisfaction was maintained on previous contracts of similar complexity and in a similar environment. Describe the work efforts on which your firm performed at a high level. Cite any special recognition from the customer as a result of customer satisfaction. Described the role the corporate office had in supporting customer satisfaction.

Section III - Price Proposal - Offerors shall propose prices required to perform the resultant contract. The offeror's price to perform the work shall be outlined in Schedule B. To determine the lowest evaluated price, the total cost of all line items for routine work will be added to the total cost of all line items for additional work.

Include financial statements for the last two years.

PP Tab 1 - Direct Labor

For each Line Item in Section B, the offeror shall furnish supporting data, including a breakdown of direct labor cost estimates by functional areas. This includes schedules indicating types or categories of labor, man-hours, and hourly rates used to calculate the proposed unit prices. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percentage) and methodology, e.g., annual percentage rate applied to a base hourly rate as of a specific date or a mid-pointed percentage rate for the period of performance.

PP Tab 2 - Routine Work

A firm fixed price shall be proposed for each line item under routine work. The total price for each line item for each period of performance shall include **ALL** labor, fringe benefits, G&A, materials, supplies, equipment, tools, subcontract costs, fringe benefits, and emergencies known to be inherent to the nature of the work and all other resources deemed necessary to provide required services of the PWS. Indicate whether current rates or escalated rates are used. For cost exceeding \$2,500, proposals must separately show any major items of direct materials or equipment and their estimated costs.

PP Tab 3 - Additional Task

A firm fixed priced or time and materials labor hour in-definite delivery/in-definite quality (IDIQ) delivery order for this work will be negotiated and issued. The SP shall provide a fully burdened labor rate for the categories of labor that may be required in order to perform tasks associated with additional work. A fully burdened rate shall include G&A, profit, fringe benefits and any other costs associated with labor charges.

Phase-In Period - Narrative explanation of all anticipated cost/price and the distribution and placement of personnel and other resources shall be included.

Initial and each Option Period - A fully executed Proposal Cover Sheet covering the initial and each optional period shall be submitted.

L.20 VOLUME III - TECHNICAL PROPOSAL

This volume shall consist of four Sections. **Section I** - The Proposed Key Personnel Management, **Section II** - Technical Approach/Staffing Plan, **Section III** - Technical Knowledge and Understanding and **Section IV** - Corporate Structure/Personnel Management.

Section I - PROPOSED KEY PERSONNEL MANAGEMENT - Personnel who will be assigned to supervise work and manage performance on this contract.

PKPM-Tab 1 - Show each key person's general qualifications to manage the work for which they will be assigned. Ability to hire and retain personnel qualifying for the positions descriptions at the rates proposed. Discuss historical experience in hiring, managing, and replacement of personnel in each labor category and pay rate, historical and anticipated turnover rates.

The supervisor to worker ratios and explain the adequacy of supervision and ability to manage schedules. Recruitment of personnel and the plan that demonstrates the ability to provide and maintain the required skills, training, qualifications, and certifications necessary to perform the PWS. Initial training of personnel, retraining and training for new requirements and systems. Discuss other qualifications such as ability to deal with difficult people, lead and accomplish work through others (includes conflict management, cultural awareness, team building, consensus building and integrity/honesty), and recent experience with similar projects or

contracts.

(a) The Government anticipates that the following position will be designated as key personnel: **Project Manager.**

PKPM-Tab 2 - Letters of Commitment of Key Personnel.

Letters will be reviewed only for commitment to this project. The offeror shall provide written letters of commitment, on letterhead stationary (or equivalent), from each proposed key personnel. Offerors will be required to resubmit letters of commitment and reconfirm availability of Personnel team members prior to award.

PKPM-Tab 3 Positions Descriptions/Labor Category

Complete tab 3 for each position identified on Form III-2.

____ Current or ____ Proposal Specific Position Description
Date Prepared: _____
Approving official: Name: _____
Signature: _____
Title: _____

Minimum Years Experience:

Minimum Educational Requirements:

Experience Substitution for Education (if allowed):

Duties:

Abilities/Skills/Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

(The number of forms is NOT limited. Each form is limited to two pages)

PKPM-Tab 4 Key Personnel Resume

Name, Labor Category

Employment Status (Current, Contingent, etc.) and Employer
Years of Professional Experience: Years in proposed labor
category:

Highest degree earned: Discipline: Date earned:

I certify the accuracy, currency, and completeness of this resume:

Signature _____ Date _____

EMPLOYMENT HISTORY: (list in chronological order by employer, use multiple listings if different positions were worked for the same employer)

Current Employer, Dates of Employment, Current Position Title
List relevant duties, accomplishments and productivity factors achieved.

Additional Employers, Dates of Employment, Position Title
List relevant duties, accomplishments and productivity factors achieved.

Repeat format as required

EDUCATION:

List degree, discipline, date, school

List other relevant training by title, date and school

OTHER INFORMATION: (use this header only as required)

List any other relevant information (i.e. membership in organizations, additional skills not covered above, etc.). This form may not exceed two pages in length per resume.

Section II - MANAGEMENT APPROACH/STAFFING PLAN

1. A detailed work plan shall be submitted indicating how each aspect of the PWS is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed approach or method.

2. Your technical proposal must include information on how the work is to be organized and managed. Discuss how the latest technologies will be used to provide the services identified the PWS. Discuss how the services in the PWS will be maintained so as to ensure continuity of services during the periods when there are vacancies. Offers should address proposed cross-utilization of staff.

3. Offerors shall discuss their plans for tracking, accomplishing and documenting work under this contract. Include

the proposed procedures for reviewing work for clarity, coordination, scheduling, staffing, estimating, executing and closing-out work. Include information regarding how preventive maintenance work for each function will be scheduled and tracking methods to be used. Identify types of emergencies included in your fixed price.

4. Discuss how multiple priorities would be handled so as to provide customer satisfaction. Discuss methods for informing requestor of status of their work request.

5. Discuss the extent to which work will be accomplished by a sub-contractor. Discuss the rationale for any contemplated subcontracting.

6. Provide a draft of your Standard Operating Procedure format. Include receipt of input; process for performance; quality, timelines, and productivity standards for output; and proposed process improvements for each of the requirements. Describe how policies, procedures, and practices will preserve Government property and equipment and minimize life cycle costs.

Management Approach Examples (Limited to 30 pages)

Provide specific applications of management plan highlights to the technical approach that compliments the staffing plan. Include consideration of:

1. Managing the size, scope and locations of all the requirements set forth in the PWS
2. Managing the complexities of the functions set forth in the PWS
3. Reducing turn-over
4. Implementing the Training Plan
5. Efficiencies to be achieved
6. Work-in-process management approaches
7. Tracking performance objectives
8. Performance appraisal techniques
9. Task management
10. Out-year transitions
11. Contract termination transition
12. Management of labor relations
13. Management of Government furnished property and equipment
14. Subcontract Management
15. Interface with the Project Officer and Contracting Officer in order to meet contract requirements and achieve program goals

MA-Tab 1 - Additional Considerations

The offeror will address the following elements of the Technical Approach: Their regular schedules for performance, ability to respond to weekend and after hour requirements, effective ability to respond to peak workload and efficient ability to respond to workload -valleys-. Discuss the areas of the PWS in which additional work may be required and how they will be managed.

MA-Tab 2 - Phase-In Plan. Describe in detail a 60 day Transition Plan that clearly describe the procedures for assuming responsibility for the PWS. Include training requirements, schedules, compliance with Section C, and detail every hour of proposed government assistance as completely as possible. Although difficult, this last element is considered a primary indicator of the offeror's understanding of the Animal Plant Research (APR) requirements. Your phase-in plan shall include a staffing matrix and discuss the proposed organizational structure for BARC and USNA.

MA-Tab 3 - On-Site Organization Chart (no page limitation) The offeror shall provide an organizational chart that illustrates the proposed structure to accomplish all requirements at all locations. The organization chart shall specify all positions.

MA-Tab 4 - Staffing Chart

Offerors shall complete form III-1.

NOTE: It is anticipated that worksheets and databases may be used to develop the five required forms.

The forms may be reformatted for headers and footers and to be printed from spreadsheets and databases in landscape or portrait orientation. The forms are not limited in number of pages, but are limited to the exact, required data.

Form III-1 Staffing Chart

<i>PWS Ref.</i>	<i>Organiza- tion</i>	<i>Position Title No.</i>	<i>Full Time Hours</i>	<i>Part Time Hours</i>	<i>Over- time Hours</i>	<i>% Of Time</i>	<i>Super- visor Ref.</i>	<i>Company</i>

Ref: Number to be used on Personnel Forms.
 Organization: Title or Code from Volume III, MA-Tab 3,
 Organization Chart
 Position Title: As required to implement the technical Approach
 in Volume III
 Full Time Hours: Proposed
 Part Time Hours: Proposed
 Overtime Hours: Proposed
 Identify the percentage of time each employee is available for
 this contract
 Identify each position by position title and number and
 reference the specific performance function by the PWS reference
 number
 Supervisor Ref: The Reference number of the supervisory position
 Company: The firm that is proposed to provide the position. Show
 one row for each company per position title to reflect the
 number of proposed positions. (This form may be revised to
 include any additional required information and be reformatted
 for headers and footers and to be printed from spreadsheets and
 databases)

MA-Tab 5 - Work Schedules

Offerors shall complete form III-2.

Form III-2 Work Schedules

<i>Ref</i>	<i>Organization</i>	<i>Position Title</i>	<i>Hours (Full, Part, OT)</i>	<i>Normal Work Schedule</i>

Ref: From Ref. I-1
 Organization: From MA-Tab 3
 Position Title: From PKPM-Tab 3
 Full Time Hours: From Form III-1
 Part Time Hours: From Form III-1
 Overtime Hours: Proposed
 Normal Work Schedule: Scheduled starting and stopping for
 regular shifts that demonstrates an understanding of APR work
 schedule and the need to minimize disruption to mission
 requirements.

(This form is not limited in number of pages, but is limited to the exact, required data) (This form may be reformatted for headers and footers and to be printed from spreadsheets and databases)

Section III - TECHNICAL KNOWLEDGE AND UNDERSTANDING

1. Discuss how you will coordinate, implement, maintain and provide quality services identified in the PWS. Information should be provided which will demonstrate your knowledge and understanding of the management of important tasks in animal and crop/farm, greenhouse and gardening research environments. Discuss the extent of our firm's knowledge of the latest technologies used to provide the services identified the PWS.

Information is required to demonstrate how these emergencies would be managed and resolved. Discuss the type of emergencies envisioned and how they will be managed. Discuss how response times to emergencies and non-emergencies during duty and non-duty hours will be fulfilled. Knowledge of safety and health issues involved in animal and plant research environment as described in the PWS.

Discuss your understanding of and how you will use safe working practices which minimize hazards to both animals and plants as well as Government and Contractor employees. Discuss how you will manage and maintain chemicals and Pharmaceuticals, controlled drugs to assure compliance with USDA, Federal and state regulations referenced in the PWS. Discuss your plan of operation in the event of an act of terrorism, hazardous weather conditions (snow, drought, thunderstorms, hurricanes), or a national emergency.

In addition to the above provide the information below and cross reference to the compliance matrix below :

TKU-Tab 1 - Discuss your understanding of the requirements for general animal care taking, providing technical support for animal research, animal disease prevention, providing technical support and emergency veterinary support and knowledge of technical procedures and processes used in breeding research animals.

TKU-Tab 2 - Discuss knowledge of dairy operations requirements.

TKU-Tab 3 - Demonstrate understanding of feed operations requirements.

TKU-Tab 4 - Discuss your knowledge of the requirements for Field crop and research plot services.

TKU-Tab 5 - Provide information that will demonstrate your understanding of the level of integrated pest management required.

TKU-Tab 6 - Discuss your understanding of the procedures required to provide and maintain greenhouse structures.

TKU-Tab 7 - 1) Discuss your understanding of gardening services, and knowledge of equipment and supplies used to maintain required services.

2) Discuss your knowledge and understanding of performance based contracting especially as it relates to a firm fixed price requirement. How will you facilitate the work quality to avoid performance deductions for work below the acceptable quality level (AQL). Describe how you will track work that needs to be corrected in accordance with the Performance Requirement Summary.

A. Compliance Matrix

To decrease the complexity of performing source selection, a cross-reference compliance matrix is included below. Identify in the matrix your proposal volume, paragraph and page number discussing the required service.

COMPLIANCE MATRIX

						Prospective Providers complete the section below.
	DESCRIPTION	LINE ITEM SECTION B	PWS APR Ref.	SECTION L	SECTION M	PROPOSAL VOLUME AND PARAGRAPH #
	Animal Care Taking					

	Dairy Operations					
	Feed Center Operations					
	Field Crop and Research Plot					
	Integrated Pest Management					
	Greenhouse Structures Oversight					
	Gardening Services					
	Research Support					

Section IV - CORPORATE STRUCTURE/PERSONNEL MANAGEMENT

1. The Offeror shall discuss the Corporate Management Structure, policies and operating procedures, business practices and the home office relationship and assignment of responsibility for contract efforts to on-site management providing support for work management and control, quality control, preventive maintenance, subcontracting and purchasing. The offeror shall describe the organizational structure of their firm, lines of communication, their authorities within the firm if more than one department is involved in contract performance, all lines of authority delegated to the on site management. Discuss your firms strike contingency plan in the event of a work stoppage, slowdown or similar action by your work force.

CSPM-Tab 1 - Quality Control Plan (Text is unlimited and shall become part of the terms and conditions of the contract)

The Offeror shall provide a specific Quality Control Plan applicable to this contract, in response to the requirement of the Quality Assurance Surveillance Plan. The Plan shall be written to so how you will ensure Quality Control throughout contract performance for all required services. The Plan shall be written so that it can be

implemented during transition and be fully implemented on the first day of full performance. General statements, marketing materials and references to corporate philosophy are not considered appropriate.

L.21 DISCUSSIONS

The Government may conduct oral or written discussions with offerors who have been determined technically acceptable or capable of being acceptable. If oral discussion is selected, offerors will be notified of the location and time.

SECTION M - EVALUATION FACTORS FOR AWARD

**M.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE
(FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer.

**I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
PROVISIONS**

NUMBER	TITLE	DATE
52.217-5	EVALUATION OF OPTIONS	JUL 1990

M.2 GENERAL

The term "offeror" is used to describe commercial offerors, the Agency Tender, and reimbursable public tenders that may propose in accordance with OMB Circular A-76. The term "contract" is used to describe a commercial contract, or a letter of obligation, which may be awarded in accordance with OMB Circular A-76. This Acquisition is for a Firm Fixed Price requirement. The source selection method is low-price/technically acceptable.

Technically acceptable is defined through the performance levels in the PWS (section C, and Section J attachments). This requires meeting all the requirements (services and service levels) and standards within the workload variances. Technically acceptable is NOT meant to imply "marginal," "partial compliance," or "what is acceptable on other contracts." United State Department of Agriculture, Agriculture Research Service (USDA/ARS) has specific and unique research programs and requirements. Technically acceptable in this case means a

historical level of superior performance that effectively achieves the USDA/ARS mission in an efficient manner. The designation of technically acceptable is applied to both technical and price factors.

Offerors are also notified that the award will comply with the rules of OMB Circular A-76. This includes the conduct of a cost comparison between the Agency Tender and the low-price/technically acceptable commercial offer/reimbursable tender.

M.3. BUSINESS EVALUATION

To be considered compliant, the offeror shall offer all items listed in Section B for the basic contract period and each separate option period. A review of the financial information will assist in determining financial capability.

M.4 CRITERIA FOR EVALUATING PROPOSALS

The following price/technical factors will be used for determining technical acceptability and realistic price.

TECHNICAL EVALUATION CRITERIA

1) Past Performance

The evaluation will consider: (1) the quality of past performance, and (2) efforts similar to BARC/USNA requirements, and (3) the quantity of related work.

The Government will assess the relative risks associated with each offeror to assess technical acceptance. Performance risks are those associated with an offeror's likelihood of success in performing the acquisition requirements as indicated by that offeror's record of past performance. The assessment of performance risk is not intended to be the product of a mechanical or mathematical analysis of an offeror's performance on a list of contracts, but rather the product of subjective judgment by the Government after it considers all available and relevant information. When assessing performance risks, the Government will focus on the past performance of the offeror as it relates to all acquisitions, record of conforming to work statements, adherence of delivery and cost schedule and performance including the administrative aspects of performance,

knowledge of industry practices and procedures, compliance with animal care laws and regulations, including standards of good workmanship; the offeror's reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the offeror's business-like concern for the interest of the customer. The Government will consider the number or severity of an offeror's problems, the effectiveness of corrective actions taken, the offeror's overall work record, and the age and relevance of past performance information.

The following rating method shall be used in the evaluation of past performance information:

Acceptable - Based on the offeror's performance record, little doubt exists that the offeror will successfully perform the required effort. A significant majority of sources of information state that the offeror's performance was good, better than average, etc., that they would do business with the offeror again. The type and quantity of work performed is directly related to the PWS requirements.

Neutral - When no past performance history exist, an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance.

In accordance with the A-76 Circular, the ATO is not required to include past performance information. The type of work performed is the same as the requirements of the PWS.

Unacceptable - Based on the offeror's performance record, some doubt exists that the offeror will successfully perform the required effort. Many sources of information make unfavorable reports about the offeror's performance and express concern about doing business with the offeror again.

2) Management Approach/Staffing Plan

The evaluation shall assess the quality and competence of the proposed staff, and whether they have the experience and the qualifications necessary to accomplish the described work. This will include evaluation of whether the proposed experience, and/or education demonstrates a thorough understanding of the operating principles, and safe provision of services as evidenced by the

detailed staffing data that identify the supervisor to worker ratios, skills, knowledge, abilities, education and experience required for each technical process and the proposed quantity of hours by position classification, by requirement.

The evaluation shall also assess the offeror's ability to hire and retain personnel qualifying for the Position Descriptions at the rates proposed and the offeror's historical experience in hiring, managing, and replacement of personnel in each labor category and pay range, and historical and anticipated turnover rates.

Evaluation shall assess the detailed technical description of how all the required work will be organized, tracked, managed and accomplished. This will include evaluation of proposed approach, techniques, standard operating procedures and methodologies for demonstration of an understanding of every requirement and additional work requirements complying with the PWS and cross utilization of personnel. An assessment will be made of how envisioned additional work requirements will be managed.

This includes quality, timelines, and process improvements for each of the requirements. For an acceptable evaluation the offeror must show the ability to accomplish the desired results within the proscribed standards and workload, demonstrate the quality of work in providing services, and how policies, procedures, and practices will preserve Government property and equipment and minimize life cycle costs. The evaluation will also assess the offeror's ability to respond to abnormal conditions such as emergencies, weekends and after hour requirements, workload peaks and valleys, and leased facilities.

The following rating method shall be used in the evaluation of the technical approach information:

Acceptable - Based on the offeror's technical approach, little doubt exists that the offeror will successfully perform the required effort. The technical approach shows an acceptable understanding and methodology for completing all requirements of the PWS, within the standards and workload specified.

Unacceptable - Based on the offeror's technical approach, some doubt exists that the offeror will successfully perform the required effort. The technical approach shows some lack of understanding in one or more of the requirements of the PWS, standards and/or workload specified.

3) Understanding and Knowledge of Technical/Management Requirements

The evaluation will assess the offerors understanding of the required quality and method of management of positions and systems for project management to successfully perform the PWS requirements. An assessment of ability to manage the size, complexities, scope and locations of all the functions set forth in the PWS. The assessment will specifically focus on the management system's reflection of the offerors understanding of the USDA/ARS culture and technical requirements in order to support the BARC and USNA mission.

Offerors will be evaluated on the understanding of animal care taking, dairy operations, feed center operations, field crop and research plot farming, integrated pest management, greenhouse oversight, and gardening services in a research environment as detailed in the PWS. An assessment will be made of offerors technical knowledge of the latest technologies used in each operations. Your plan to manage and maintain chemicals, pharmaceuticals, and controlled substances used in animal and Plant research will be evaluated to assure compliance with USDA, Federal and State regulations reference in the PWS.

An assessment of the offerors plan of operation in the event of an act of terrorism, hazardous weather conditions (snow, drought, thunderstorms, hurricanes), or a national emergency. Emergency plans will be evaluated for feasibility and adequate response.

The following rating method shall be used in the evaluation of the technical information:

Acceptable - Based on the offeror's proposal, little doubt exists that the offeror will successfully manage the required effort. The management documentation shows an acceptable understanding of the management requirements for all requirements, within the standards and workload specified. The management approaches, staffing plan, organizational structure and management controls, plans and procedures, tracking measures, task management system, and quality control plan are acceptable with proven methodologies.

Unacceptable - Based on the offeror's proposal, some doubt exists that the offeror will successfully manage the required effort. The management documentation shows a lack of understanding of the

management requirements at one or more of the PWS requirements. The management approaches, organizational structure and management controls, plan and procedures, tracking measures, task management system, and quality control plan are based on untailored corporate policies or on some unproven methodologies

4) Corporate Structure/Personnel Management

The evaluation shall assess the quality and competence of corporate support. An assessment will be made as to whether the level of leadership and lines of communication, authority delegated on-site management is adequate to ensure accomplishment of the described work. This will include evaluation of whether the proposed firm demonstrates a thorough understanding of the corporate operating principles, and safe provision of services as evidenced by business practices, policies and procedures, and lines of authority delegated to the on-site staff to ensure customer satisfaction.

The following rating method shall be used in the evaluation of the staff information:

Acceptable - Based on the offeror's proposal, little doubt exists that the offeror will successfully perform the required effort. The corporate support is adequate to ensure accomplishment of the described work. Line of communication and authority delegated to on-site staff shows understanding of the personnel requirements for all requirements of the PWS within the standards and workload specified.

Unacceptable - Based on the offeror's proposal, some doubt exists that the offeror will successfully perform the required effort. The corporate support is insufficient to ensure accomplishment of the work described. Lines of communication and authority delegated to on-site staff shows a lack of understanding of the personnel requirements for one or more PWS requirements, standards and/or workload specified.

M.5 PRICE EVALUATION

Although prices will not be weighted or point scored, they are important. Prices will be evaluated for reasonableness and realism.

Reasonableness/Price Realism: Competition will be used to determine price reasonableness. The Government may perform a price realism analysis to determine if the prices in an offerors proposal are (a)

realistic for the work to be performed; (b) reflect a clear understanding of the requirements; and (c) are consistent with the various elements of the offeror's technical proposal.

Any significant inconsistency, whether real or apparent, between promised performance, and price, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required and financial ability/responsibility to perform the contract. To determine the lowest overall evaluated price, the Section B total price of routine work for all performance periods will be added to the Section B total price of additional work for all performance periods.

M.6 RISK ASSESSMENT

An overall assessment of risk will be made for all factors combined, and price to perform the requirements of the resultant contract. An assessment of risk will be made as to the probability of meeting the requirement successfully, utilizing the offeror's technical and price approach. Risk will be assessed in terms of High, Medium and Low.

The following rating method shall be used in the evaluation of the Risk Assessment:

High - Likely to cause serious disruption of schedule, increase in cost or degradation of quality even with special efforts during contract administration.

Medium - Can potentially cause some disruption of schedule, increase in cost, or degradation of quality, however special effort during contract administration may be able to overcome difficulties.

Low - Has little potential to cause disruption of schedule, increase in cost or degradation of quality. Normal contract administration Will probably be able to overcome minor difficulties.

M.7 EVALUATION OF OPTIONS (FAR 52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the transition period, total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of clause)

M.8 SOURCE SELECTION

The evaluation will result in identification of technically acceptable proposals. To be technically acceptable, an offeror must be evaluated as acceptable on **all** technical criteria. This reflects the criticality of the requirements and maintains current required service levels. Upon approval of the Source Selection Authority, the low price offeror that is technically acceptable will be chosen for the cost comparison with the Agency Tender submitted by USDA, in accordance with OMB Circular A-76. The cost comparison provides the decision to convert or retain the commercial activity.

THIS PAGE IS INTENTIONALLY LEFT BLANK



United States Department of Agriculture

PERFORMANCE WORK STATEMENT (PWS)

SUPPORT SERVICES

FOR

ANIMAL AND PLANT RESEARCH

AT THE



**BELTSVILLE AGRICULTURAL RESEARCH CENTER
IN BELTSVILLE, MARYLAND**

AND

 **THE UNITED STATES
NATIONAL ARBORETUM** 
IN WASHINGTON, DISTRICT OF COLUMBIA

PROCUREMENT SENSITIVE

BARC and USNA Animal and Plant Research PWS**TABLE OF CONTENTS**

C.1	GENERAL INFORMATION.....	1
C.1.1	BACKGROUND	1
C.1.2	SUMMARY OF EXPECTATIONS	2
C.1.3	SCOPE OF WORK.....	3
C.1.4	PERSONNEL.....	4
C.1.5	OPERATING CONDITIONS	5
C.1.6	QUALITY	6
C.1.7	PHYSICAL SECURITY	6
C.1.8	SAFETY, HEALTH, AND ENVIRONMENTAL	7
C.1.8.1	COMPLIANCE.....	7
C.1.8.2	ENVIRONMENTAL SAFETY	8
C.1.8.3	OCCUPATIONAL SAFETY, HEALTH, AND ACCIDENT PREVENTION	8
C.1.9	TRANSITION.....	9
C.2	DESCRIPTION OF SERVICES	10
C.2.1	SERVICE DESCRIPTION SUMMARY	10
C.2.2	PROVIDE ANIMAL CARETAKING	10
C.2.3	PROVIDE DAIRY OPERATIONS.....	12
C.2.4	PROVIDE FEED CENTER OPERATIONS	13
C.2.5	PROVIDE FIELD CROP AND RESEARCH PLOT SERVICES	14
C.2.6	PROVIDE INTEGRATED PEST MANAGEMENT.....	15
C.2.7	PROVIDE GREENHOUSE STRUCTURES OVERSIGHT	16
C.2.8	PROVIDE GARDENING SERVICES	17
C.2.9	PROVIDE RESEARCH SUPPORT SERVICES	18
C.3	GOVERNMENT FURNISHED ITEMS	19
C.4	SERVICE PROVIDER FURNISHED ITEMS	20

LIST OF APPENDICES

APPENDIX A: PUBLICATIONS.....	21
APPENDIX B: WORKLOAD ESTIMATES	24
APPENDIX C: MAPS AND AREA LAYOUT	31
APPENDIX D: REQUIRED RECORDS AND REPORTS	32
APPENDIX E: GOVERNMENT FURNISHED ITEMS	34
APPENDIX E-1: GOVERNMENT FURNISHED FACILITIES	34
APPENDIX E-2: GOVERNMENT FURNISHED EQUIPMENT	39
APPENDIX E-3: GOVERNMENT FURNISHED VEHICLES / HEAVY EQUIPMENT	54
APPENDIX E-4: GOVERNMENT FURNISHED ADPE	68
APPENDIX E-5: GOVERNMENT FURNISHED TOOLS	71
APPENDIX E-6: GOVERNMENT FURNISHED TRAINING	77
APPENDIX F: ACRONYMS	78

SECTION C

Scope of Work

Support Services for United States Department of Agriculture (USDA) Animal and Plant Research at the Beltsville Agricultural Research Center (BARC) and the United States National Arboretum (USNA)

C.1 GENERAL INFORMATION

C.1.1 BACKGROUND

C.1.1.1 The Beltsville Agricultural Research Center (BARC) and the United States National Arboretum (USNA), located in Beltsville, Maryland and Washington, D.C., respectively, conduct major research programs related to the study of soils, plants, floral and nursery crops, animals, and human nutrition. The BARC is under the Agricultural Research Service (ARS) of the United States Department of Agriculture (USDA) and the USNA is a division of the BARC. The ARS conducts research to develop and transfer solutions to agricultural problems of high national priority and provide information access and dissemination to achieve the following: ensure high-quality safe food and other agricultural products, assess nutritional needs of the American people, sustain a competitive agricultural economy, enhance the natural resource base and environment, and provide economic opportunities for rural citizens, communities, and society as a whole.

C.1.1.2 The BARC functions as a research and information delivery program of ARS to conduct basic and applied research in all areas of plant and animal science, entomology, natural resources and environmental sciences, food technology, food safety, and human nutrition. Considered the largest, most diversified agricultural research facility in the world, with ongoing research programs and field and laboratory facilities for the study of soils, plants, animals, and human nutrition, the BARC has become a world leader in agriculture research with an international reputation that attracts thousands of visitors each year.

C.1.1.3 Similarly, the USNA welcomes thousands of visitors each year to its stimulating and aesthetically pleasing national center for public education. The USNA is a research and education facility as well as a living museum dedicated to serving the public and improving the environment by developing and promoting improved floral and landscape plants and new technologies through scientific research, educational programs, display gardens, and germplasm conservation. Support services for animal and plant research efforts are required to provide the BARC with animal caretaking, dairy operations, feed center operations as well as provide and field crop and research plot services, Integrated Pest Management (IPM), greenhouse structures oversight, gardening services, and research support services for both the BARC and USNA.

C.1.2 SUMMARY OF EXPECTATIONS

C.1.2.1 The service provider shall meet all requirements and responsibilities defined in this Performance Work Statement (PWS). The overall impression and appearance of the service provider's staff, facilities, and equipment shall convey a professional image. The service provider shall ensure quality work performance In Accordance With (IAW) all federal, state, and local laws as well as all applicable USDA standards and guidelines. The service provider shall perform the requirements of this PWS in an environmentally acceptable manner consistent with all federal, state, and local laws. The service provider is expected to use and stay abreast of ever-increasing sophistication of instrumentation to aid researchers who work in state-of-the-art greenhouses and laboratories, controlled-environment chambers, and animal facilities, as well as in the field. Policies, guidelines, and management practices must be responsive to research needs and allow the performed research to be consistent with research protocols. The service provider is encouraged to streamline administrative procedures and products to increase the quality of information and improve the efficiency of its utility and communication. Cooperation and flexibility are expected from the service provider to adapt to changes and unexpected needs that commonly occur in the research and farming environments. This cannot be emphasized enough in describing the importance with which the BARC and USNA regard the requirements contained in this PWS and the responsiveness of the service provider.

C.1.2.2 All staff shall be fully trained, professional, and customer service-oriented to provide consistent quality service in a responsive, flexible, innovative, and cost effective manner. The service provider staff must be able to communicate effectively with government officials, peers, subordinates, and visitors to perform assignments in an effective manner consistent with the BARC and USNA missions. The staff is expected to be familiar with animal diseases, maintain specific knowledge of active research protocols (such as infectious agents, animals, locations, and any specialized requirements) and be able to alert researchers and veterinarians to signs of clinical illness, distress, observable research effects, or any other problems. Key personnel are expected to communicate this knowledge using scientific and medical vocabulary. Successful completion of appropriate employee background investigations is required. The staff is expected to possess specialized knowledge to handle and care for laboratory animals and livestock used for research. The staff shall be knowledgeable of modern animal farming and farming equipment such as bulldozers, tractors, forage harvesting equipment, tillage tools, rotovators, plows, discs, sprayers, special purpose spraying systems, dusters, mowers, cultivators, post hole diggers, and other various farming equipment. The staff is expected to be familiar with agronomic, sustainable, and organic principles and practices, such as minimum tillage methods, IPM, soil and water conservation, nutrient management, and cultivation of both agronomic and horticultural crops as well as knowledge of greenhouse horticulture and Geographical Information System (GIS) principles. The staff shall also be knowledgeable in the use and application of insecticides, herbicides, fertilizers, lime, and other soil amendments such as manure and compost, as well as current knowledge of building and repair of contour strips, field drainage systems, and waterways.

C.1.3 SCOPE OF WORK

C.1.3.1 The BARC and USNA require support services for animal and plant research efforts to provide general animal caretaking (i.e. breed, feed, water, move, clean, maintain habitat conditions, effect research procedures, maintain animal records), dairy operations (i.e. dairy nutrition and sanitation, milk production and quality), feed center operations (i.e. produce, procure, store, and formulate feed), and field crop and research plot services (i.e. prepare plots, maintain and harvest crops, produce grains and forages for research animals) IAW research project protocols, the ad hoc needs of researchers, and associated BARC programs. These support services also require IPM for fields, crops, plots, and greenhouse structures, greenhouse structures oversight to support research and proper plant growth, and gardening services to care for trees, plants, and shrubs for the Plant Sciences Institute (PSI) Plant Germplasm Quarantine Office (PGQO) and the USNA Floral and Nursery Plants Research Unit (FNPRU).

C.1.3.2 The BARC encompasses 6,541 acres of land and approximately 65 miles of roadway with over 600 buildings including offices, laboratories, barns, livestock shelters, and storage and utility buildings. The USNA has a 448.9 acre public garden in Washington, D.C. supporting both the BARC and USNA in research programs related to floral and nursery crops.

C.1.3.3 Animal research services require the use of multiple animals in laboratory and modified farm settings. The BARC animal research mission involves work with many domestic farm and laboratory animals such as cattle, swine, sheep, goats, rabbits, rats, mice, turkeys, chickens, cats, dogs, and other species as required by research protocol. The animal population may vary from day to day. Many domestic farm animals at the BARC are housed outside in typical farm settings with caretaking similar to that in a private practice farm setting. The BARC beef herd at the Animal Parasitology Unit (APU) area consists of approximately 60 Angus cows that calve within a two month window with an average total number of 150 head on site at any given time. The beef herd at Building 223 averages 100 cows that calve within a two month window with an average total number of 225 head on site at any given time and is maintained year round. The BARC poultry is estimated at 1,500 turkeys and 1,400 chickens and includes hatchery and grow-out facilities. Laboratory animals primarily consist of about 100 cats, 20 dogs, 100 rats, and 4,000 mice (some transgenic). The swine consists of roughly 100 hogs at the APU area and 600 hogs (a few transgenic) at 3 different locations. The APU also maintains an estimated 100 sheep and 15 goats. Animal research services also entail operating a feed center and a dairy. The BARC dairy herd consists of approximately 140 mature Holstein cows, 140 replacement heifers, and 20 additional dairy cattle of other breeds used as part of a transgenic research program. The lactating cows are currently housed in a free stall facility, with all waste processed by anaerobic digestion and all milk harvested and sold.

C.1.3.4 Plant research services require care for plants outdoors and in greenhouse structures while serving scientific research at the BARC PSI PGQO, PSI West-BARC greenhouse structures, the USNA FNPRU, and 70 acres at the Glenn Dale location. The term “greenhouse structures” refers to any or all types of enclosed structure used for the cultivation or protection of tender plants, such as greenhouses, screen houses, lath houses, poly hoop houses, and growth chambers. The PGQO processes germplasm of regulated genera as a condition for entry and to

defend against the introduction into the United States any pests and plant diseases that it may be harboring. There are 10 or more acres of fruit trees in the PGQO orchard and approximately 90 PSI West-BARC greenhouse structures. The Controlled Environment Facility (CEF) contains many of the BARC plant growth chambers. The citrus quarantine greenhouse in Range 2 is a Level 2 greenhouse requiring special entry clearance. Several new greenhouses are planned for construction within the next two years, one of which is designated as a quarantine greenhouse. A new containment greenhouse, almost completed in Range 1, also requires clearance for access. The USNA FNPRU conducts a broad-based program contributing to basic and developmental research and the implementation of new technologies for floral and nursery industries, with emphasis on developing new and superior floral and nursery plants. The FNPRU also supports the National Plant Germplasm System. The FNPRU has approximately 170 square feet of soil preparation and potting areas, approximately 17,000 square feet of greenhouse structures space, and approximately 36 acres of field plots in support of shrub and tree research. Unlike typical gardening services, supporting plant research includes specialized procedures which may entail working with exotic plants, experimental grafting, and other special purpose handling of plants. In addition to routine plant care, plant research services entails routine facilities and equipment upkeep with specialized knowledge required for greenhouse structures oversight. Plant research services also require farming of research field plots, typically much smaller than ordinary farmers' fields and subject to more complex and precise management requirements, using special farming machinery and/or modified research equipment. Precision farming activities in support of research may be more complex than similar commercial activities, whereas farming activities related to feed and forage production for the BARC livestock are more like typical farming.

C.1.4 PERSONNEL

C.1.4.1 The service provider shall provide an on-site project manager, or an on-site designated representative, available at all times for discussion with the government Contracting Officer (CO) or Contracting Officer Representative (COR). The project manager shall be responsible for the overall management and coordination of work to be performed in this PWS. The project manager shall act as the central point of contact with the COR except during times when work is performed outside normal operating hours, in which case, the on-site designated representative shall act for the project manager.

C.1.4.2 The service provider shall furnish and sustain fully trained and qualified personnel to accomplish all work prescribed in this PWS. All personnel employed by the service provider, or any representative of the service provider entering Government property, shall obey all instructions, rules, or operating procedures that apply to the BARC or USNA employees. Successful completion of appropriate employee background investigations is required. The Government reserves the right to require removal from the work location of any service provider employee who endangers persons or property or where continued employment is inconsistent with the interests of the Government as determined by the CO. Further, the Government reserves the right to refuse permit(s) to any service provider employee to perform services who is not in compliance with the requirements in this PWS as determined by the CO. In such cases, the CO will advise the service provider in writing of the reason for directing employee removal or withdrawing employee authorization to enter the work location.

C.1.4.3 Service provider personnel shall wear appropriate uniforms while performing their official duties. Personnel normally working in an office, laboratory, or warehouse environment are not required to wear a uniform, but shall comply with conventional dress standards appropriate for the work environment. Employees traveling outside the BARC or USNA boundaries shall dress in a manner appropriate for the task, while still representing the Federal Government in a professional manner to the public.

C.1.5 OPERATING CONDITIONS

C.1.5.1 Normal working conditions at the BARC and USNA, particularly in animal caretaking, entail risks from working outdoors, with animals, with heavy machinery, with controlled and prescription drugs, with pesticides, and in close proximity to potentially life threatening animal and human diseases. Some conditions are subject to insect bites, poisonous plants, and disagreeable odors, personal injury, or psychological trauma from handling and witnessing diseased animals.

C.1.5.2 Weather conditions in the Beltsville area vary with an average annual rainfall of 41 inches, with the wettest months being April through July, and an average annual snowfall of 18 inches, with snow expected from around October through April. The average frost-free period (growing seasons) during the year is about 250 days. The first killing frost may be expected about October, and the last killing frost generally occurs in May. The average annual maximum and minimum temperatures are approximately 65°F and 45°F, respectively. Monthly normal temperatures range from 23°F in January to 86°F in July. Summer temperatures often reach above 90°F, while winter temperatures commonly drop below freezing. The prevailing wind direction is northwest with an average annual wind speed of 9 miles per hour.

C.1.5.3 Normal BARC and USNA business hours are five days per week, Monday through Friday, excluding Federal holidays, from 0800 to 1630 EST/EDT. Normal caretaking operations are seven days per week. Research protocols require some services before and/or after these hours, on weekends and holidays, as well as availability for emergency call-back or emergency response to situations endangering structures, personnel, or research due to weather damage or vandalism. The service provider shall comply with these work scheduling requirements.

C.1.5.4 Federal holidays are listed for general information. If a Federal holiday falls on a Saturday, the Friday immediately before is considered the holiday, and on a Sunday, the Monday immediately after is considered the holiday. The service provider shall provide sufficient staff to satisfy PWS requirements on Federal holidays as well as provide for emergency call-back.

New Years Day	Labor Day
M.L. King, Jr. Birthday	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Other days or partial days designated by Federal statute, Executive Order, Presidential Proclamation, or the Beltsville Area Director.

C.1.5.5 The BARC or USNA can not shut down operations pertaining to animal and plant care or research protocols that are too important to be skipped or delayed. It is mandatory that these operations continue on weekends, holidays, during severe weather events, disasters, terrorism level changes, and budgetary shutdowns. Any BARC or USNA closure announcement shall not pertain to the service provider unless confirmed by the service provider's project manager.

C.1.5.6 The service provider shall practice energy conservation and shall coordinate with researchers prior to implementing energy conservation measures. The SP shall operate in accordance with the Energy Savings Performance Contracts (ESPC) at BA. The Government has entered into a service contract with an outside contractor (not the SP) to evaluate, design finance, install and maintain energy saving equipment. In return, the non-SP contractor will be compensated based on the performance of various project performance and effectiveness in achieving the guaranteed savings. The ESPC provides an alternative method of implementing energy saving projects when installation resources such as manpower, technical expertise, or funding are not available. ESPCs were authorized in the 1986 amendments to the National Energy Conservation Policy Act of 1978 and further amended by the Energy Policy Act of 1992.

C.1.6 QUALITY

C.1.6.1 The Service provider shall implement an approved Quality Control Plan (QCP). The Government will monitor and evaluate the service provider's performance under the contract. The service provider shall notify the Government of any changes required to work quality and shall submit a revised QCP for approval within 10 working days of notification.

Performance Objective	Performance Standard
Service provider performance adheres to quality work.	Not more than 1 violation or deficiency in work quality per month.

C.1.7 PHYSICAL SECURITY

C.1.7.1 The service provider must comply with USDA, ARS, BARC, and USNA security policies and procedures and any other security measures or directives that are implemented for the protection of personnel, animals, facilities, research materials, and other government assets. While on or off duty at the BARC or USNA, the service provider's staff shall comply with the legal instructions of the BARC or USNA security personnel.

C.1.7.2 The service provider personnel shall achieve appropriate background investigations conducted by the federal government. As a minimum all service provider personnel shall successfully complete a National Agency Check with Inquiries (NACI). Personnel working in

areas that provide access to Code of Federal Regulations (CFR)-listed select agents and toxins shall undergo a Department of Justice (DOJ) / Federal Bureau of Investigation (FBI) Security Risk Assessment as well as satisfy a background investigation conducted by the Office of Personnel Management (OPM). The service provider is responsible for all cost associated with background investigations.

C.1.7.3 The service provider shall obtain Government pass and badge identification for personnel in performance of their official duties. Badge display can be substituted with uniforms per COR approval.

C.1.7.4 The service provider shall maintain a current listing of employees to include name, social security number, and level of background check. The list shall be provided to the CO prior to start date. Updated listings shall be provided when an employee's status or information changes. The service provider shall ensure sensitive information (i.e., Privacy Act information) is properly marked and protected from unauthorized access, disclosure, or manipulation.

C.1.7.5 The service provider shall provide security training to its personnel as required to maintain security awareness and shall participate in all Government-provided security awareness training periodically required for the BARC or USNA employees.

C.1.7.6 The service provider shall report, to an appropriate authority, any information or circumstances of which they are aware that may pose a threat to the security of USDA or service provider personnel, resources, and classified, sensitive, or unclassified information. The service provider shall ensure employees are briefed upon initial assignment and as required thereafter.

C.1.7.7 The service provider shall safeguard all Government-furnished property, in their possession or provided for use in daily performance, from theft, loss, or damage. The service provider shall maintain physical security over these items and property accountability records IAW the BARC or USNA security and property accountability procedures in [Appendix A](#).

C.1.7.8 The service provider shall follow, establish, and implement key/card/combination control procedures IAW applicable BARC policies and procedures in [Appendix A](#). The service provider shall immediately report lost or stolen keys to appropriate government officials.

C.1.8 SAFETY, HEALTH, AND ENVIRONMENTAL

C.1.8.1 COMPLIANCE

C.1.8.1.1 The service provider shall actively support the BARC and USNA environmental protection and hazardous waste programs and ensure compliance with the associated USDA, ARS, BARC, and USNA directives and policies cited in [Appendix A](#), Publications. The service provider shall provide its personnel with full and realistic information pertaining to the potential hazards of their work at the BARC and USNA, is responsible for its employees' compliance with health and safety procedures, and is liable for any consequences of its employees' failure to comply with known health and safety procedures or practices. The service provider shall comply

with Fire and Emergency Services and National Fire Prevention Association guidelines, with periodic routine inspections made by installation fire prevention personnel for regulation compliance. Obtain a burn permit prior to the burning of any material. Burning is prohibited unless authorized or approved.

C.1.8.1.2 The service provider shall (prior to exposure) require each of its employees to execute documentation acknowledging that he/she has been advised of the risks of working in the research farm environment at the BARC and USNA and their personal responsibility to comply with known health and safety procedures.

C.1.8.2 ENVIRONMENTAL SAFETY

C.1.8.2.1 The service provider shall allow access to all areas under service provider control for environmental inspections to determine compliance with all federal, state, and local environmental policies, regulations, and procedures. For any discrepancy identified, the service provider shall have 24 hours to initiate corrective action to avoid shutdown of operations if discrepancies could lead to environmental violations.

C.1.8.2.2 The service provider shall be solely liable for acts of omission in regards to compliance with federal, state, and local environmental statutes, regulations and applicable guidelines which lead to fines, penalties, or costs associated with enforcement actions, removal actions, corrective actions, or remedial actions. The service provider shall assume full liability for the release of any hazardous substance to air, soil, or water resulting from his/her subcontractor's actions. The service provider shall be responsible for the costs associated with the cleanup and disposal of any such release. The government retains the right to initiate and complete all cleanup actions for which the contractor shall reimburse the Government for all costs associated with cleanup and disposal.

C.1.8.3 OCCUPATIONAL SAFETY, HEALTH, AND ACCIDENT PREVENTION

C.1.8.3.1 The service provider shall perform the requirements of the PWS in compliance with all federal, state, and local safety and health laws and regulations. The service provider shall comply with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting OSHA Standards 29 CFR 1910 and 1926 to protect government resources and the general public. The service provider shall follow OSHA criteria as they pertain to occupational safety and health for its employees. The service provider shall take precautions to prevent accidents and damage to Government property, facilities, and equipment, or injury to Government employees.

C.1.8.3.2 The service provider shall develop and maintain a written safety and health plan IAW with instructions for review and acceptance by the CO and COR. The written plan shall include the details of the service provider's safety organization, responsibilities, method of program implementation, occupational health maintenance (Guide for the Care and Use of Laboratory Animals), emergency response plan, and how corrective actions will be

accomplished. A copy of the approved safety plan will be provided to the CO. The service provider shall have a central point of contact for safety and health related issues, preferably the project manager or a designated representative.

C.1.9 TRANSITION

C.1.9.1 To ensure a smooth phase-in to service provider performance and to prevent possible decreases in productivity or service quality, the Government will allow the service provider a 60 calendar day phase-in period. The Government will provide the service provider with access to all facilities from the start of phase-in. During phase-in, the Government will make available to key service provider personnel, Government representatives familiar with the operations, processes, and functions to be performed. This service is being made available to explain procedures for conducting Government business, show the service provider the various work sites, and introduce the service provider to customer representatives. The service provider shall become familiar with the Contract requirements in order to commence full performance on Contract start date. The Government will provide familiarization training of various Government organizations to the service provider should the Government determine that such familiarization training is necessary. As a minimum, the service provider shall familiarize its supervisors, key personnel and staff with existing equipment, reporting, work scheduling and procedures. During the phase-in period, the service provider shall be responsible for finalizing all employee clearance requirements. The service provider shall complete the necessary steps for assumption of the operation during the phase-in period and shall meet all requirements as specified in the PWS with the beginning of full performance.

C.1.9.2 The Government will cooperate to make its personnel available for interviews under the Right-of-First-Refusal process. However, this availability is limited due to the Government's continuing responsibility for performance during the phase-in period. The Government will make every reasonable effort to make personnel available for hiring, based on the approach for phase-in to contract operations as detailed in the Phase-in Plan.

C.1.9.3 To ensure a smooth phase-out to the next service provider and to prevent possible decreases in productivity or service quality, the service provider shall provide a 60 calendar day phase-in period prior to Contract termination date. During this period, the service provider shall make available to key incoming service provider personnel, representatives of the incumbent service provider who are versed in the operation of the functions to be performed. This service shall be made available to explain procedures for conducting Government business, show the next service provider various work sites, introduce the next service provider to customer representatives, etc. During this period, the incumbent service provider shall provide required training and conduct material, equipment, and tools transfers. Inventories shall be conducted jointly with the Government representatives and representatives of the incoming service provider.

C.2 DESCRIPTION OF SERVICES

C.2.1 SERVICE DESCRIPTION SUMMARY

C.2.1.1 The service provider shall provide the BARC and USNA with the following support services for animal and plant research, with the term “animal” including “birds”: [Animal Caretaking](#), [Dairy Operations](#), [Feed Center Operations](#), [Field Crop and Research Plot Services](#), [Integrated Pest Management](#), [Greenhouse Structures Oversight](#), [Gardening Services](#), and [Research Support Services](#). The service provider shall provide the overall management and administrative support for animal and plant research services. The service provider shall develop and provide guidelines, policies, and managerial expertise to provide animal care and health management programs efficient and responsive to the BARC and USNA missions. Unless otherwise indicated, the service provider shall provide support services for animal and plant research specifically described in the following paragraphs for the BARC and USNA. The service provider staff shall follow strict entry/exit procedures to prevent cross contamination while performing these support services. Directives governing the performance of required services are identified in [Appendix A](#), Publications. The estimated amount of work associated with these required support services is included in [Appendix B](#), Workload Estimates. Required reports are indicated where applicable and summarized in [Appendix D](#), Required Records and Reports.

C.2.2 PROVIDE ANIMAL CARETAKING. The service provider shall:

C.2.2.1 Coordinate and implement animal care and health management programs with the Veterinary Medical Officer (VMO; government employee) and researchers to provide general animal care in a manner that produces healthy and productive animals, meets research project needs, and is IAW publications listed in [Appendix A](#). Properly handle, adequately care for, and accurately record the history of various BARC animal species. Perform various animal care and identification procedures such as tagging, clipping, ear notching, trimming feet, tail docking, and deworming as required. Stay abreast of industry trends and recommend innovative ideas for incorporation into the programs to best use BARC resources.

Performance Objective	Performance Standard
Implement animal care and health management programs to provide general animal care that produces healthy and productive animals, meets research needs, and is IAW regulations.	<ul style="list-style-type: none"> - Zero tolerance for errors that damage or destroy research - No mistreatment of animals - 100% proper animal handling - Not more than 2 valid documented customer complaints per month pertaining to general animal care and compliance with research protocols and mandatory guidelines

C.2.2.2 Support animal research on such projects as genetic improvement, animal health, reproduction and development, food safety, waste management, and human nutrition. Maintain confidentiality of all animal research projects. Provide information and assistance to researchers and veterinarians to achieve and maintain compliance with established policies and procedures in [Appendix A](#) for ARS, BARC, USNA, and the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC). Attend basic American Association for Laboratory Animal Science (AALAS) training and possess AALAS certification to supervise work with laboratory animals.

C.2.2.3 Maintain animal handling equipment, animal housing units and support areas, and habitat conditions IAW publications listed in [Appendix A](#) with respect to sanitation, temperatures, ventilation, and nesting to minimize health problems and meet animal care guidelines and research requirements. Use daily animal management practices that minimize animal stress and ensure humane handling. Promptly respond to deficiencies noted in Animal Care Inspection Reports.

Performance Objective	Performance Standard
Maintain animal housing and support areas and habitat conditions to minimize health problems and meet animal care guidelines and research requirements.	Not to exceed 10 noted deficiencies in semi-annual Animal Care Inspection Reports that pertain specifically to sanitation, temperature controls, proper ventilation, and nesting

C.2.2.4 Carry out research procedures as instructed by researchers in accordance with written protocols, such as properly dressing carcasses and collecting blood, tissue, semen, feces, milk, rumen contents, and feed samples as to prevent contamination. Observe, record, and report any specific signs of illness or disease and changes in behavior or appearance to the appropriate researcher and VMO.

C.2.2.5 Fully use BARC produced grains and forages to provide animal feed and bedding. Procure supplemental bedding as needed. Feed animals and provide water IAW established feeding programs. Assist researchers in updating feeding programs based on the National Research Council recommendations for nutrient requirements. Help establish schedules and diets according to size, age, life cycle, experimental protocol, or medical condition. Avoid feeding deviations that could potentially result in invalid research results as well as significant losses in research time and taxpayer dollars.

C.2.2.6 Assist the researchers with animal selection. Establish and implement a sound reproductive program for use in research projects, including effective breeding and artificial insemination (AI) management programs that use industry-accepted management practices. Transport animals within BARC and to and from BARC IAW publications listed in [Appendix A](#).

Performance Objective	Performance Standard
Develop and implement a sound reproductive program to sustain animal colonies.	<p>Cattle:</p> <ul style="list-style-type: none"> - Days open 133 days - 2.3 services per conception <p>Swine:</p> <ul style="list-style-type: none"> - 28 day wean weight 7 kilos - 10 live piglets per litter

C.2.2.7 Observe stringent and established sanitary, safety, and quarantine procedures and health guidelines as set forth by the VMO and the Beltsville Area Animal Care and Use Committee (BAACUC). Restrain, handle, and assist in the euthanasia of animals in a humane manner IAW the current BAACUC requirements and federal guidelines listed in [Appendix A](#). Manage genetically modified animals IAW publications listed in [Appendix A](#) to prevent inadvertent breeding or escape and to ensure by-products do not enter the human food chain.

C.2.2.8 Properly identify, classify, manage, treat, store, and dispose of bio-hazardous waste along with animal waste and biosolids from the BARC sewage treatment facility. Coordinate the work schedule and maintain the Abattoir (including the laboratory, necropsy rooms, incinerators, macerator, alkaline hydrolysis unit, and meat smoker) to slaughter, dress, collect research samples, and incinerate carcasses IAW research protocols and publications listed in [Appendix A](#). Procure equipment and supplies to maintain an adequate inventory in proper working condition to ensure clean, neat, and sanitary Abattoir conditions. Operate a macerator, an alkaline hydrolysis unit, and possess a State of Maryland (MD) license to operate the incinerators. Keep all burn records in proper order and submit annual reports on the number of tons incinerated and emissions released. Possess USDA Food Safety Inspection Service (FSIS) certification for cutting meat and maintain Building 204 to meet FSIS regulations listed in [Appendix A](#).

C.2.3 PROVIDE DAIRY OPERATIONS. In addition to providing animal caretaking for dairy cattle, the service provider shall:

C.2.3.1 Develop and maintain a dairy nutrition program in conjunction with a government furnished dairy management consultant. Stay abreast of dairy industry trends and incorporate innovative ideas into the program that best use BARC resources.

C.2.3.2 Milk cows twice daily every day of the year on a 12 hour schedule. Take monthly quality forage samples, analyze, and adjust rations accordingly based on dry matter samples that meet minimum standards critical to dairy production. Maximize milk production and optimize milk value IAW accepted industry standards within research constraints to maintain or exceed current levels of production and to supply quality milk. Ensure milk with antibiotic residues and milk from genetically modified cows are kept separate from and not mixed with sold milk.

Performance Objective	Performance Standard
Maximize milk production and optimize milk value to maintain or exceed current levels of production and to supply quality milk.	Production: - Rolling herd average 23,500 pounds of milk per cow per year Quality: - Bacterial Count (PLC) 15,000 - Somatic Cell Count (SCC) 268,000 - Cryoscope between 530 – 550 - No antibiotic residues

C.2.5 PROVIDE FIELD CROP AND RESEARCH PLOT SERVICES. The service provider shall:

C.2.5.1 Manage and farm all fields and small scale research plots on the BARC to efficiently produce high quality agricultural crops for animal feed and bedding and to meet precision research requirements. Program and operate GIS equipment to perform precision farming. Quickly adapt to changing conditions and research requirements to best use existing land assignments and crop materials. Proficiently operate farm machinery to prepare, fertilize, plant, harvest, safely store, and maintain field crops, research plots, and nursery plots IAW research protocols. Possess appropriate mechanical and fabrication skills to ensure readiness and dependability of farm machinery, which directly impacts customer satisfaction. Coordinate with Prince George's Soil Conservation District (PGSCD) as needed to update the soil conservation plan and to maintain and implement such practices. Any excess crops shall remain the property of the government.

Performance Objective	Performance Standard
1. Manage and farm fields to efficiently produce high quality grains and forages for animal feed.	Corn silage (based on a 30-hour test): - 60% of samples have Neutral Detergent Fiber (NDF) digestibility 55% Grass silage(based on a 30-hour test): - 60% of samples have NDF digestibility 60%
2. Manage and farm research plots to meet research requirements in a timely manner.	Timeliness: - Schedule researcher's request within 24 hours Research Requirements: - Work adheres to research protocols and time constraints 100% of the time, excluding circumstances beyond the control of the service provider

C.2.5.2 Possess a MD Nutrient Management certification to maintain and annually submit a Nutrient Management Plan. Develop, implement, and monitor changes to an annual farm plan for grain and forage production, incorporating the latest guidelines for nutrient management, IPM, pesticides, seed varieties, sustainable and conservation practices, and planting and harvesting techniques. Additionally develop a forage production plan that assures harvesting of quality hay, silage, and grain crops. Maintain a forage inventory and a record of all field operations.

C.2.5.3 Monitor real-time weather conditions. Download archived weather data to provide for the Weather Data link on the Beltsville-BARC web home page, to submit a monthly report for the National Weather Service, and for use in seasonal and long range plans. Troubleshoot problems pertaining to proper functioning of weather station units, depicted in [Appendix C](#).

C.2.5.4 Operate the BARC compost facility IAW publications listed in [Appendix A](#) to receive and recycle organic material and waste while meeting research needs. Produce mulch received from chipped wood articles, leaves, discarded plants, weeds, and vegetation to provide for BARC landscaping. Collect, haul, and deliver manure, waste feed, bedding materials, and

plant material and potting waste from greenhouse structures to the compost facility. Haul and spread sludge IAW regulation listed in [Appendix A](#). Properly manage ingredients, temperatures, moisture, and oxygen to produce pathogen-free products.

C.2.5.5 Repair and maintain existing agricultural and wildlife fences and other animal barriers. Install as required by researchers, assisting in the planning and estimating of costs for such structures. Mow grass and control weeds as frequently as required or as directed by researchers to maintain areas designated in [Appendix C](#), Maps and Area Layouts. Mowing may be substituted with grazing or other innovative means so long as a well groomed appearance is maintained.

C.2.6 PROVIDE INTEGRATED PEST MANAGEMENT. The service provider shall:

C.2.6.1 Develop, coordinate, and implement a comprehensive IPM program to effectively control unwanted pests in fields, plots, crops, and greenhouse structures in a safe and environmentally responsible manner while striving to use the least toxic chemicals. Monitor (scout) for the appearance of pests (ranging from microscopic organisms to deer), control pests (excluding wildlife), and notify and advise responsible researchers and wildlife control personnel of pest problems and acceptable control options.

Performance Objective	Performance Standard
Comprehensive IPM program effectively controls unwanted pests in a safe and environmentally responsible manner.	<ul style="list-style-type: none"> - Treat unwanted pests in an environmentally responsible way 100% of the time - Valid documented customer complaints pertaining to overall IPM program not to exceed 2 per month

C.2.6.2 Apply pesticides and ensure applicators comply with special requirements IAW the Beltsville Area Agricultural Worker Safety and Pesticide Usage Policy and publications listed in [Appendix A](#). For areas unavailable during normal business hours, schedule after-hours application. Maintain scouting and pesticide application records. Retain for future reference to show pest counts, dates applied, chemical types, quantities, locations or projects, and results.

Performance Objective	Performance Standard
Maintain and retain complete IPM records.	<ul style="list-style-type: none"> - Records are maintained complete and are available 100% of time - Applied areas correctly posted 100% of time

C.2.6.3 Maintain the government furnished pesticide storage and mixing areas identified in [Appendix E-1](#) and all associated apparatus and materials necessary for application in a safe, clean, and suitable condition. Fabricate pest control devices as needed. Maintain an adequate and accurate inventory of chemicals (including Material Safety Data Sheets), apparatus, and materials, coordinate with researchers to forecast future needs, procure in a timely manner, and

expedite deliveries as necessary to ensure availability. Submit an annual report of pesticide inventory to the BARC Safety, Occupational Health, and Environment Staff (SOHES).

C.2.6.4 Ensure respirators are in a proper and safe working condition, annual fit tests are conducted, and assist in organizing a government provided pesticide application training program for re-certification of BARC-wide employees.

C.2.7 PROVIDE GREENHOUSE STRUCTURES OVERSIGHT. The service provider shall:

C.2.7.1 Oversee all greenhouse structures to ensure neat, clean, and proper operating conditions IAW regulated quarantine standards to support research needs and proper plant growth. The term “greenhouse structures” refers to any or all types of enclosed structure used for the cultivation or protection of plants, such as greenhouses, screen houses, lath houses, poly hoop houses, and growth chambers. Possess or obtain a FBI background investigation to gain access to sensitive greenhouse structures. Promptly address and respond to deficiencies noted in facility inspection reports, to needs and concerns conveyed by users, and to situations when the researcher is unavailable (including evenings, weekends, holidays, facility closures, and snow emergencies). Initiate, coordinate, track, and record resulting corrective actions.

Performance Objective	Performance Standard
Oversee greenhouse structures to ensure operating conditions support research needs.	<ul style="list-style-type: none"> - Zero tolerance for errors compromising research - Valid documented customer complaints pertaining to operating conditions not to exceed 2 per month

C.2.7.2 Manage a greenhouse structures surveillance program to monitor ventilators and evaporative coolers for proper functioning. Ensure proper ventilation, temperature, humidity, and light. Regulate the mist system in the propagation house to ensure proper functioning. Schedule and coordinate for times watering is not performed by researchers such as weekends, holidays, and facility closures.

C.2.7.3 Install and remove shading (shade cloths and poly-wrapping) or arrange for installation and removal to prepare greenhouse structures for winter and summer seasons. Ensure correct air temperatures for freeze and heat protection applicable to plants and water and ventilation systems.

C.2.7.4 Develop and provide updates for the greenhouse structures website. Maintain an inventory of necessary materials and consumable supplies, reorder in a timely manner, and expedite deliveries as necessary to ensure adequate on-hand supplies.

C.2.8 PROVIDE GARDENING SERVICES. The service provider shall:

C.2.8.1 Care for trees, plants, and shrubs (including some transgenic plant material) at the PGQO, other PSI field operations, and the FNPRU as directed by researchers to assist with the quarantine programs and tree and shrub research, respectively. Continue to care for and transition the remaining trees, plants, and shrubs at the Glenn Dale location to the BARC South Farm or the USNA. Ensure areas are maintained in a clean and safe condition to promote a healthy, disease-free growing environment. Maintain gardening tools, materials, and supplies in a neat and orderly manner. Promptly address and respond within 24 hours to concerns conveyed by users.

Performance Objective	Performance Standard
1. Care for trees, plants, and shrubs at growing conditions advised by researcher.	- Zero tolerance for errors compromising research - Valid documented customer complaints pertaining to tree, plant, and shrub care not to exceed 2 per month
2. Promptly address and respond within 24 hours to concerns conveyed by users.	- 100% of user concerns addressed and responded to within prescribed timeframe

C.2.8.2 Water plants daily (including holidays and weekends) or as appropriate to meet research needs or proper plant growth. Plant, transplant, feed, provide appropriate ventilation, weed, prune, graft, stake, and tie plants in greenhouse structures (including experimental plants). Plant, till, weed, fertilize, mulch, prune, and tie field plants. Prepare and properly mix soils and special propagation media for container plant material, including plant nutrients and soil amendments as specified by researchers.

C.2.8.3 Maintain the orchards and greenhouse structures to a good commercial standard and ensure that pests or pathogens do not escape into surrounding environment. Use appropriate horticultural methods to propagate, breed, plant, and transplant trees and plants. Sucker and prune indicator trees and plants, and accessions in a timely manner. Collect plant samples and graft-transmission assays as required by researchers. When experiments are completed, remove and chip trees, discard plants and soil, autoclave plant refuse, and haul treated debris to designated disposal areas. Set up, operate, and store field and trickle irrigation systems, notify researchers of irrigation problems, and assist in resolution.

C.2.8.4 Produce and affix barcode labels on indicator plants and trees used in assays and accessions. Record research field plots to show locations for germplasm and index tests by row and number. Graft-propagate and label accessions. Graft-inoculate accessions and indicator buds onto rootstocks. Accurately record completed work. Assist with data collection, inventory tracking, and in the distribution of released germplasm to curators and other clients.

C.2.9 PROVIDE RESEARCH SUPPORT SERVICES. The service provider shall:

C.2.9.1 Select, implement, maintain, and administer a sound and auditable system to accurately accumulate cost breakdowns and revenues of providing the prescribed PWS services to each research project. Remain abreast of which projects are the recipients of delivered goods and services provided and maintain adequate records for cost distribution to appropriate research accounts. Categorize and assign all expenditures as expenses on a by-project basis to provide cost assignment records to the BARC and USNA personnel responsible for posting and maintaining accounting records and who have the authority to review and evaluate the reasonableness of cost assignment records at any time.

C.2.9.2 Receive visitors, present briefings on operations, conduct area and facilities tours, arrange demonstrations, and oversee programs in furtherance of the BARC, USNA, ARS, and USDA public relations, educational, or research objectives. Serve on various committees and perform special assignments to meet the BARC and USNA mission and goals.

C.3 GOVERNMENT FURNISHED ITEMS

C.3.1 The Government will provide, with no additional cost to the service provider, the government furnished items listed in [Appendix E-1](#), Facilities; [Appendix E-2](#), Equipment; [Appendix E-3](#), Vehicles and Heavy Equipment; [Appendix E-4](#), Automated Data Processing Equipment (ADPE); [Appendix E-5](#), Tools; and [Appendix E-6](#), Training. A map depicting the work areas offered to the service provider as a physical location to reside while performing required services as well as the identification of work areas where current operations are performed are identified in [Appendix C](#), Maps and Area Layouts. The service provider shall ensure neat, sanitary, and serviceable conditions of all government furnished items (work areas, facilities, tools, and equipment) while performing the work prescribed in this PWS.

C.3.2 The Government will provide fuel for all government furnished equipment, vehicles, heavy equipment, and tools. For all government furnished vehicles, the service provider shall submit inspection and mileage reports. The service provider shall inventory all government furnished equipment and operate the equipment in a safe and proficient manner. The service provider shall perform preventive maintenance on government provided equipment to ensure frequent cleaning, preventive and routine maintenance, and repairs that adhere to manufacturer recommendations as well as minimizes breakdowns, depreciation, and the need for costly repairs. The service provider shall provide a preventive maintenance plan for government furnished equipment as well as an equipment maintenance report. The service provider shall perform maintenance and repairs of government furnished equipment under \$2,500. For maintenance or repairs of government furnished items exceeding \$2,500, the service provider shall coordinate and submit requests to the appropriate BARC and USNA officials for the government initiation and purchase of such requests. The service provider shall notify the COR prior to replacing or disposing of any part that exceeds \$500 in replacement cost. The COR may inspect the part to determine suitability for repair or to provide guidance on final disposition.

Performance Objective	Performance Standard
Maintain and retain complete maintenance records to demonstrate preventive maintenance on government furnished equipment.	- Records are maintained complete and are available 100% of the time

C.3.3 The Government will provide Dairy Herd Improvement Association (DHIA) testing service. The Government will provide all utilities, postal distribution (excluding express mail service), telephone service, custodial service, dumpster pickup, security forces, and fire protection for government-furnished facilities at no cost to the service provider for performance of the services identified in this PWS. The Government will provide access to any applicable databases, information systems, and networks and will also provide, with no additional cost to the service provider, software upgrades for such databases, information system, and networks as well as government furnished computers.

C.4 SERVICE PROVIDER FURNISHED ITEMS

C.4.1 The service provider shall provide the cost for obtaining appropriate background investigations conducted by the federal government. The service provider shall also provide service provider personnel with appropriate uniforms, laundry services, and personal protective equipment for use in performing their official duties.

C.4.2 The service provider shall furnish all of the materials and supplies necessary for performance of the services identified in this PWS IAW the BARC Environmentally Preferable Products and Affirmative Procurement Policy in [Appendix A](#), to ensure that environmentally preferable products and services are actively pursued when purchasing. This also includes express mailing of laboratory animals.

APPENDIX A: PUBLICATIONS

THIS TABLE INCLUDES ALL DIRECTIVES / REGULATIONS REQUIRED BY LAW OR STATUE, PERTAIN DIRECTLY TO SAFETY OF RESOURCES OR PESONNEL, AND DETAIL MANDATORY PROCESSES. The service provider shall create, maintain, and dispose of Government required records required by provisions of mandatory publications listed in this table.

PUBLICATION NUMBER	DATE	TITLE	MANDATORY APPLICABLE PARA
Technical Library (provided on CD-ROM)	Various	All BARC Policies and Procedures (P&P)	All
ARS Policy	March 2003	Transgenic Livestock	All
ARS Policy 635.1	August 1990	Humane Animal Care and Use – Responsibilities: Animal Caretaker	Para 8
Code of Maryland Regulations (COMAR) Online URL: http://www.dsd.state.md.us/comar			
COMAR Title 08, Subtitle 03, Chapter 03	September 2002	Department of Natural Resources – Wildlife – Open Seasons, Bag Limits for Game Birds and Game Animals	All
COMAR Title 08, Subtitle 03, Chapter 08	November 2003	Department of Natural Resources – Wildlife – Threatened and Endangered Species	Regulations .04, .05, .06, .07, and .08
COMAR Title 08, Subtitle 03, Chapter 10	June 2001	Department of Natural Resources – Wildlife – General Wildlife Hunting Regulations	All
COMAR Title 10, Subtitle 15, Chapter 06	October 1997	Department of Health and Mental Hygiene – Food – Production, Processing, Transportation, Storage, and Distribution of Milk	Para 04, 06, and 07
COMAR Title 15, Subtitle 05, Chapter 01	August 2003	Department of Agriculture – Pesticide Use Control – Use and Sale of Pesticides, Certification of Pesticide Applicators and Pest Control Consultants, and Licensing of Pesticide Businesses	All
COMAR Title 15, Subtitle 05, Chapter 02	August 2003	Department of Agriculture – Pesticide Use Control – Pesticide Applicators Law	Sections 5-201 through 5-211
COMAR Title 15, Subtitle 18, Chapter 04	February 1995	Department Of Agriculture – State Chemist – Compost: Registration of Compost and Composting Facility Operator Requirements	Regulations .02 and .04
COMAR Title 15, Subtitle 20, Chapter 04	May 2000	Department of Agriculture – Soil and Water Conservation – Nutrient Management Certification and Licensing	All
COMAR Title 15, Subtitle 20, Chapter 06	April 2001	Department of Agriculture – Soil and Water Conservation – Nutrient and Commercial Fertilizer Application Requirements for Agricultural Land and Land Not Used for Agricultural Purposes	All
COMAR Title 15, Subtitle 20, Chapter 07	April 2001	Department of Agriculture – Soil and Water Conservation – Agricultural Operation Nutrient Management Plan Requirements	All
COMAR Title 15, Subtitle 20, Chapter 08	April 2001	Department of Agriculture – Soil and Water Conservation – Content and Criteria for a Nutrient Management Plan Developed for an Animal Operation	All

PUBLICATION NUMBER	DATE	TITLE	MANDATORY APPLICABLE PARA
COMAR Title 26, Subtitle 11, Chapter 08	April 2000	Department of the Environment – Air Quality – Control of Incinerators	Regulations .01, .02, .04, .05, and .09
COMAR Title 26, Subtitle 17, Chapter 06	April 1997	Department of the Environment – Water Appropriation and Use	Regulations .04 and .06
COMAR Title 26, Subtitle 24, Chapter 06	April 1994	Department of the Environment – Sewage Sludge Management	Regulations .01, .02 and .09
Federal Register (63 CFR 1146)	January 2001 Amend	Department Of Health And Human Services – National Institutes of Health (NIH) – Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines)	All
Federal Register (68 CFR 7176)	February 2003	Concentrated Animal Feeding Operations (CAFO) Final Rule	All
Federation of Animal Science Societies – First Revised Edition	January 1999	Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching	All
FSIS Directive 5000.1, Rev 1	May 2003	Verifying an Establishment’s Food Safety System Handbook	All
FSIS Directive 5400.5	July 1996	Inspection System Activities	All
Journal of the American Veterinary Medical Association (JAVMA), Vol. 218, No. 05	March 2001	2000 Report of the American Veterinary Medical Association (AVMA) Panel on Euthanasia	Pages 669 – 696
Koppert Biological Systems	1992	Knowing and Recognizing: The Biology of Glasshouse Pests and Their Natural Enemies by M. Malais and W.J. Ravensberg	All
National Research Council – National Academy Press	January 1996	Guide for the Care and Use of Laboratory Animals	All
Office of Laboratory Animal Welfare, National Institutes of Health, Public Health Service	2002 Reprint	Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals	All
Permit 033-00667	Exp August 2007	Contains rules specific to BARC based on details of the BARC incinerators	All
Permit S-02-16-4345-A	Exp July 2007	Sewage Sludge Utilization Permit	All
Public Law 105-18	1997 Amend	Endangered Species Act of 1973	All
Public Law 105-312	1998 Amend	Migratory Bird Treaty Act of 1918	All
Public Law 91-596	1970	Occupational Safety and Health Act (OSHA)	All
Soil and Water Conservation Plan	30+ year file	Developed with Prince George’s Soil Conservation District (PGSCD) to identify BARC conservation structures and practices, locations, and maintenance	All
Technical Guide for Conservation Practices	2004	USDA – Natural Resources Conservation Service (NRCS) – Maryland Field Office Technical Guide for Conservation Practices Standards and Best Management Practices	Section 4
Title 29 Code of Federal Regulations (CFR)	1984	OSHA	1910 and 1926

PUBLICATION NUMBER	DATE	TITLE	MANDATORY APPLICABLE PARA
Title 7 CFR, Sections 2131-2159	May 2002 Amend	Animal Welfare Act (AWA)	All
Title 9 CFR, Chapter 1, Part 3	January 2003	Animals and Animal Products – Animal and Plant Health Inspection Service, Department Of Agriculture – Standards	Subparts A, B, C, and F
Title 21 CFR, Volume 4, Chapter 1	April 2003	Food and Drugs – Food and Drug Administration, Department Of Health And Human Services – General Regulations for Drugs	Parts 200-299 and 500-599
Title 40 CFR, Volume 16, Chapter 1	1999	Protection of Environment – Environmental Protection Agency – Worker Protection Standards	Part 170
University of Maryland Bulletin 236	January 2004	Pest Management Recommendations for Commercial Vegetable Production – Cooperative Extension Service, University of Maryland	All
University of Maryland Bulletin 237	January 2004	Pest Management Recommendations for Field Crops – University of Maryland	All
University of Maryland Bulletin 242	2003	Commercial Small Fruit Production Guide – Cooperative Extension Service, University of Maryland	All
University of Maryland Bulletin 363	2003	Total Crop Management for Greenhouse with Emphasis on IPM – Cooperative Extension Service, University of Maryland	All
University of Maryland Bulletin – Compilation of Various Bulletins	1996	Integrated Pest Management Scouting Guidelines for Field Crops – Cooperative Extension Service, University of Maryland	All

APPENDIX B: WORKLOAD ESTIMATES

WORKLOAD DATA ESTIMATES TO PROVIDE INSIGHT INTO AMOUNT OF WORK INCURRED IN THE PAST.

DESCRIPTION OF WORKLOAD	ESTIMATED QUANTITIES	FREQUENCY
C.2.2 Animal Caretaking		
Compliance with animal welfare standards	Total animal species population (approximately 8,500)	Daily
Record history of BARC animal species (identification of new arrivals)	1,000 head	Annually
Restrain and handle animals:		
Laboratory animals	100 percent of population	Daily
Dairy cattle	60 percent of population	Twice Daily
All other animal species	20 percent of population	Daily
Perform animal care and id procedures:		
Ear notching	800 animals	Annually
Tail docking	900 animals	Annually
Clipping/shearing/singeing	300 animals	Annually
De-tusking	12 boars	Annually
De-worming (cattle and swine only)	3,300 procedures	Annually
Vaccinations (cattle and swine only)	1,600 procedures	Annually
Banding (cattle and sheep only)	125 castrations	Annually
Hoof trimming	400 cattle	Annually
Animal housing units sanitation (includes manure handling, steam cleaning, disinfecting)	99 animal housing units	3 Times Per Week
Maintain habitat conditions	150 rooms in animal housing units	Continuously
Maintain animal handling equipment	8 animal handling sites	Annually
Carry out research protocols	120 protocols	Daily
Observe, record, and report signs of illness or disease and behavior or appearance changes:		
General observing	100 percent of the total animal population	Daily
Report signs of illness or disease	Less than 5 percent of the total animal population	Daily
Checking estrus cycles	200 head	Daily
Feed and water animals	Total animal species population (approximately 8,500)	Daily
Help establish feeding schedules and diets	2 schedules and diets	Monthly

DESCRIPTION OF WORKLOAD	ESTIMATED QUANTITIES	FREQUENCY
Assist with animal selection	30 beef cattle 42 dairy cattle 160 hogs 3,000 poultry 7,500 mice	Annually
Conduct breeding program:		
Dairy cattle	140 cows bred	13 Months
Beef cattle	160 cows bred	Annually
Swine	50 sows bred	Semi- Annually
Sheep	80 ewes bred	Annually
Goats	15 nannies bred	Annually
Poultry	300 fowls bred	Weekly for 40 Weeks
Mice	800 mice bred	Annually
Transport animals within BARC	50 beef cattle moved 50 dairy cattle moved 350 hogs moved 200 laboratory animals moved	Annually
Transport animals to and from BARC	10 beef cattle deliveries 10 dairy cattle deliveries 16 hog deliveries 12 poultry deliveries 36 laboratory animal deliveries	Annually
Observe established sanitary, safety, and quarantine procedures and health guidelines	Total animal species population (approximately 8,500)	Daily
Manage genetically modified animals:		
Swine	100 hogs	Weekly
Dairy cattle	20 cattle	Daily
Mice	600 mice	Daily
Identify, classify, manage, treat, store and dispose of wastes and hazardous wastes	180 tons total waste (150 tons incinerated plus 30 tons macerated), 40 tons of which is biohazardous	Annually
Coordinate the work schedule and maintain the Abattoir to slaughter, dress, collect research samples, and incinerate carcasses	300 head	Annually
Maintain an adequate inventory of equipment and supplies	1 occurrence	Daily
Operate and maintain alkaline hydrolysis unit	1 occurrence	Daily
Operate and maintain macerator	1 occurrence	Daily
Operate and maintain incinerators	4 occurrences	Weekly
Keep all burn records in proper order to report the number of tons incinerated	12 records	Weekly

DESCRIPTION OF WORKLOAD	ESTIMATED QUANTITIES	FREQUENCY
Maintain Building 204 to FSIS regulations	1 walk through	Daily
C.2.3 Feed Center Operations		
Coordinate to ensure proper forage quantities	1 occurrence	Weekly
Prepare monthly forage inventory	1 report	Monthly
Maintain feed ingredients inventory (corn, soybeans, barley, etc.)	1,300 tons for 90 diets	Annually
Procure feed and forages to supplement BARC produced grains / forages and ensure delivery	74 items on current inventory	Annually
Accept feed deliveries or pick up at vendor facility, ensure acceptable quality, store items	80 deliveries and 20 pick ups, totaling 420 tons	Annually
Prepare and mix diets according to formulas	90 diets (50 research, 40 standard)	Annually
Deliver mixed feeds and dispense according to user needs	500 deliveries to 32 BARC sites (85% bulk and 15% bagged)	Annually
C.2.4 Dairy Operations		
Implement dairy herd management program	280 head	Daily
Develop and maintain dairy nutrition program with dairy management consultant	1 farm visit 1-2 phone consultations	Monthly
Milk cows on schedule and clean parlor	Twice	Daily
Monitor forages and mixed feed quality based on nutrient analysis	2 samples	Weekly
C.2.5 Field Crop and Research Plot Services		
Prepare, fertilize, plant, harvest, and maintain field crops, research plots, and nursery plots:		
Prepare –		
Plow research plots	88 plots totaling 91 acres	Annually
Plow field crops	18 fields totaling 243 acres	Annually
Disking research plots	92 plots totaling 146 acres	Annually
Disking field crops	18 fields totaling 484 acres	Annually
Rotovate research plots	3 plots totaling 4 acres	Annually
Bedding of research plots	7 plots totaling 7 acres	Annually
Lay and remove plastic on research plots	3 plots totaling 4 acres	Annually
Cultivating research plots	11 plots totaling 14 acres	Annually
Fertilize –		
Fertilize and lime research plots	146 plots totaling 106 acres	Annually
Fertilize and lime field crops	216 fields totaling 2500 acres	Annually
Plant –		
Forage and grain research plots	63 plots totaling 46 acres	Annually
Forage and grain crops	160 fields totaling 1100 acres	Annually
Vegetable research plots	25 plots totaling 22 acres	Annually
Cover crops (research plots)	51 plots totaling 61 acres	Annually

DESCRIPTION OF WORKLOAD	ESTIMATED QUANTITIES	FREQUENCY
Cover crops (fields)	25 fields totaling 300 acres	Annually
Harvest –		
Forage, grain, and vegetable for research	13 plots, totaling 10 acres	Annually
Forage and grain crops	1,500 tons of dry matter silage 250 tons of dry matter hay 225 tons of dry matter bedding 35,000 bushels of grain	Annually
Maintain –		
Coordinate with PGSCD to implement soil conservation practices	3 structures, 5000 feet	Annually
Existing soil conservation structures	20 repairs	Annually
Soil sampling	343 samples	Annually
Irrigation of research plots	54 plots totaling 58 acres	Annually
Mulching of research plots	10 plots totaling 4 acres	Annually
Frost protection of research plots	6 plots totaling 4 acres	Annually
Farm machinery:		
Maintenance (minor repairs)	15 occurrences	Daily
Major repairs	10 repairs	Monthly
Modifications (changes)	2 modifications	Monthly
Develop farm plan	1 plan	Annually
Develop forage production plan	1 plan	Annually
Maintain forage inventory	1 occurrence	Monthly
Recommend, implement, and monitor changes to farm plan	18 changes	Annually
Fences:		
Maintain agricultural fences	34 total miles	Annually
Repair agricultural fences	15 repairs totaling 2,500 feet	Annually
Install new agricultural fences	2,000 feet	Annually
Maintain wildlife fences	5 total miles	Annually
Repair wildlife fences	38 repairs	Annually
Install new wildlife fences	10,000 feet	Annually
Mow and control weeds:		
Designated mowing areas in Appendix C	325 acres	Bi-Weekly
Pasture mowing	400 acres	Bi-Annually
Field edges	21 fields	Annually
Orchards mowing	16 acres	Weekly
Orchards weed control	28,400 feet of row	Daily
Weather:		
Monitor real-time weather conditions	2 stations	Daily
Download archived weather data	7 stations	Bi-Monthly

DESCRIPTION OF WORKLOAD	ESTIMATED QUANTITIES	FREQUENCY
Troubleshoot and repair problems pertaining to proper functioning of weather station units	5 repairs	Annually
Operate BARC compost facility to receive and recycle organic material and waste:		
Pickup/haul greenhouse structures waste	5 tons	Monthly
Pickup/haul manure, waste feed, bedding materials waste	10,000 cubic yards	Annually
Compost	11,000 cubic yards	Annually
Haul and spread compost for research plots	27 tons totaling 6 plots	Annually
Haul and spread compost for field crops	5,000 cubic yards	Annually
Haul and spread liquid manure	1.5 million gallons	Annually
Haul and spread sludge	200,000 gallons	Annually
Produce mulch for grounds	700 cubic yards	Annually
C.2.6 Integrated Pest Management		
Monitor for appearance of pests:		
Scout greenhouse structures	8 occurrences	Weekly
Scout fields and orchards	1,500 acres	Seasonally
Chemical application	239 plots totaling 562 acres 250 loads totaling 2,500 acres	Annually
Notify and advise responsible researchers of pest problems and pest control options	10 notifications / consultations	Weekly
Maintain inventory of chemicals (including MSDSs), apparatus, and materials	6 occurrences	Weekly
Maintain scouting and spraying records	590 records	Annually
Coordinate with researchers to forecast future needs, procure, and expedite deliveries to ensure availability	3 occurrences	Weekly
Organize and present BARC wide employee training re-certification pesticide program	Once	Annually
C.2.7 Greenhouse Structures Oversight		
Check/oversee all greenhouse structures	90 structures	Weekly
Address and respond to deficiencies noted in facility inspection reports, user needs and concerns, and situations when the researcher is unavailable:		
Coordination with users and researchers	2 occurrences	Weekly
Coordination with Eng and Planning	1 occurrence	Weekly
Coordination with Facilities Maintenance	1 occurrence	Bi-Weekly
Coordination to ensure snow removal from structures during heavy snow	1 snow emergency	Seasonal only during heavy snow events

DESCRIPTION OF WORKLOAD	ESTIMATED QUANTITIES	FREQUENCY
Initiate, coordinate, track, and record any corrective actions	5 actions	Weekly
Monitor mist controller	1 occurrence	Daily
Prepare for winter and summer seasons:		
Check and add anti-alga soap	57 breezos	Summer season
Install and remove shade cloths	6 PGQO greenhouses	Spring and Fall
Assist with covering/uncovering	7 FNPRU polyhouses	Spring and Fall
Install and remove plastic	7 PGQO screenhouses	Fall and Spring
Ensure correct air temperatures	7 PGQO screenhouses	Winter
Develop and provide updates for greenhouse structures website	2 updates	Weekly
C.2.8 Gardening Services		
Orchards		
Till, weed, fertilize, mulch, prune, tie field plants	3, 000 plants	Daily
Graft-inoculate field trees	1,000 grafts	Annually
Plant and tag trees in orchard	1,200 trees	Spring
Irrigate orchards	15 occurrences	Annually
Pruning and checking for tags in orchards	12 occurrences	Annually
Removing or chipping trees	800 trees	Fall or Spring
Care for Plants in Greenhouse Structures:		
Plant, transplant, feed, provide appropriate ventilation, weed, prune, stake, and tie plants in greenhouse structures	2, 000 to 10, 000 plants	Daily in Season
Graft inoculating indicators	600 grafts	Annually
Graft-propagate accessions	150 grafts	Annually
Soil mixes	24 mixings	Annually
Potting	48 pottings	Annually
Repotting	200 plants	Annually
Autoclaving plant material	60 sterilizations	Annually
Watering	Daily	Annually including holidays and weekends
Maintain areas in clean and safe condition	Daily	Annually
C.2.9 Research Support Services		
Track expenses and incomes by project for accounting purposes	52 accounts	Daily
Receive visitors, present briefings, conduct area and facilities tours, arrange demonstrations, and oversee programs:	3 occurrences	Monthly
Harvest for the Hungry program oversight	31 harvests totaling 68, 000 pounds of produce	Annually

DESCRIPTION OF WORKLOAD	ESTIMATED QUANTITIES	FREQUENCY
BARC Field Day	Accommodate approximately 6,000 Staffing for 1 day preparation Staffing of 1 day demonstrations, hay rides, dairy tour, petting zoo	Annually
Farmers and Hunters Feeding the Hungry Program – Skinning and Delivery	90 deer, totaling 4,000 pounds of edible meat	Annually
Serve on various committees and perform special assignments:	2 participations	Annually
BARC Ecology Committee	2 meetings	Annually
C.3.2 Government Furnished Items		
Cleaning, preventive and routine maintenance, and repairs	10% of vehicles and heavy equipment inventory	Daily

APPENDIX C: MAPS AND AREA LAYOUT

C1 MAPS AND AREA LAYOUT:
REFER TO THE TECHNICAL LIBRARY (on CD-ROM) TO VIEW ACTUAL MAPS OF THE
WORK AREAS WHICH ARE OFFERED TO THE SERVICE PROVIDER AS A PHYSICAL
LOCATION TO WORK

**C2 WORK AREA LAYOUT for SERVICE:
WORK AREAS NOT OFFERED, BUT WHERE SERVICE SHALL BE PROVIDED.**

[illegible]

APPENDIX D: REQUIRED RECORDS AND REPORTS

THIS TABLE LISTS REQUIRED RECORDS/REPORTS THAT ARE PROVIDED TO CUSTOMERS EXTERNAL TO THE SERVICE PROVIDER. If requested by the Government, the service provider shall provide original or reproducible copies of any records or reports within five (5) working days of the request. All records/reports shall remain the property of the Government and returned IAW contract clauses.

REPORT TITLE	DESCRIPTION	SUBMIT TO:	FREQ/ DUE DATE	PWS REF
Quality Control Plan (QCP)	Describes the staffing and procedures for self inspecting the quality, timeliness, responsiveness, customer satisfaction, and other PWS performance requirements.	BARC CO/COR	Within 10 working days of revision	C.1.6.1
Incinerator Report	Report showing the total number of tons burned	MD Dept of Environment	Annually	C.2.2.8
Air Emissions Report	Report showing the amount of emissions released	MD Dept of Environment	Annually	C.2.2.8
Forage Inventory Report	Report to assist research leaders in assessing forage usage	Research Leaders	Monthly	C.2.4.2
Nutrient Management Plan	Plan submitted to reflect the fertilizer and manure usage	MD Dept of Agriculture	Annually	C.2.5.2
Weather Station Form B-92	Record of Evaporation and Climatological Observations	National Weather Service	Monthly	C.2.5.3
Pesticide Application Records	Spraying records showing the locations, time and date, product applied, active ingredients, EPA registration number, and re-entry interval	Available for annual MD Dept of Ag inspection	Maintain for 3 years	C.2.6.2
Material Safety Data Sheets	A detailed description of each hazardous material listed on the Materials Inventory	Available for annual MD Dept of Ag inspection	Maintain with current material inventory	C.2.6.3
Pesticide Inventory	Report showing the amount of pesticides on hand	SOHES	Annually	C.2.6.3
Delivered Goods and Services Provided to Labs	Records for cost distribution to appropriate research accounts	BARC/USNA personnel responsible for accounting records	As Requested	C.2.9.2
Preventive Maintenance Plan	Overall preventive maintenance plan on government furnished equipment	BARC CO/COR	As Requested	C.3.2

REPORT TITLE	DESCRIPTION	SUBMIT TO:	FREQ/ DUE DATE	PWS REF
Equipment Maintenance Report	Report showing the routing and preventive maintenance work performed on government furnished equipment	BARC COR	Quarterly by 30 th	C.3.2
Vehicle Inspection Report	Report confirming inspections performed on government furnished vehicles	BARC COR	Annually by 30 September	C.3.2
Vehicle Mileage Report	Report documenting the amount of mileage on government furnished vehicles	BARC COR	Weekly	C.3.2

APPENDIX E: GOVERNMENT FURNISHED ITEMS

GOVERNMENT FURNISHED ITEMS ARE DIVIDED INTO FACILITIES (E1); EQUIPMENT (E2); VEHICLES AND HEAVY EQUIPMENT (E3); ADPE (E4); TOOLS (E5); AND TRAINING (E6).

THIS SECTION ALSO PROVIDES AN ESTIMATED VALUE OF ADMINISTRATIVE SUPPLIES WHICH WILL BE ISSUED TO THE SERVICE PROVIDER UPON CONTRACT START-UP.

APPENDIX E-1: GOVERNMENT FURNISHED FACILITIES

THIS TABLE IDENTIFIES THE FACILITIES (ALL OR PARTIAL) OFFERED TO THE SERVICE PROVIDER AS A PHYSICAL LOCATION TO WORK. REFER TO APPENDIX C TO VIEW THE MAPS OF THESE FACILITIES. BUILDINGS DESIGNATED AS "PARTIAL" WILL BE SHARED WITH GOVERNMENT EMPLOYEES.

BUILDING NUMBER	PORTION OFFERED	BUILDING TYPE	ESTIMATED SQUARE FOOTAGE
Glenn Dale 01	All	Main Office	930
Glenn Dale 02	All	Laboratory	732
Glenn Dale 03	All	Laboratory	1,107
Glenn Dale 04	All	Main Head house	3,340
Glenn Dale 16	All	Storage	1,750
Glenn Dale 18	All	Storage	1,500
Arboretum 018	Partial	Gardener Office 104	84
019	All	Pump Station	240
024	All	Storage	1,552
024A	All	Storage	1,008
025	All	Storage	1,544
026	All	Storage	776
028A	All	Storage	2,800
028B	All	Shed	100
029	Partial	Service	16,602
029A	Partial	Storage	3,839
030	All	Office	1,225
031	Partial	Barn	400
033	All	Shed	1,927

BUILDING NUMBER	PORTION OFFERED	BUILDING TYPE	ESTIMATED SQUARE FOOTAGE
033C	All	Pesticide Mix and Wash	600
033D	All	Pesticide Storage	188
033E	All	Pesticide Storage	188
034	All	Equipment Shed	3,060
036	All	Storage	800
037	All	Garage/Shed	4,808
042	All	Reservoir	150,000 Gallon
060	Partial	Storage	3,684
163	All	Animal/Office	2,890
166H	Partial	Garage/Shop	4,050
166P	All	Animal	151
170	Room 1	Free Stall	4,819
171C	All	Large Bunker Silo	3,000
171D	All	4 Section Bunker Silo	3,000
171E	All	Bunker Silo	800
171F	All	Bunker Silo	800
172	All	Barn	3,160
177	Partial	Office/Lab	1,768
177C	Partial	Office	1,273
178-1	Partial	Milking Parlor	1,797
178-2	All	Free Stall Barn	29,921
181C	All	Bunker Silo	8,250
182	Partial	Feed Center: Storage	5,428
183	All	Storage	9,504
184	All	Anaerobic Digester	1,184
184A	All	Manure Storage Pit	1.8 Mil Gal.
192J	All	North Farm Bunker Silo	2,222
192K	All	Animal	2,497
192L	Partial	Animal	2,497
203	Partial	Office, Storage, Locker Room, Animal Rooms	8,332
203A	All	Animal Shelter	3,072
203B	All	Animal	1,536
203C	All	Animal Shelter, Equipment Storage	23,646
203D	All	Boar House	2,146
203E	All	West Bunker Silo	960
203F	All	East Bunker Silo	960
203H	All	Shed	376
204	Partial	Abattoir/Incinerator	5,631
205	3 Bays	Sheep Barn	545
208	All	Hog Barn	4,584
208C	All	Hog Shed	24
211	All	Office/Laboratory	5,878
215A	All	Equipment Storage	2,048
215B	All	Equipment Storage	1,536

BUILDING NUMBER	PORTION OFFERED	BUILDING TYPE	ESTIMATED SQUARE FOOTAGE
215E	All	Sawdust Bunker	1,215
218P	All	Compost Office Trailer	360
218Q	All	Pole Shed	2,560
223	Partial	Locker Room	158
224	Partial	Beef Cattle Barn	7,000
224A	All	Bunker Silo	1,400
224B	All	Bunker Silo	1,400
224C	All	Bunker Silo	1,400
230	Partial	Animal Biotech Facility	6,000
236	Partial	Poultry	3,008
239	All	Poultry	1,965
252	Partial	Storage	2,275
254	Partial	Brooder House: Poultry	7,002
255A	Partial	Chicken House: Storage	3,785
267	Partial	East and West Wing-Poultry Shed	1,250
273	All	Poultry Barn	1,341
277	All	Poultry Barn	890
301	Partial	Office	1,710
301D	All	Equipment Storage Shed	3,904
301E	All	Equipment Storage Shed	4,032
301F	All	Pesticide Wash down	530
301G	All	Pesticide Storage	209
301H	All	Maintenance Shop	4,128
306A	All	Pesticide Storage	192
308C	All	Small Animal Facility	3,821
335B	Partial	Quarantine Housing / Feed Barn	1,320
337A	Partial	Swine Research	1,855
435A	All	Sheep Shed	525
454	Partial	Equipment Storage	3,500
535	All	Animal Shed	192
535A	All	Animal Shed	192
535B	All	Animal Shed	192
535C	All	Animal Shed	192
535D	All	Animal Shed	192
535E	All	Animal Shed	192
535F	All	Animal Shed	192
535G	All	Animal Shed	192
536	Partial	Swine: Scale Area and Office	908
538-1	All	Metal Shed	1,536
541	All	Animal Shed	197
541A	All	Animal Shed	197
541B	All	Animal Shed	197
541C	All	Animal Shed	197

BUILDING NUMBER	PORTION OFFERED	BUILDING TYPE	ESTIMATED SQUARE FOOTAGE
541D	All	Animal Shed	197
554	All	Hog Shed	320
555	All	Hog Shed	320
580	Partial	Greenhouse Office 102	40
1003	All	Cattle Production Shed	2,156
1006	All	Cattle Barn	1,900
1017	All	Turkey Laying House	384
1018	All	Turkey Laying House	384
1019	Partial	Animal Feed Room	561
1030	All	Animal Feed Shelter	424
1046	All	Chemical Storage	100
1048	All	Garage	1,248
1062	Partial	Animal Experiment Barn	949
1063	Partial	Animal Experiment Barn	1,519
1064	Partial	Animal Experiment Barn	1,438
1065	Partial	Animal Experiment Barn	1,446
1074	Partial	Animal Entry and Field Pen	283
1076	Partial	Animal Entry and Field Pen	283
1077	Partial	Animal Entry and Field Pen	283
1080	Partial	Animal Experiment Barn	978
1081	Partial	Chicken Incubator	937
1082	Partial	Chicken Brooder	971
1083	Partial	Chicken Laying House	971
1090	All	Field Shelter	424
1091	All	Field Shelter	424
1092	All	Animal Observation	28
1094	All	Field Shelter	424
1095	All	Field Shelter	424
1122	Partial	General Warehouse Storage	729
1124	All	Hay Barracks Storage	4,000
1125	All	Hay Barracks Storage	4,000
1126	Partial	Animal Lab Building	3,167
1126A	All	Storage	360
1144	All	Animal	637
1145	All	Animal	637
1160	Partial	Animal Barn	1,302
1181	Partial	Storage	1,607
1182	Partial	Serum Production Barn	1,396
1190	Partial	Office/Shop/Storage	1,726
1191	All	Vehicle Storage	2,560
1192	All	Vehicle Storage	2,560
1194	Partial	Calf Bearing Barn	1,434
1195	All	Stock Shed	848
1203	All	Field Pen Storage	436
1205	All	Animal Field Pen	436
1206	All	Animal Building	484

BUILDING NUMBER	PORTION OFFERED	BUILDING TYPE	ESTIMATED SQUARE FOOTAGE
1207	All	Animal Building	637
1235	All	Animal Field Pen	369
1253	All	Animal Field Pen	369
1254	All	Animal Field Pen	369
1255	All	Animal Field Pen	369
1256	All	Animal Field Pen	369
1270	All	Animal Field Shelter	424
1271	All	Animal Shed	693
1272	All	Animal Field Shelter	424
1289	Partial	Animal Poultry	400
1292	Partial	Animal Poultry	345
1294	All	Animal Shed	1,200
1302	Partial	Cage Washing Facility	401
1302B	All	Macerator	500
1320	Partial	Post Mortem Building	1,630
1325	Partial	Poultry Lab	866
1331	All	Incinerator	800
1350	All	Animal Field Shelter	424
1351	All	Animal Field Shelter	424
1352	All	Animal Field Shelter	424
1353	All	Animal Field Shelter	424
1354	All	Animal Field Shelter	264
1355	All	Animal Field Shelter	264
1380	All	Animal Field Pen	384
1381	All	Animal Field Pen	384
1382	All	Animal Field Pen	384
1383	All	Animal Field Pen	384
1384	All	Animal Field Pen	384
1390	All	Animal Field Pen	436
1391	Partial	Animal Field Shelter	720
1392	All	Animal Field Shelter	848
1393	All	Animal Field Shelter	848
1401	All	Animal Field Shelter	477
1403	All	Animal Field Shelter	477
1405	All	Animal Field Shelter	477
1406	All	Animal Field Shelter	477
1407	All	Animal Field Shelter	477
1408	All	Animal Field Shelter	477
1424	Partial	Swine Paved Lot Shelter	252
1426	All	Large Sow Lot Shelter	507
1427	All	Hog Shelter	517
1428	All	Hog Shelter	52
1429	All	Small Sow Lot Shelter	240
1430	All	Swine Lot Shelter	271
1437	All	Boar Hut	52

APPENDIX E-2: GOVERNMENT FURNISHED EQUIPMENT

THIS TABLE IDENTIFIES ALL EQUIPMENT OFFERED TO THE SERVICE PROVIDER. EQUIPMENT DENOTED WITH AN ASTERISK (*) WILL BE SHARED WITH GOVERNMENT EMPLOYEES.

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
550 Gallon Storage Tank	Norwesco		1	Bldg. 183
1000 Gallon Storage Tank	Blue Stainless Steel	CSS-1000-2	1	Bldg. 301H
2200 Gallon Storage Tank	Norwesco		1	Bldg. 301F
2500 Gallon Storage Tank	Norwesco		1	Bldg. 301F
3000 Gallon Storage Tank	Norwesco		2	Bldg. 183
4000 Gallon Storage Tank	Norwesco		3	Bldg. 301F
500 Gallon Water Tank	Norwesco		6	West Side
5000 Gallon Storage Tank	Norwesco		3	Bldg. 301F
6000 Gallon Storage Tank	Norwesco		1	Bldg. 183
Air Cleaner	Ace Micro		1	Bldg. 308C
Air Conditioner	General Electric		1	Bldg. 223
Air Conditioners	General Electric		2	Bldg. 218P
Alkaline Hydrolysis Unit			1	Bldg. 204
Animal Cages	Lab Products		1000	Bldg. 211
Animal Cages	Unknown		16	Bldg. 1045
Animal Racks	Lab Products		17	Bldg. 211/113-116
Answering Machine	Radioshack		1	Bldg. 218P
Answering Machine*	1997 GE	60020468	1	Glenn Dale, Bldg. 3
Autoclave	Amsco		1	Bldg. 308C
Autoclave	Castle	4033	1	Bldg. 1302 (APU)
Autoclave	Consolitated		1	Bldg. 308C
Autoclave Compressor	Castle 5F237D	L6-29-98-00183	1	Bldg. 1302 (APU)
Autoclave*	1980 American Sterilizer 53-R		1	Glenn Dale, Bldg. 2
Back Oiler Stations	1999 Cowco		6	Animal Fields
Barn Cleaner	Berg		2	Bldg. 178-2
Barn Cleaner	Houle 16-HD-50	99-090	1	Bldg. 178-2
Barn Cleaner	Houle 16-HD-50	99-091	1	Bldg. 178-2
Barn Cleaner	Patz		1	Bldg. 1064 (APU)
Barn Cleaner	Patz	67543-184	1	Bldg. 1182 (APU)
Barn Cleaner	Patz	67542-184	1	Bldg. 1194 (APU)
Barn Cleaner	Patz	70073-1086	1	Bldg. 1160 (APU)
Barn Cleaner	Patz	69625-186	1	Bldg. 1063 (APU)
Barn Cleaner	Patz	69667-286	1	Bldg. 1085 (APU)
Barn Cleaner	Patz		1	Beef

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Barn Cleaner	Patz		1	Bldg. 203C
Barn Cleaner	Patz	GC-75017-0298	1	Bldg. 163 (Dairy)
Barn Cleaner	Patz		4	Bldg. 163F (Ft. Hov)
Barn Cleaner	Patz	4-1050-0990	1	Swine
Bin, Bolts	Various		8	Bldg. 301H
Bin, Bulk Feed	Brock		1	Poultry
Bin, Bulk Feed	Brock		4	Dairy
Bin, Bulk Feed	Chore-Time		2	Poultry
Bin, Bulk Feed	Chore-Time		1	APU
Bin, Bulk Feed	Fiberdome		3	APU
Bin, Bulk Feed	Fiberdome		2	Bldg. 203C
Bin, Bulk Feed	Fiberdome		6	Swine
Bin, Bulk Feed	Fiberdome		1	Old FDA
Bin, Bulk Feed	Fiberdome		4	Beef
Bin, Bulk Feed	Fiberdome		3	Dairy
Bin, Bulk Feed	GSI		6	Poultry
Bin, Bulk Feed	GSI		4	Dairy
Bin, Bulk Feed	Northeast		2	Poultry
Bin, Bulk Feed	Read		3	Poultry
Bin, Bulk Feed	Miscellaneous		2	Poultry
Bin, Bulk Feed	Miscellaneous		4	Swine
Bin, Nuts and Bolts	Unknown		1	Bldg. 178-2 (Hall)
Bin, Parts	Various		2	Bldg. 301F
Bin, Parts	Various		18	Bldg. 301H
Bio Bubble Hood	Lab Products		1	Bldg. 308C
Bio Hood	Lab Products		1	Bldg. 308C
Bio-containment Unit w/Cages	Lab Products		1	Bldg. 308C
Biological Safety Cabinet	Lab Products		1	Bldg. 308C
Board Message	Unknown		1	Bldg. 177A, Rm. 107
Boilers and Fill Tanks*	DeDetrich, 12,000 gallon tank; no name found-500 gallon tank 1999, 1970's		2 ea	Glenn Dale, Bldg. 4
Book Shelves	Unknown		2	Bldg. 301, Rm. 110
Book Shelves	Unknown		3	Bldg. 301, Rm. 105
Book Shelves	Unknown		1	Bldg. 254, Rm. 14
Book Shelves	Unknown		2	Bldg. 177A, Rm. 108
Book Shelves	Unknown		4	Bldg. 178-2, Rm. 2
Book Shelves	Unknown		2	Bldg. 203 (Lunch Room)
Book Shelves	GSA		5	Bldg. 1190
Breeding Box	Unknown		1	Lab Room

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Breeding Kit, A.I.	Unknown		1	Bldg.178-2, Rm. 4
Bulletin Board	Unknown		1	Bldg. 301, Rm. 102
Bulletin Board	Unknown		1	Bldg. 301, Rm. 105
Bulletin Board	Unknown		2	Bldg. 301, Rm. 110
Bulletin Board	Unknown		2	Bldg. 301, Rm. 111
Cabinet	Unknown		1	Bldg. 301, Rm. 104
Cabinet	Various		6	Bldg. 301F
Cabinet	Various		6	Bldg. 301H
Cabinet	Various		2	Bldg. 301, Rm. 111
Cabinet	Various		7	Bldg. 301, Rm. 102
Cabinet	GSA		1	Bldg. 223
Cabinet	Unknown		1	Bldg. 224
Cabinet	Unknown		3	Bldg. 204 (Storage)
Cabinet, Lab (base)	Unknown		6	Bldg. 203C
Cabinet, Lab (base)	Unknown		7	Bldg. 211
Cabinet, Lab (wall)	Unknown		6	Bldg. 203C
Cabinet, Lab (wall)	Unknown		11	Bldg. 211
Cabinet, Safety	Unknown		3	Bldg. 224
Cabinet, Sink	Unknown		5	Bldg. 211
Cabinet, Storage	Unknown		3	Bldg. 204
Cabinet, Wall	Unknown		1	Bldg. 211
Cabinet, Wall	GSA		4	Bldg. 203C
Cabinet, Wall	Unknown		10	Bldg. 224
Cabinet, Wall	GSA		1	Bldg. 203C
Cabinet, Wall	Unknown		5	Bldg. 224
Cage Washer	Castle 7528		1	Bldg. 1302 (APU)
Cage Washer	Girton	90060401	1	Bldg. 308C
Cage Washer	Girton	92093002	1	AG0002472425
Cage Washer	Girton	8513102	1	Bldg. 211
Cage Washer	Girton		1	Beef Unit
Cage Washer	Girton 80-0	84080203	1	Bldg. 1126 (APU)
Cage, Bird	Various		16	APU
Cage, Cat	Various		144	APU
Cage, Cat (Cage Units)	Various		5	APU
Cage, Chicken (Starter Unit)	Various		8	APU
Cage, Chicken (Finishing Unit)	Various		11	APU
Cage, Chicken (Small)	Various		83	APU
Cage, Chicken (Medium)	Various		174	APU
Cage, Chicken (Medium with Racks and Pans)	Various		40	APU

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Cage, Chicken Colony (with Racks and Feeders)	Various		25	APU
Cage, Chicken 5-Level Brower Unit	Various		11	APU
Cage, Gerbil (with Filter Tops)	Various		27	Bldg. 1126 (APU)
Cage, Isolation (Mice)	Various		60	Bldg. 1126 (APU)
Cage, Isolation Unit	Various		17	Bldg. 1126 (APU)
Cage, Mice (Large with Lids)	Various		137	Bldg. 1126 (APU)
Cage, Mice (Small with Lids)	Various		1,585	Bldg. 1126 (APU)
Cage, Rabbit Unit	Various		11	Bldg. 1126 (APU)
Cage, Suspended	Various		16	APU
Cage For One Cage	Unknown		225	Bldg. 308C
Cage For Super Mouse	Unknown		425	Bldg. 308C
Cage For Super Rat	Unknown		160	Bldg. 308C
Calf Hutches	Polysquare		4	Bldg. 203C
Calf Hutches And Fences	Polysquare		22	Calf Area (Dairy)
Captive Belt	Acclest & Shejooke	7219	1	Bldg. 204
Captive Belt	Acclest & Shejooke	20951	1	Bldg. 204
Cart, Hand Wagon*	1990		1	Glenn Dale
Cart, Soil*	1994 Lindig	241612	1	Glenn Dale, Bldg. 4
Carts	Rubbermaid		9	Bldg. 308C
Carts	Unknown		4	Bldg. 211
Carts	Unknown		12	Bldg. 308C
Carts, Barrel	Unknown		2	Bldg. 204
Carts, Carcass Dump and Head Insp.	Koch		2	Bldg. 204
Carts, Hand Feed	Valley	6882	3	Bldg. 182
Carts, Hand Feed	unknown		10	Bldg. 223
Chairs	Various		5	Bldg. 301, Rm. 110
Chairs	Various		3	Bldg. 301F
Chairs	Various		12	Bldg. 301H
Chairs	Various		20	Bldg. 301, Rm. 111
Chairs	Various		2	Bldg. 301, Rm. 102
Chairs	Various		4	Bldg. 301, Rm. 104
Chairs	Various		9	Bldg. 301, Rm. 105
Chairs	Various		3	Bldg. 218P
Chairs	Various		3	Bldg. 508
Chairs	Various		3	Bldg. 182
Chairs	Various		2	Bldg. 254, Rm. 14
Chairs	Various		4	Bldg. 254
Chairs	Various		4	Bldg. 254, Rm. 7
Chairs	Various		3	Bldg. 177A, Rm. 103
Chairs	Various		12	Bldg. 177A, Rm. 107
Chairs	Various		2	Bldg. 177A, Rm. 109
Chairs	Various		7	Bldg. 178-2, Rm. 2

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Chairs	Various		15	Bldg.178-2, Observation Deck
Chairs	Various		13	Bldg. 203 (Lunch Room)
Chairs	GSA		14	Bldg. 1190 (Break Room)
Chairs	GSA		2	Bldg. 1190
Chairs	Unknown		1	Bldg. 223
Chairs	GSA		5	Bldg. 223
Chairs	Various		3	Bldg. 204 (Locker Room)
Chairs	Various		5	Bldg. 204
Chemical Dispenser Unit	Dari-Chem	D8001600	1	Bldg. 178-1 (Parlor)
Chemical Pumps	Unknown		2	Bldg.301 (Spray Area)
Chute, Handling - Portable	Unknown		1	NF Bldg., 192G
Chute, Head	Smidley	(AG0002472403)	1	Dairy (Hold Area)
Chute, Holding - Portable	Unknown		1	Bldg. 203C
Chute, Portable	Unknown		1	Bldg. 163F (Ft. Hov)
Clock	Unknown		1	Bldg. 301, Rm. 110
Clock	Unknown		1	Bldg. 301F
Clock	Unknown		1	Bldg. 301, Rm. 111
Clock	Unknown		1	Bldg. 301, Rm. 102
Clock	Unknown		1	Bldg. 301, Rm. 104
Clock	Unknown		1	Bldg. 301, Rm. 105
Clock	Unknown		1	Bldg. 218P
Closer Bag Fish (Sewing Bag)	Fishbein	P509591	1	Bldg. 182
Closer Bag Fish (Sewing Bag)	Fishbein	5048	1	Bldg. 182
Coat Rack	Unknown		1	Bldg. 301, Rm. 104
Coat Rack	Unknown		1	Bldg. 301, Rm. 105
Coat Rack	Various		2	Bldg. 301, Rm. 110
Coat Rack	Unknown		1	Bldg.177A, Rm. 110
Coat Rack	Unknown		1	Bldg. 211
Coat Rack	Unknown		1	Bldg. 308C
Coffee Stand	Unknown		1	Bldg.178-2, Rm. 2
Compressor	Curtis Toledo Inc.	90060295	1	Bldg. 204
Compressor	Ingersoll Rend	901878	1	Bldg. 204
Compressor	Ingersoll Rend	210862	1	Dairy
Compressor	Gardner-Denver	546662	1	Dairy (Hold Area)
Compressor*	1998 Speedaire	L10/21/97-09747	2	Glenn Dale, Bldg. 16
Computer Stand	Unknown		1	Bldg. 182

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Consolidated Autoclave	Amsco	3011	1	Bldg. 308C
Conveyors	Patz		2	Bldg. 178-2
Cooler	Geenan Counteflow		1	Bldg. 182
Cooler, Refrigerated			1	Bldg. 204
Corral	Powder River		1	Dairy (Hold Area)
Corral w/Sheep Flipper	Sydell		1	Bldg. 1124
Corral, Portable	Unknown		1	Dairy (Half Moon)
Corral, Portable (Goats)	Bar E Con		1	Bldg. 1124
Counter Top, Formica	GSA		1	APU (Break Room)
Crates, Farrowing	Various		28	Bldg. 208
Crates, Individual Collection	Various		4	Bldg. 223
Crates, Individual Collection	Various		4	Bldg. 223
Credenza	Unknown		2	Bldg. 203
Credenza	Unknown		1	Bldg. 203C
Credenza	GSA		1	Bldg. 223
Creek Feeders	Cowco		6	Bldg. 223
Creek Feeders	Behlen		15	Fields (APU Unit)
Crumbler	CPM		1	Bldg. 182
Dehider	Jarvis	012207A	1	Bldg. 204
Dehider	Jarvis	005028	1	Bldg. 204
Desk	Unknown		1	Bldg. 508
Desk	Unknown		1	Bldg. 301F
Desk	Unknown		1	Bldg. 301H
Desk	Unknown		1	Bldg. 301, Rm.102
Desk	Unknown		1	Bldg. 301, Rm. 104
Desk	Unknown		1	Bldg. 301, Rm. 105
Desk	Unknown		1	Bldg. 218P
Desk	Unknown		2	Bldg. 301, Rm. 110
Desk	Unknown		1	Bldg.177A, Rm. 107
Desk	Unknown		1	Bldg.177A, Rm. 109
Desk	Unknown		1	Bldg.177A, Rm. 110
Desk	Unknown		1	Bldg.178-2, Rm. 4
Desk	GSA		1	Bldg. 1190
Desk	GSA		1	Bldg. 1190 (Hall)
Desk	GSA		1	Bldg. 1190
Desk	GSA		1	Bldg. 1126 (APU)
Desk	Unknown		1	Bldg. 211
Desk	Unknown		1	Bldg. 308C
Desk	Unknown		1	Bldg. 203C
Desk	GSA		2	Bldg. 223
Desk	Unknown		2	Bldg. 203C (Office)
Desk	Various		4	Bldg.178-2, Rm. 2

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Desk	Unknown		2	Bldg. 203
Desk	Unknown		2	Bldg. 204
Desk and Chair	Art Metal	AAD00 1918 NSN7110	1	Bldg. 254, Rm. 9
Desk Sections	Unknown		5	Bldg. 301, Rm. 102
Desk Sections	Unknown		2	Bldg. 301, Rm. 105
Desk System	Unknown		1	Bldg. 308C
Digester Boiler (Methane)	Hydro Therm	MID-1026	2	Bldg. 184
Digester Boiler (Natural Gas)	Burnham		1	Bldg. 184
Digester Compressor	Unknown		1	Bldg. 184
Digester Conveyor	Kelly		1	Bldg. 184
Digester Fan Separator (AG0002753515)	1999 Fan Seper	369843/007-99	1	Bldg. 184
Digester Heat Exchanger	Modine	0993-60731-01	1	Bldg. 184
Digester Mixing Pump	Unknown		1	Bldg. 184
Digester Pump	N-Tech		2	Bldg. 184
Digester Turbine Generator	Unknown		1	Bldg. 184
Drawers	Unknown		2	Bldg. 301F
Drawers	Unknown		1	Bldg. 301, Rm. 103
Drawers	Unknown		1	Bldg. 218P
Dresser	Unknown		1	Bldg.177A, Rm. 109
Dresser	Unknown		1	Bldg.177A, Rm. 110
Dryer, Plant*	1991 Quincy Lab	212502	1	Glenn Dale, Bldg. 4
Easel Stands	Unknown		4	Bldg. 301, Rm. 103
Electric Fence Charger (Solar)	T S C		4	Bldg. 301H
Electric Fence Chargers – Solar Tap / Rods	Paw Mark		2	Bldg. 223
End Tables	Unknown		2	Bldg. 301, Rm. 102
Fan	Holmes		1	Bldg. 301, Rm. 102
Fan	Unknown		1	Bldg. 301, Rm. 105
Fans, Barn Fans (36")	Various		30	Dairy
Fans, Large	Various		3	Bldg. 223
Feed Bunks, Metal (6')	Fry		5	Field 223 (Beef)
Feed Cart, Portable	Unknown		1	Calf Hutch (Dairy)
Feeder, Mineral	Unknown		6	Bldg. 223
Filing Cabinet	Unknown		1	Bldg. 301, Rm. 110
Filing Cabinet	Unknown		2	Bldg. 301H
Filing Cabinet	Unknown		2	Bldg. 301, Rm. 104
Filing Cabinet	Unknown		2	Bldg. 301, Rm. 105
Filing Cabinet	Unknown		2	Bldg. 218P
Filing Cabinet	Unknown		1	Bldg. 254, Rm. 9

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Filing Cabinet	Unknown		2	Bldg.177A, Rm. 110
Filing Cabinet	Unknown		1	Bldg.177A, Rm. 109
Filing Cabinet	Unknown		2	Bldg.178-2, Hold A
Filing Cabinet	Unknown		1	Bldg.178-2, Rm. 2
Filing Cabinet	Unknown		1	Bldg. 208
Filing Cabinet	Unknown		3	Bldg. 203
Filing Cabinet	GSA		1	Bldg. 1190
Filing Cabinet	GSA		1	Bldg. 1191 (Shop)
Filing Cabinet	Unknown		1	Bldg. 211
Filing Cabinet	Unknown		4	Bldg. 203C
Filing Cabinet	GSA		3	Bldg. 223
Filing Cabinet	Unknown		2	Bldg. 204
Filing Cabinet, Index Cards	Unknown		1	Bldg.178-2, Rm. 2
Fire Cabinets	Unknown		2	Dairy (Hold Area)
Floor Buffer	Unknown		1	Bldg. 308C
Fly Off Trap (1 of 4)	Fly Off Inc.		1	Bldg. 1124
Fly Off Trap (2 of 4)	Fly Off Inc.		1	Field 1 (APU)
Fly Off Trap (3 of 4)	Fly Off Inc.		1	Field 2 (APU)
Fly Off Trap (4 of 4)	Fly Off Inc.		1	Bldg. 1194
Freezer	Maytag		1	Bldg. 223
Freezer	General Electric		1	Bldg. 203C
Freezer, Hatchery	Northland	U305	1	Poultry
Fume Hood	Unknown		1	Bldg. 308C
Generator	Katolight	991213	1	AG0002754160
Generator	Katolight	991214	1	AG0002753638
Generator	Katolight	991372	1	AG0002754210
Generator	Hollingsworth 016A	KZ01999A	1	Portable
Generator	Homelite	LR4400	1	Portable
Generator	Onan	EZ06983	1	Beef
Generator	Pow'r Gard	6115-01-256-1059YV	1	Bldg. 301H
Generator	Lincoln	E963527076	1	Bldg. 301, Shop Truck (East)
Generator (5500-Watts)	Gen Pro	5709	1	AG0002470297
Generator (7 hp)	Over-low	DUF2520	1	APU
Generator, Portable	Katolight	99121-4	1	Drying Shed
Generator, Portable	Katolight	68038-4	1	Bldg. 183
Generator, PTO 1 of 3	Katolight	99121-3	1	AG0002470300
Generator, PTO 2 of 3	Katolight	99121-4	1	AG0002470298
Generator, PTO 3 of 3	Katolight	99137-2	1	AG0002752170
Grinder	B&D	937414	1	Dairy
Grinder	Hobart	11-134-202	1	Bldg. 204
Grinder	Falk	6EZG2-06A5	1	Bldg. 204

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Hand Trucks	Various		5	Bldg. 182
Hay Rings	Various		12	Beef
Hay Rings	Various		10	APU
Heater	Delongi		1	Bldg. 182
Hutch, Portable	Unknown		2	Bldg. 203C
Ice Machine	Manitowog 400		1	Bldg.301, Rm. 111
Ice Machine	Manitowog		1	Bldg. 030
Ice Machine	Unknown		1	Bldg. 204
Ice Maker	Unknown	AFE4000A-1B	1	Bldg. 308C
Ice Maker	Unknown		5	Bldg. 308C
Incinerator	Consumat	C-550-P	1	Bldg. 204
Incinerator	Envir. Control Prod.	ECP-1500T	1	Bldg. 1331
Irrigation Drip Line*	2001 Neta-fim		1	South Farm
Irrigation Pipe (25')*	1980 Above ground aluminum and galvanized and connectors		1	Glenn Dale
Irrigation Pipe (3")	Assorted		120	F.O.B.-West
Irrigation Pipe (4")	Assorted		200	F.O.B.-West
Irrigation Pipe (5")	Assorted		80	F.O.B.-East
Irrigation Pipe (5")	Assorted		200	F.O.B.-West
Irrigation Pipe (6")	Assorted		40	F.O.B.-East
Irrigation Risers*	Galvanized and other		2	Glenn Dale
Kryovac Machine, Large	Spiromac	8100T8	1	Bldg. 204
Kryovac Machine, Small	Multivac	11465	1	Bldg. 204
Laminar Flow Hood*	1982 Nuaire NU201630	6208NU	1	Glenn Dale, Bldg. 2
Locker	Unknown		1	Bldg. 301, Rm. 105
Locker	Unknown		4	Bldg. 301F
Locker	Penco Products		60	Bldg. 301, Rm.111
Locker	Lyon		3	Bldg. 254, Rm. 6
Locker	Unknown		10	Bldg.177A, Rm. 103
Locker	Unknown		1	Bldg.177A, Rm. 107
Locker	Unknown		2	Bldg.177A, Rm. 108
Locker	Unknown		4	Bldg.178-2, Hold A
Locker	Unknown		1	Bldg.178-2, Rm. 2
Locker	GSA		3	Bldg. 1126 (APU)
Locker	GSA		2	APU (Break Room)
Locker	Unknown		27	APU (Break Room)
Locker	Unknown		4	Bldg. 203C
Locker	Unknown		4	Bldg. 308C
Locker	Unknown		3	Bldg. 204 (Locker Room)
Macerator	ASME Midlock Clo.	24 02 995	1	Bldg. 1302B
Mail Rack	Unknown		1	Bldg. 301, Rm. 111

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Manure Dumpsters	Heil / Custom		2	Bldg. 223/203C
Manure Dumpsters	Heil / Custom		15	APU
Manure Dumpsters	Heil / Custom		10	Swine
Manure Dumpsters	Heil / Custom		2	Beef
Manure Dumpsters	Heil / Custom		1	Dairy
Measuring Line (400' Layout Line)*	2002		1	Glenn Dale, Bldg. 4
Message Board	Unknown		1	Bldg. 301, Rm. 111
Message Board	Unknown		1	Bldg. 218P

1. 12.75 re f 319. re80.5 1

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Mixer, Soil (Concrete Type)*	1992 Montgomery Ward	47X100017	1	Glenn Dale, Bldg. 4
Mixer, Soil (Elevator)*	Bouldin and Lawson	BL12201-406	1	Glenn Dale, Bldg. 16
Mixer, Soil*	1992 Bouldin and Lawson	BL14310-202	1	Glenn Dale, Bldg. 16
One Cage Rack	Unknown		2	Bldg. 308C
Oven	Precision Scientist	54680	1	Bldg. 218P
Oven, Drying	Cole-Palmer	0965	1	Bldg. 178-2
Pallet Jack	BT		2	Bldg. 182
Pallet Jack	Blue Giant		1	Bldg. 182
Pellet Mill (125 hp)	CPM 3000 Series		1	Bldg. 182
Pellet Screener	Sprout Waldron		1	Bldg. 182
Pig Moving Crate	Unknown		1	Bldg. 1006
Podium	Unknown		1	Bldg.177A, Rm. 107
Port-a-Hut	Port-a-Hut		8	Fields / APU
Pump, Molasses	Roper	G-404382	1	Bldg. 183
Pump, Molasses	Viking	11115450	1	Bldg. 183
Rack, Cage	Various		25	APU
Rack, Cleaning	Various		5	APU
Rack, Feed	Unknown		1	Bldg. 211
Rack, Feed	Unknown		1	Bldg. 308C
Rack, Water Bottle	Unknown		1	APU
Radio	General Electric		1	Bldg. 301, Rm. 102
Radio, 2-Way	Motorola Visar	FCC ID:AZ489FT3776	1	Arboretum
Radio, 2-Way	Motorola		10	Bldg. 301H
Radio, 2-Way	Motorola		10	Bldg. 030
Radio, 2-Way*	1990 Motorola Visar		1	Glenn Dale, Bldg. 3
Ramps, Dock	Unknown		2	Bldg. 182
Refrigerator	Hotpoint		1	Bldg. 301H
Refrigerator	Westinghouse		1	Bldg. 301H
Refrigerator	General Electric		1	Bldg. 301, Rm. 111
Refrigerator	Kelvinator		1	Bldg. 301, Rm. 111
Refrigerator	Abscold	4520	1	Bldg. 301, Rm. 104
Refrigerator	Abscold		1	Bldg. 301, Rm. 105
Refrigerator	Coldspot		1	Bldg. 218P
Refrigerator	General Electric		5	Bldg. 308C
Refrigerator	Maytag		1	Bldg. 223
Refrigerator	Sanyo		1	Bldg. 182
Refrigerator	Frigidaire		1	Bldg. 254, Rm. 7
Refrigerator			1	Bldg.177A, Rm. 107

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Refrigerator			1	Bldg.178-2, Rm. 4
Refrigerator			1	Bldg. 203 (Lunch Room)
Refrigerator	Gibson		1	APU (Break Room)
Refrigerator, Mini	General Electric		1	Bldg. 1126 (APU)
Refrigerator, Mini	Magic Chef		1	Bldg. 178-1 (Parlor)
Refrigerator/Freezer	Unknown		1	Bldg. 308C
Sausage Chopper	Talsa		1	Bldg. 204
Sausage Miter	Daniels	4890	1	Bldg. 204
Sausage Stuffer – Linker	Handtmann	16059	1	Bldg. 204
Scalder	Boss	1343	1	Bldg. 204
Scale	Arbor		1	Bldg. 218P
Scale	Weigh Tronix	041173	1	Bldg. 178-1
Scale	Weigh Tronix	1221-A	1	Swine
Scale	Weigh Tronix	17-A	1	Swine
Scale	Weigh Tronix	2355-A	1	Swine
Scale	Weigh Tronix	1920-A	1	Swine
Scale	Weigh Tronix	014279	1	Dairy (Hold Area)
Scale	Fairbanks	E49305	1	Bldg. 580
Scale - For Small Ingredients	Toledo	5857215-5YL	1	Bldg. 182
Scale - For Small Ingredients	Pennsylvania	91-202303	1	Bldg. 182
Scale - For Small Ingredients	Pennsylvania 6400	92-204910	1	Bldg. 182
Scale (Laboratory – small)	Various		5	Bldg. 308C
Scale System, Computer Controlled 24bin Micro Ingredient Batching	Abel		1	Bldg. 182
Scale, 2 Ton Computer Controlled Major Batching	Abel		1	Bldg. 182
Scale, Calf	Weigh Tronix		1	UTB (Dairy)
Scale, Digital	Doron	711708	1	Bldg. 1331
Scale, Livestock	Weigh Tronix	04737	1	North Farm (Dairy)
Scale, Pig	Flex Wt Corp	F20547	1	Bldg. 1146
Scale, Platform	Weigh Tronix	1237A	1	Beef
Scale, Platform	Sortorius	F135S	1	Bldg. 204
Scale, Platform	Pensylvania	9906057	1	Bldg. 204
Scale, Platform	Weigh Tronix	860A	1	AG0002167347 (Beef)
Scale, Platform (1 of 2)	Toledo	155	1	Bldg. 1161
Scale, Platform (2 of 2)	Pennsylvania		1	Bldg. 1001
Scale, Portable	Tru-Test		1	Bldg. 223
Scale, Portable Livestock	Arkfield	5033	1	Dairy (Drying Shed)
Scale, Rail	Toledo		3	Bldg. 204
Scale, Sm. Electronic Feed Weighing	1999 Fairbanks		2	Bldg. 223

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Scale, Swine	Weigh Tronix	P509400	1	Swine
Screw Conveyors	Various		1	Bldg. 182
Semen Tanks	Various		3	Lab Room
Semen Tanks	Various		2	Dairy (Hold Area)
Semi-Rigid Isolators	Lab Products		2	Bldg. 308C
Sewing Machine	Fishbein	2585	1	Bldg. 182
Shade Shelter	Unknown		1	Bldg. 223
Shed, Portable	Ridge Lumber Co.		1	Bldg. 223
Shed, Portable	Ridge Lumber Co.		1	Bldg. 308C
Shelf Unit	Unknown		4	Bldg. 301H
Shelf Unit	GSA		1	APU (Break Room)
Shelf Unit	Unknown		2	Bldg. 308C
Shelf Unit	Unknown		7	Bldg. 204 (Storage)
Shelf Unit	Unknown		15	Bldg. 204
Shop Vacuum	Various		3	Bldg. 301H
Shop Vacuum*	1994 Tradesman-Dayton		1	Glenn Dale, Bldg. 3
Shredder	GBC		1	Bldg. 301, Rm. 102
Sofa	Unknown		1	Bldg. 301, Rm. 102
Sofa	Unknown		2	Bldg. 301, Rm. 111
Sprayer, Backpack*	1998 Solo 475, 425		2	Glenn Dale, Bldg. 4
Squeeze Chute	1995 Powder River	45050800/JE	1	AG0002751068 (Beef Unit)
Squeeze Chute with Corral	Powder River		1	Beef Unit
Squeeze Chute with Corral	2002 Big Valley		1	FDA
Squeeze Chutes with Corral	Big Valley		3	FDA and Asst'd
Stainless Steel Table	Unknown		1	Bldg. 308C
Steel Racks	Unknown		2	Bldg. 301H
Stereo and Speakers	Sound Design		1	Bldg. 301, Rm. 104
Storage Sheds, Portable Outside	Unknown		2	Bldg. 203C/308C
Stove			1	Bldg. 203 (Lunch Room)
Super Mouse Rack	Unknown		2	Bldg. 308C
Super Rat Rack	Lab Products		1	Bldg. 308C
Table	Various		1	Bldg. 301, Rm. 105
Table	Various		2	Bldg. 301, Rm. 110
Table	Various		3	Bldg. 301H
Table	Various		4	Bldg. 301, Rm. 111
Table	Various		2	Bldg. 301, Rm. 104
Table	Various		3	Bldg. 218P
Table	Various		1	Bldg. 254
Table	Unknown		1	Bldg. 177A, Rm. 107

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Table	Unknown		1	Bldg. 208
Table	Unknown		2	Bldg. 203
Table	Unknown		2	Bldg. 203 (Lunch Room)
Table	Unknown		1	Bldg. 203C
Table	Unknown		4	Bldg. 211
Table	Unknown		6	Bldg. 308C
Table	Unknown		1	Bldg. 223
Table	Unknown		2	Bldg. 203C
Table	GSA		1	Bldg. 223
Table	Unknown		2	Bldg. 204
Table, Computer	Unknown		1	Bldg. 204
Table, Computer	Unknown		1	Bldg. 254, Rm. 9
Table, Folding	GSA		4	APU (Break Room)
Table, Lunch	Unknown		1	Bldg. 254, Rm. 7
Table, Portable			2	Bldg. 224
Telephone	Meridian		1	Bldg. 301, Rm. 111
Telephone	Nortel		1	Bldg. 301, Rm. 104
Telephone	AT&T		1	Bldg. 218P
Telephone	Northstar		2	Bldg. 301, Rm. 110
Telephone	Meridian		3	Bldg. 301H
Telephone	Nortel		1	Bldg. 301H
Telephone	Meridian		2	Bldg. 301, Rm. 102
Telephone	Meridian		2	Bldg. 301, Rm. 105
Telescoping Measuring Rod*	Mound City		1	Glenn Dale, Bldg. 16
Television	Magnavox	71314882	1	Bldg. 301, Rm. 111
Television	Zenith	301-12460263	1	Bldg. 301, Rm. 102
Television	Sharp		1	Bldg. 177A, Rm. 107
Television Stand	Unknown		1	Bldg. 301, Rm. 102
Television/VCR	Samsung		1	Bldg. 177A, Rm. 107
Television/VCR	Sharp		1	Bldg. 178-1
Trash Cans	G.I.C.		2	Bldg. 301, Rm. 110
Trash Cans	Various		2	Bldg. 301, Rm. 110
Trash Cans	Various		2	Bldg. 301, Rm. 111
Trash Cans	Various		2	Bldg. 301F
Trash Cans	Various		1	Bldg. 301, Rm. 103
Trash Cans	Various		3	Bldg. 301, Rm. 104
Trash Cans	Various		2	Bldg. 301, Rm. 105
Trash Cans	Various		2	Bldg. 218P

TYPE OF EQUIPMENT / ITEM DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION OR ID#
Trash Pumps (2")	Homelite	173	2	Bldg. 030
Trimming Table	Unknown		1	Dairy (Hold Area)
Vacuum Pump	Unknown		1	Bldg. 163F (Ft Hov)
VCR	Zenith	N30026904	1	Bldg. 301, Rm. 102
Vernier Caliper*	Haglof		1	Glenn Dale, Bldg. 3
Washer / Dryer			1	Bldg. 204
Washer/Dryer	General Electric		1	Bldg. 308C
Washer/Dryer	Kenmore	MIK2855454/ CH0409437	1	Bldg. 254
Washer/Dryer	General Electric		1	Bldg. 203C
Washer/Dryer	Whirlpool		1	Bldg. 030
Washer/Dryer	Whirlpool		1	Bldg. 1126 (APU)
Washer/Dryer	Kenmore		1	Bldg. 301F
Waste Management System	Lab Products	59030	1	Bldg. 308C
Waste Management System	Lab Products	10291	1	Bldg. 211/111
Waste Oil Storage System	Myers 1165	A-708066	1	Bldg. 029 (FOB- West)
Waste Oil Storage System	Myers MVW 2000	A-801065	1	Bldg. 301H (FOB- East)
Water Bottles and Holders			10	Bldg. 178-2 (Hall)
Water Bottles Filler Machine	Griton 64FC	97022002	1	Bldg. 1126 (APU)
Water Cups	Various		27	Dairy
Water Filtration System (with Reverse Osmosis and Deionizer)	Barnstead		1	Bldg. 308C
Water System, Auto (with Re- chlorination and Delivery)	Edstrom Ind.		1	Bldg. 308C
Water Tank, Portable	Unknown		1	Dairy
Water Tubes, Plastic	Rubbermaid		8	Bldg. 223
Waterers	Ritchie		20	Fields (APU)
Waterers	Ritchie		23	Dairy
Waterers	Ritchie/Nelson		48	Beef
Weedeater*	Homelite		1	Glenn Dale, Bldg. 16
Weigh Buggy	Honeyville	92141	4	Bldg. 182
Work Bench	Stay Clean	309090	1	Bldg. 308C
Work Bench	Stay Clean	79710-0203	1	Bldg. 308C
Work Bench	Stay Clean	262850-003	1	Bldg. 308C
Work Bench	Unknown		1	Bldg. 204 (Storage)
Work Bench	Various		4	Bldg. 301H
Work Counter	Unknown		1	Bldg. 218P

APPENDIX E-3: GOVERNMENT FURNISHED VEHICLES / HEAVY EQUIPMENT

THIS TABLE IDENTIFIES ALL GOVERNMENT VEHICLES AND HEAVY EQUIPMENT OFFERED TO THE SERVICE PROVIDER (GOVERNMENT FURNISHED LEASED ITEMS ARE ALSO INCLUDED IN PARANTHESIS). VEHICLES / HEAVY EQUIPMENT DENOTED WITH AN ASTERISK (*) WILL BE SHARED WITH GOVERNMENT EMPLOYEES.

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Angle Frame	BobCat		
Attachment, Backhoe	BobCat 811	630001942	
Attachment, Forklift	Loeering		
ATV, 4 Wheel Cart	Kawasaki Mule 3010	JK1AFCE153B	
ATV, 4x4	Arctic Cat 400	4UFACAT76WT033515	AG0002753464
ATV, 4x4	Polaris 500 Sportsman	2930766	AG0002752265
ATV, 4x4	Polaris 500 Sportsman	4XACH50A6VA47697	AG0002753727
ATV, 4x4	Polaris 700 Sportsman	4XACH68A14A057093	
ATV, 4x4	Yamaha 400 Kodiak	220-81738	
ATV, 5 Wheeler	John Deere AMT 600	W00600X013374	
ATV, 5 Wheeler	John Deere AMT 600	W00600X008914	
Auger (8" and 18")*	Danuser		Glenn Dale
Bale Spikes	McHale BH	2590	
Bale Spikes	Custom	N/A	
Bale Squeeze	Salsco	93050009038	
Bale Squeeze (Leased)	John Deere		
Bale Wrapper	Salsco	9305005080	
Baler, Hay	Claas 1200 Lg. Square	4201621	
Baler, Hay	Claas 46 Rotocut Round	4605654	AG0002754130
Baler, Hay	New Holland 315	573442	AG0002164678
Baler, Hay	New Holland 575	844419	
Bean Planter, 4 Row	Almaco		
Bedder (4')	Unknown		
Bedder (5')	Marvin Landplane	160R31-1052	
Bedder, Plastic Layer	Holland		
Bedder, Plastic Layer	Buckeye Tractor 2133-H	3073037	
Blower, Snow (4')	John Deere	M02790X555061	
Blower, Soil Sterilizer	Lindig		
Blower, Soil Sterilizer	Lindig		
Boat, John	Rhyan-Craft	RHY22599M79F	MD7417 LA
Boxscraper (3 pt.)	Landpride	L70005	
Bucket*	Woods Dual		Glenn Dale
Bucket, Backhoe (10")	BobCat		
Bucket, Backhoe (20")	BobCat		
Bucket, Cage (Trees)	Custom		

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Bucket, Fork	New Holland		
Bucket, Fork (6') (Leased)	John Deere		
Bucket, Grapple	Woods	627526	
Bucket, Highprofile (6')	BobCat		
Bucket, Lowprofile (6')	BobCat		
Bucket, Material	New Holland		
Bucket, Material (6')	John Deere		
Bucket, Material (6') (Leased)	John Deere		
Bucket, Material (6') (Leased)	John Deere		
Bucket, Material (8') (QTY: 2) (Leased)	John Deere		
Buckets, Skid Loader (QTY: 3)	New Holland		
Cart, ATV (Utility)	John Deere AMT II		
Cart, Dump	Custom		
Cart, Electric*	1978 Taylor and Dunn	47144	Arboretum
Cart, Fence	Custom		
Cart, Fence	Custom		
Chemical Applicator Control Box	Harvest Tech 464	1921	
Chemical Incorporator	Befco		
Chopper (Leased)	Claas 870 Jaguar SP	987014	
Chopper, Flail	New Holland 38	890784	
Chopper, Forage	New Holland 900 Pull	875508	
Chopper, Stalk	Buffalo 5200430	985201581	
Combine	John Deere Hydro 4435	Z04435H060673	
Combine, Plot	Almaco	5784157	AG0002169703
Compost Turner, SP (100")	Carriage Machine Shop	FG4835975	
Conveyor, Soil	Stone	399168-RX	
Corn Head (14'6") (Leased)	Claas RU 450		
Corn Head, 3 Row	New Holland 939	828048	
Corn Head, 4 Row (Combine)	John Deere 443	H00443X650210	
Corn Planter, 4 Row (X 30")	John Deere 7200	H07200E6555577	
Corn Planter, 6 Row	John Deere 1750	H01750R675797	AG0002753725
Crawler with Blade	John Deere 440	459907	
Culti-Packer	Brillion M-1241	179046	
Culti-Packers (QTY: 2)	Brillion		
Cultivator Guidance System	Buffalo		
Cultivator, 2 Row	Tye 540-383	TDU-004	
Cultivator, 4 Row	Buffalo 64000430	1568	
Cultivator, No-till 4 Row	Krause 4704R3	1183	
Cultivator, Rolling	Lilliston		
Curbedger	Manitou E100	2267	
Cushman*	1988 Cushman	1CUNH2221LL020883	Arboretum
Data Ranger	2003 American		AG0002471578
Disc	International 60		
Disc (14")	Ford 241	21334	

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Disc (18')	Krause 4939 WR	1011	
Disc (3 pt.)	Ford 223	585-110	
Disc (3 pt.)	Taylor-Way 420		
Disc, Offset	John Deere 225	P00225X010883	
Discbine (9'6")	John Deere 1460	CC1460X332993	
Dozer	Caterpillar D4	82J2350	AG0002161822
Drag Harrow (10')*	Leinbach		Glenn Dale
Drag, Flexible Tine Harrow	Fuerst Bro.		
Drag, Pasture	Unknown		
Drill, Grain	John Deere 450	N00450X011587	AG0002753730
Drill, Grain	Tye 104	U-2-344-8-B	
Drill, Grain (10')	Great Plains	GP4512U	
Drill, Grain (10')	International 5300	JAG0821354	
Drill, Grain (10')	John Deere 750	N00750X010983	
Drill, Grain (7')	Tye	2485	AG0002161917
Elevator (Green)	Bale Giant B73-CG	8441	
Elevator, Hay (with no Wheels)	Zimmerman		
Elevator, Hay (with Paddles)	Unknown	506250	
Elevator, Hay (with Wheels)	Unknown		AG0002468198
Elevator, Hay (with Wheels)	Mayrath		
Elevator, Hay (with Wheels)	Mayrath	037268	
Elevator, Hay (with Wheels)	Mayrath	037691	AG0002471440
Elevator, Hay (with Wheels)	Mitey-Handi		
Elevators and Drag Conveyors	Various		
Feed Mixer	1998 Knight 3250 Auggie	836	AG0002753454
Feed Mixer	1990 Knight 2450 Auggie	251	AG0002411897
Feed Mixer	2000 Knight 3250 Auggie	140	AG0002753606
Feed Mixer	1979 Knight Little Auggie	P4075802	AG0002167322
Feed Mixers (QTY :2)	Knight Little Auggie		
Feed Tender	Friesen	9582	
Feed Tender	Friesen	16452	N00173385520000
Feed Tender	Friesen	11-480	
Feed Tender	Friesen	3125	
Forage Head (10') (Leased)	Claas PU 300		
Forage Head (7')	New Holland 939A3	862592	
Forklift	Clark	46852002232	AG0002754180
Forklift	Clark	CF40B-176-20823	AG0002161878
Forklift	Clark CF-40	CT40B-177-2082	AG0002161775
Forklift	Clark 1140	IT40-160-2297	
Forklift	Clark	IT40 352-547	
Forklift	Clark	SIT40-160-2297	AG0002164632
Forklift	TCM FG23NZ	740852	
Forklift	Unknown	55600933	AG0002753559
Forklift (Army)	Petibone	1340	
Forks for Skid Loader	LIC		

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Forks for Tractor	Unknown	26470	
Forks for Tractor*	Woods Dual	570086	Glenn Dale
Forks, Pallet (Leased)	John Deere		
Gator	2000 John Deere	W00TURF008920	AG0002753605
Gator with Trailer	2002 John Deere	W006X066540	AG0002753278
Golf Cart	Yamaha		AG0002164862
Grain Head (13') (Combine)	John Deere 913		
Granulator	Howes		
Grapple, Industrial	BobCat 66		
Grappler	New Holland		
Grinder*	1990 Craftsman		Glenn Dale, Bldg. 16
Grinder, Hay	Daffin		
Grinder, Hay (Tub)	AgriMetal 5500	12349	AG0002471410
Hammermill	Champion		
Harrow, Spring Tooth	John Deere 960	N00960X040065	
Harrow, Spring Tooth	Kubota	305349	
Haybine (14')	New Holland 2450 SP	589569	
Haybine (5')	Hesston		
Haybine, Pull	New Holland 1475	594496	AG0002752463
Kubota L3250*	1989		Arboretum
Landsman (18')	Krause 6150	2201	
Liquid Transfer Pump	Custom		
Loader	John Deere 175	W00175X044905	
Loader	John Deere 640	W00640C016679	
Loader	John Deere 540	W00540C011931	
Loader	Kubota LA 211	17271	
Loader	New Holland 7414		
Loader (Leased)	John Deere 740	W8874022994	
Loader (Leased)	John Deere 640	W00640C026884	
Loader (Leased)	John Deere 740	W88740C022888	
Loader (Leased)	John Deere 721	W00521D002078	
Load-out Pipes (QTY: 2) (on Wheels)	Custom	N/A	
Minivan*	1989 Ford Aerostar	1FMCA11U5KZC06183	AG0002282226
Mixer	Schuler 25FRH	D2893-5552	
Mixer	Schuler 25FRH	D2993-5553	
Mixer (2 Cubic Yards Soil)	Ellis Trailer 452T30		AG0002470633
Mixer, Cement	Montgomery	89-26483R	
Mixer, Cement	Sears	B-06215	
Mower	Lands Pride	31251	
Mower	Woods		
Mower	Woods	0035611	
Mower	Woods C80 MC80	29050	
Mower	Woods C114	0004229	
Mower / Trimmer	White	HWT5E	
Mower Decks (72")	John Deere		

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Mower*	For Ford 4610		Arboretum
Mower*	Kubota B5200		Glenn Dale
Mower*	Woods Dual	750555	Glenn Dale
Mower*	International Woods	1708	Glenn Dale
Mower, Batwing	John Deere 1508	W01508E02891	
Mower, Batwing	Woods 3180	521851	AG0002752778
Mower, Batwing	Woods 3180	5552	AG0002752777
Mower, Batwing	Woods 3180	567700	
Mower, Batwing	Woods 3180	864185	
Mower, Batwing	Woods HD 315	11039	
Mower, Batwing (15')	Alamo A415	10799	
Mower, Batwing (15')	Woods 3180	486532-488820	
Mower, Bush Hog	John Deere 616		
Mower, Bush Hog	Ford 954B	A3R0016	AG0002754425
Mower, Bush Hog (5')	Unknown		
Mower, Flail (12')	Loftness	14BB379	
Mower, Flail (5')	Alamo RR-74	57692	AG0002751315
Mower, Flail (5')	John Deere 390	P00390X004393	
Mower, Hand Push*	John Deere		Glenn Dale
Mower, Hand Push*	2000 Honda	MZCG6344095AD	Arboretum
Mower, Offset Flail (6')	Woods FM72-1	1644	AG0002472127
Mower, Riding*	2001 John Deere	TCM653X021216	AG0002753179
Mower, Riding*	2002 John Deere	TCM653x020166	AG0002753254
Mower, Riding*	Gravely MV20S 990002	268	Glenn Dale, Bldg. 16
Mower, Riding*	Kubota ZD28F-72P	25440	Glenn Dale, Bldg. 16
Mower, Rotary	Ford 930	WV-3302	
Mower, Rotary (5')	Ford 930A	YH5050B	
Mower, Rotary (6')	Rhino TW72	21423	
Mower, Rotary (8')	Woods		
Mower, Sicklebar (Side Mount)	Truimph TMC	4450-M50	
Mower, Walk-behind	Gravely 300 Promaster	002477	
Mower, Walk-behind	Gravely 5665	9714435	
Mulch Roller (Green)	Unknown		
Mulcher	Bowie Hydr-O-Seeder	5201015	
Mulcher, Row	Millcreek		
Packer (21')	Brillion X-108	2J778	
Payloader	John Deere 544C	C7DMM627-4012	USA DLA84305
Picker, Cherry*	1997 Dodge	1HTSDAAN2WH513700	AG0002752975
Planter, 1 Row (Side-Mounted)	John Deere 250S	TY250SA001335	
Planter, 2 Row (3 pt.)	International		
Planter, 2 Row (3 pt.)	John Deere 71	1-02	
Planter, 4 Row	Custom (JD & Almaco)	N/A	AG0002169699
Planter, 4 Row (3 pt.)	Planter Jr.		
Planter, 5 Row Soybean	International		

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Plastic Lifter	Unknown		AG0002471924
Plow, 1 Bottom Moldboard	John Deere 411		
Plow, 2 Bottom Moldboard	Ford		
Plow, 3 Bottom Moldboard	Ford 145	WN21333	
Plow, 3 Bottom Moldboard	Ford 145	WN19954	
Plow, 3 Bottom Moldboard	John Deere 45	108751	
Plow, Chisel	John Deere 714	N00714X002604	
Plow, Snow	Meyers M-10		AG0002161765
Plow, Snow	Meyers M-10		AG0002161766
Plow, Snow (10') (QTY: 4)	Meyers		
Plow, Snow (4')	John Deere	M02870X55587	
Plow, Spade	Imants 35SR2	18268	AG0002751947
Post Driver	Shaver	HD8	
Post Driver (3 pt.)	Danuser	065525	
Post Hole Digger	BobCat 30	187601442	
Post Hole Digger	Danuser	65525	
Post Hole Digger with Auger	Danuser F-8	66644	
Post Pounder	Danuser MDH-1	2889	
Potato Digger	Comer	85060	AG0002469490
Potato Digger	Afiveplus DL-10M	2002003	
Potato Hiller, 2 Row	Cheechi and Magli VR76	2003	
Potato Opener	Massey Ferguson 70	785-028036	
Potato Planter, 2 Row	Afiveplus P-20M	2002005	
Pump / Agitator	Houle	98951	
Pump, Irrigation (Electric/40 hp)	Centriflo		AG0002161786
Pump, Irrigation (Electric/50 hp)	Centriflo	081810	AG0002161785
Pump, Irrigation (PTO)	Caprari	NEC-DS9/65B	
Pump, Irrigation (PTO)	Caprari		
Pump, Irrigation (PTO)	Gorman 63AG		
Pump, Irrigation Priming	Protek 2Z934A		
Pump, Manure	Houle		
Pump, Manure	Houle	00-129	
Pump, Manure	Houle	00-106	
Pump, Manure	N-Tech	PDL3501M	
Pump, Manure (Agitator)	Badger	3587555	
Pump, Manure (Mixing)	Houle		
Pump, Manure (Piston)	Houle		
Rake, Hay	Claas 50 Liner	60105849	
Rake, Hay	Claas 880 Profil	60601747	
Reel, Irrigation	Kifco Ag Rain 25	310288	
Reel, Irrigation	Kifco Ag Rain 25	280735	
Road Grader	Huber	TM-3805-210-10-20-20	A167850
Road Maintainer	Huber M-600	50-024	AG0002162169
Rock Picker	Anderson		500458ARS
Rotary Hoe	M & W	1815M	

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Rotiller, Junior	Troy Built		
Rotovator (4')	John Deere 550	M00550X145486	
Rotovator (5')	Howard HR30	030E016045	
Rotovator (5')	Howard HR30		AG0002161780
Rotovator (6')	Befco 11-574-23X	11577850036	
Rotovator (8')	Howard HR30	030-3-25877	
Sawdust Distributor	Whatcom Mfg.	12001	AG0002472429
Scraper Blade	Custom	N/A	
Scraper Blade	Lands Pride 35		
Scraper Blade	Ford		
Scraper Blade (3 pt.)	Rhino R950	12304	
Screener	Screen USA	PST-300-6	
Seeder (14')	Brillion SST-144	93206	AG0002161943
Seeder*	Seedeasy		Glenn Dale, Bldg. 16
Seeder, 5' Solid Stand	Brillion SPT-604	S100160	AG0002161787
Seeder, 5' Solid Stand	Brillion SPT-604	176120	
Seeder, Air Spreader	Gandy Orbit-Air 6212		
Skid Loader	BobCat 863H	514413540	AG0002752788
Skid Loader	New Holland LX665	894947	AG0002752170
Skid Loader	1994 New Holland LS150	850891	AG0002472411
Skid Loader	1997 New Holland LX865	98878	AG0002752943
Skid Loader	1999 New Holland LX565	42357	AG0002753506
Skid Loader	2002 New Holland LS150	LMU7002070	AG0002471165
Skid Loader	New Holland L555	618047	AG0002172234
Skid Loader	New Holland L455	728681	
Snow Blade (8')	Kwik-way 35	M071820171	
Soil Sampler Device (ATV Mounted)	Precision Ag Resources		
Soil Shredder	Kemp	K40	
Splitter, 3 Row	John Deere		
Splitter, 5 Row	John Deere / Custom		
Spray Tank	Rear's K-91-1227		AG0002470051
Spray Tanks, Saddle (360 Gallons) (QTY: 2)	Ag Chem		
Sprayer	Dramm MSD Series 015		
Sprayer	Blue		513149
Sprayer	Zimmerman 2500	1259	AG0002472905
Sprayer	Dramm 601S-RWR	60100001	
Sprayer	Berthoud Arbo 1500	881213	AX1G8215
Sprayer	Nifty	K941562	AG0002172159
Sprayer	Enviromist	US0001732	
Sprayer (100 Gallons)	Custom		
Sprayer (100 Gallons) (3 pt.)	FMC/Bean	S119528	AG0002161794
Sprayer (150 Gallons)	FMC/Bean		A286706

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Sprayer (150 Gallons) (3 pt.)	Unknown		
Sprayer (300 Gallons)	Demco HCM		
Sprayer (300 Gallons)	Demco		
Sprayer (50 Gallons) (3 pt.)	Agrotec		
Sprayer (500 Gallons)	Custom		
Sprayer Control Box	Raven SCS 450	2671	
Sprayer Control Box	Raven	03/03	
Sprayer Control Box	Raven SCS 660	1089	063-0171-221
Sprayer, 25 Gallon Herbicide*	AGROTEC		Glenn Dale, Bldg. 16
Sprayer, 400 Gallon*	AGROTEC		Glenn Dale
Sprayer, Cropblaster	Agtec 3004		
Sprayer, Miniblast (400 Gallons)	Rear's	M913455	AG0002470050
Sprayer, Orchard (QTY: 2)	Unknown		
Sprayer, Power	ESS	109	AG0002471704
Sprayer, Pump	FMC/Bean	A133182	
Sprayer, Side Dresser	Blue Boy 303C	7273 10094	
Sprayer, Soil Injection	Unknown		
Sprayer, Tractor mounted	Custom / Demco		
Spreader, Broadcast (3 pt.)	Vicon	22119	
Spreader, Broadcast (3 pt.)	Vicon PG-93-1653	22107	
Spreader, Drop (10')	Ezee Flow 100D	86644	
Spreader, Drop (10')	Gandy 1010A	112993	AG0002161792
Spreader, Drop (High Clear)	Gandy	178284	
Spreader, Fertilizer	Progressive	5067	
Spreader, Fertilizer	Transpread 5.5	TR01PS55-01	
Spreader, Fertilizer	Wilmar 500	0010200V265	AG0002161886
Spreader, Liquid Tank (4300 Gallons)	Houle 4300	961128	
Spreader, Manure	Hagedorn 275	1770	AG0002754089
Spreader, Manure	New Holland 185	837463	
Spreader, Manure	New Idea	236504	
Spreader, Manure	New Idea 361	236532	
Spreader, Manure	New Idea 3639	247002	AG0002411839
Spreader, Manure	Knight ProTwin 8024	632	AG0002753724
Spreader, Salt (QTY: 2)	Meyer EZ-8		
Subsoiler (3-Shank)	Brillion BTS-3	162816	AG0002468161
Subsoiler (5-Shank)	DMI	320690	
Sweeper (3 pt.)	Sweepster	L44782ARS	
Switch Control Box	Fasse Valve	19940/031999-01102	
Tetter, Hay	Vicon Fanex 763	6593	
Tetter, Hay	New Holland 156	T0656	
Thresher Unit	Swanson B1	256	AG0002162961
Thresher Unit	Swanson B1	245	AG0002175630
Thresher, Plot	Almaco LVPT-OSC	1977-4	
Tiller*	Kubota B5200		Glenn Dale
Tiller*	BEFCO		Glenn Dale

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Tiller*	1997 Ferguson		Glenn Dale, Bldg. 16
Tracks	BobCat		
Tractor	Ford 6700	C641533	AG0002753464
Tractor	Ford 3910	C762424	AG0002164663
Tractor	Ford 5600	C527067	
Tractor	Ford 5610	BCI0990	
Tractor	Ford 6610	BCI0979	
Tractor	IH Farmall Cub	244740	069192
Tractor	IH Farmall Cub	201000	
Tractor	IH Farmall A	350844R1	AG0002161772
Tractor	IH Farmall H	FBH-278425X1	AG0002161771
Tractor	IH Farmall 100	6987	AG0002161762
Tractor	IH Farmall 130	10082	AG0002161789
Tractor	IH Farmall 140	38298	
Tractor	IH Farmall 140	32462	013220
Tractor	IH Farmall 140	51901	
Tractor	John Deere 1020	T4R034452T	
Tractor	John Deere 6210	L06210H313617	
Tractor	John Deere 2040	333574L	
Tractor	John Deere 670	M00670A002705	
Tractor	John Deere 670	M00670A003996	
Tractor	1989 John Deere 870	M00870B001682	AG0002469142
Tractor	1998 John Deere 2755	L02755T742823	AG0002753461
Tractor	1998 John Deere 2755	L02755G628132	AG0002753762
Tractor	John Deere 5300	LV5330E532116	AG0002752771
Tractor	John Deere 855	M00855D436814	10060
Tractor	John Deere 855	LV08550161250	10043
Tractor	John Deere 855	CH3033D027129	AG0002753729
Tractor	John Deere 855	CH3033D19174	AG0002752775
Tractor	John Deere 900 HC	CH3043D212386	10045
Tractor	John Deere 6400 HC	XL06400X170911	AG0002752769
Tractor	John Deere 6400	L06400X207044	
Tractor	John Deere 6210	L06210P223064	
Tractor	John Deere 850	3T80J	
Tractor	John Deere 870	M00870B001682	AG0002411725
Tractor	John Deere 6300	L06300P207450	AG0002753732
Tractor	John Deere 7800	RW7800P005775	
Tractor	Massey-Ferguson 230	9A253330	
Tractor	New Holland 9030E	86001384	
Tractor	Gandy 470 SP/HC	521438	AG0002161934
Tractor	Kubota L3010	30177	AG0002753461
Tractor	Kubota B2150	10294	AG0002754095
Tractor	Kubota B2150	B2150HSE	AG0002472483
Tractor	Kubota L245	L245-12651	

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Tractor (Leased)	John Deere 5320	LV5320S132749	
Tractor (Leased)	John Deere 5420	LV5420S142823	
Tractor (Leased)	John Deere 5420	LV5420S142822	
Tractor (Leased)	John Deere 6210	L06210P310024	
Tractor (Leased)	John Deere 6210	L06210P310062	
Tractor (Leased)	John Deere 6410	L06410X311980	
Tractor (Leased)	John Deere 7210	RW7210H059435	
Tractor (Leased)	John Deere 6310	L06310P313396	
Tractor (Leased)	John Deere 7210	RW7210H059415	
Tractor (Leased)	John Deere 7210	RW7210H059423	
Tractor (Leased)	John Deere 7410	RW7410R059337	
Tractor (Leased)	John Deere 7510	RW7510R059425	
Tractor (Leased)	John Deere 7610	RW7610H059133	
Tractor (Leased)	John Deere 8110	R0AH800814114	
Tractor (w/Loader)	Kubota BX2200	59378	
Tractor (w/Mower)	Kubota B5200		Glendale
Tractor*	1974 IH 574	2310055U102873	AG0002753238
Tractor*	1962 Ford 4610		AG0002752292
Tractor*	1989 Kubota B5200	TCM653X020166	AG0002752994
Tractor*	1990 Kubota L3250		AG0002752995
Tractor*	Kubota L3250		Arboretum
Tractor, Front End Loader	Case Garden 644	96 796 39	
Tractor, Industrial Loader	Ford 545C	A405719	
Tractor, Industrial Loader	Ford 6500	C478582	AG0002753712
Trailer	Exiss	4LAAS242321014506	AG0002754352
Trailer	General Engines Co.	11200D326DT090525	A225475
Trailer (QTY: 2)	Army		
Trailer, Dual Axle Equipment	Hudson Bros.		AG0002169691
Trailer, Dual Axle Landscape	Int. Trailer Co. U-16E	12FUF1625XB002319	A291479
Trailer, Flatbed (6'x16')*	Unknown		DC10105, Glenn Dale
Trailer, Flatbed*	1991 Hudson-dual tandem	10HHTDID321000063	AG0002753168
Trailer, Head Catch	Powder River		
Trailer, Horse	Bison	43B161625Y1002907	
Trailer, Lift	2001 Hydraulic Roose		AG0002754144
Trailer, Lift	Hydraulic Roose		
Trailer, Livestock	Valley Trailer	1542	A216847
Trailer, Livestock (Hydraulic)	Roose		
Trailer, Low Down	Roose		
Trailer, Low Down	Roose	CR 16289	
Trailer, Lowboy	2001 Hudson	10HHSE167Y1001316	AG0002471344
Trailer, Pipe	Custom	N/A	
Trailer, Seed Tender	B&D Trailer & Hitch		A272383
Trailer, Small Stock	Valley		Tag A250815
Trailer, Stock (Green)	1996 Nibro	W9L202G2R1012326	AG0002752824

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Trailer, Tanker (5000 Gallons)	Heil Co.	930608	AG0002754191
Trailer, Tanker (5000 Gallons)	Army	OMG960263	
Trailer, Triaxle Equip ment	Eager Beaver		
Trailer, Utility (Hydraulic)	Trail-a-sump	Tongue was cut w/serial #	
Trailer, Utility (Regular)	Custom		
Trailer. Livestock (Hydraulic)	Roose		
Transplanter, 2 Row No-till	Morse		
Transplanter, Row No-till	Morse		
Transplanter, Vegetable	Holland	972040	
Tree Spade	CareTree 536	01165	
Tree Spade*	1990 Vermeer		Glenn Dale/Arboretum
Tree Spade*	2002		At BARC/South Farm
Trencher	Bradco 617		
Truck, 1 1/2 Ton Dump	Chevrolet	1GBKC34F8SJ107976	AG0002472935
Truck, 4x2 Pickup*	1981 Dodge	187D14HOGS103129	Tag 10080 DC
Truck, 4x2 Stake	1991 Chevrolet	1GBHC34K7ME186706	AG0002751507
Truck, 4x4 Pickup	1987 Chevrolet	1GCGV24K1 HF382037	AG0002166755
Truck, 4x4 Pickup	1995 Chevrolet Fleetside	2GCEK14Z1 K1206708	AG0002470298
Truck, 4x4 Pickup	2001 Ford F250	1FTNF21L61EC29232	AG0002754179
Truck, 4x4 Pickup	Chevrolet	1GCGK24K5E247987	AG0002282232
Truck, 4x4 Pickup	Chevrolet	1GHCD34J5HF309466	AG0002752166
Truck, 4x4 Pickup	Chevrolet	1GCG034J7GF336405	AG0002754142
Truck, 4x4 Pickup	1995 Chevrolet	1GCHC34JOHF323310	AG0002751509
Truck, 4x4 Pickup	Chevrolet Fleetside	X004395B	
Truck, 4x4 Pickup	Dodge Ram 2500	3B7KF26221M537816	A298814
Truck, 4x4 Pickup	Dodge Ram 2500	3B7KF26Z2IM537816	Tag A298814
Truck, 4x4 Pickup (100 Gallon Fuel Tank)	Chevrolet	1GCGD34J9GF34B376	AG0002754183
Truck, 4x4 Sport Utility	Chevrolet Blazer	1GCGD34J9GF348376	AG0002753716
Truck, 4x4 Pickup	Chevrolet HD Fleetside	1GCGK24K6NE218440	AG0002164475
Truck, 5 Ton Bale Rack	Army	05E543700121-1005	AG0002754418
Truck, 5 Ton Double Tanker	Army	NL04E9	AG0002753717
Truck, Box with Lift*	1981 GMC	1GTJ7DIGXKV04435	AG0002753091, AG0002752992
Truck, Box, (Heavy)	Ford F600	1FDNF60H2BVA10639	A291477
Truck, Cab and Chassis	1992 Chevrolet	1GBHC34K1NE215327	AG0002471127
Truck, Cab and Chassis	1993 Chevrolet	1GBJC34J5PE229937	AG0002472062
Truck, Cab, 208 Chassis	Ford	1FDXX84AXNVA10695	AG0002470696
Truck, Cab, Chassis 1 Ton	Chevrolet	1GBHC34JXNE162361	AG0002470707
Truck, Cab, HD Chassis	1989 Chevrolet	1GBJR34J7K123083	AG0002282177
Truck, Cab, HD Chassis	1989 Chevrolet	1GBJR34J58J122871	AG0002282178
Truck, Cargo Van	1986 Chevrolet	1GCGD345XGF410903	AG0002471087
Truck, CH Cab 4x2	1999 International	1HTSCABL11H332077	AG0002751504
Truck, CH Cab 4x2	1999 International	1HTSCABL11H332077	AG0002754095

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Truck, Dump	1984 Dodge Ram 250	1B6MD34W6ES354479	AG0002281671
Truck, Dump	1995 Chevrolet 3500	1GDHC34K2SE524680	AG0002469197
Truck, Dump	GMC 3500HD	TC31403	AG0002472910
Truck, Dump	1990 Ford F-800	1FDXK84A1LVA31223	AG0002470300
Truck, Dump (5 Ton Silage)	Chevrolet	25/01537	AG0002754162
Truck, Dump (5 Ton Silage)	Chevrolet	25/01439	AG0002754163
Truck, Dump (5 Ton Silage)	Chevrolet	25/01312	AG0002754164
Truck, Dump (5 Ton Stake Body)	1988 GMC	1GTH6D1F2JV521978	AG0002281723
Truck, Dump (Grain)	International Harvester	1HTAA1757BHB20834	AG0002162106
Truck, Dump (Heavy)	1979 International 1754	AA175JHA32149	A202743
Truck, Dump (Heavy)	1984 International 1754	1HTLCHXN6EHA67544	AG0002162112
Truck, Dump (Heavy)	International 1700	1HTLCHXN9EHA67490	AG0002162111
Truck, Dump (Heavy)	International Harvester	D3117FGB18469	AG0002754235
Truck, Dump (Heavy)	International Harvester	D3117FGB16806	AG0002754415
Truck, Dump (Heavy)	International Harvester	D3117F6B18522	AG0002754416
Truck, Dump (Heavy)	Ford F Series	1FDX80E2WVA12990	A286705
Truck, Flatbed	Ford F-600	1FDNK64P9JVA54861	AG0002753719
Truck, Garbage	International 4700	1HTSCABL11H332077	AG0002754095
Truck, Grain	Ford F-800	1FDXK84A8MVA17479	AG0002469163
Truck, Grain	International Harvester	AA185KHA12740	V-50147
Truck, Pickup	Dodge	1B7HW224Y6JS728330	
Truck, Pickup	1988 Dodge	1B7HW24Y6JS728330	AG0002751449
Truck, Pickup	1991 Chevy HD Fleetside	1GCGK24K3ME201674	AG0002469189
Truck, Pickup	1995 Ford Styleside R/C	1FTEF15Y2SNB34880	AG0002472483
Truck, Pickup	1995 Dodge Ram 1500	1B7HC16X1TS614813	AG0002752170
Truck, Pickup	1995 Dodge Ram 2500	1B7KF26W9VJ603058	AG0002752139
Truck, Pickup	1996 Dodge Ram 1500	1B7HC16XXTS614812	AG0002411725
Truck, Pickup	1999 Chevrolet Crew Cab	1GCGP23J7JJ139882	AG0002751522
Truck, Pickup	1999 Chevrolet Crew Cab	1GCGP23J7JJ139882	AG0002754160
Truck, Pickup	2001 Ford F150	1FTPF17LXINB32481	AG0002754181
Truck, Pickup	2002 Ford F150	3FTRF17292MA23912	AG0002751521
Truck, Pickup	2003 Ford F-450	1FDXF4703EC10009	AG0002471325
Truck, Pickup	Chevrolet 2500	1GCFC2424LE239872	AG0002469155
Truck, Pickup	Chevrolet 1500	1GCHV33K1JJ125152	A239448
Truck, Pickup	Chevrolet 2500	1GCFK24H9LE23B260	AG0002469150
Truck, Pickup	Chevrolet HD Fleetside	AGCDC14Z7JZ248265	AG0002281725
Truck, Pickup	Dodge Ram 150	1B7FE16X7KS159160	AG0002282186
Truck, Pickup	Dodge	1B7HD24H1G5103235	AG0002164835
Truck, Pickup	Dodge Ram 1500	1B7HC16XXTS614812	AG0002751521
Truck, Pickup	Dodge Ram 1500	1B7HC16X1TS614813	AG0002751522
Truck, Pickup	Dodge Ram 2500	3B7KF26Z5XM533736	AG0002753714
Truck, Pickup	Ford F-350 XL	1FTJW36F9VEB50425	AG0002752137
Truck, Pickup	Ford Ranger XLT	1FTCR14X6TPA85096	AG0002751524
Truck, Pickup	Ford Bronco	1FMEU15N3KLB26337	A250803
Truck, Pickup	Ford F-150 4x4	1FTPF18L6YNB43261	AG0002753762

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Truck, Pickup	Ford F-350	1FT5W31P73EC58592	AG0002471357
Truck, Pickup	Ford F-350	W36DCA83087	AG0002753697
Truck, Pickup	Ford F-350	2FTJW35H3HCE03341	AG0002754110
Truck, Pickup	Ford F-450	1FDXF46S4XEC900152	AG0002753707
Truck, Pickup	Dodge Ram 1500	1B7HC16XXWS634918	A286721
Truck, Pickup	Ford Ranger	1FTYR10X3XTA59595	A286734
Truck, Pickup	Dodge Ram 1500	1B7HC16XXWS634918	Tag A286721
Truck, Pickup	Ford Ranger	1FTYR10X3XTA59595	Tag A286734
Truck, Pickup*	1999 Ford F250	1FTRF27W8XNC14534	AG0002752292
Truck, Regular Cab Style Side	Ford	1FTPF18L6YNB43261	AG0002753762
Truck, Semi (Blue)	International Harvester	1HTDF22722CGB11026	AG0002754236
Truck, Semi (Heavy)	AM General	0T58146610254	AG0002754190
Truck, Shop	Dodge Ram 350	250153	V50447
Truck, Sport Utility	AMC Cherokee	1J4FJ27L3LL215064	AG0002396362
Truck, Stake	1985 Chevrolet	1GTM7D1G66FV506783	AG0002470299
Truck, Stake	1999 Ford-450	1FDXF46SXXED78283	AG0002173815
Truck, Stake	1999 Ford-450	1FDXF46SXXED78283	AG0002753712
Truck, Stake	Ford F-350	1FDSX31P63EC10008	AG0002471310
Truck, Stake	Ford F-650	3FRWF6534V610015	AG0002471315
Truck, Stake Body	Chevrolet	1GBKC34J6TJ108856	AG0002751526
Truck, Stake Body 1½Ton	Chevrolet	1GBKC34F4SJ113662	AG0002751448
Truck, Stake STE	2002 Sterling 6500	2FZAAH8VX2AK96647	AG0002754220
Truck, StationWagon	1988 Chevrolet	1GNDM15Z2JB207229	AG0002281679
Truck, Tanker	Mack	1M2B112C2DA002461	AG0002754207
Truck, Tanker (5000 Gallon)	GMC 6000	CS438A165344	AG0002162117
Truck, Tanker (5000 Gallon)	Mack	1M2B112CXDA002594	AG0002753721
Truck, Utility	Hum-V	112009	AG0002753749
Truck, with Feed Tender (Friesen)	IH D-170 Loadstar	D0525GHA11174	AG0002164647
Van	Chevrolet Sport	1GNEG25H0K7177130	AG0002282262
Van	Dodge Caravan SE	2B4GH45RXPR333860	A264020
Van	Dodge Caravan	2B4GK45R9NR695130	AG0002470708
Van	Ford Aerostar	1FMCA11U8KZB68691	AG0002282180
Van	Ford Aerostar	1FMCA11U5KZC06152	AG0002282180
Van	Ford Aerostar	1FMCA116SKCC06152	AG0002282209
Van	1989 Ford Aerostar	1FMCA11U5KZC06183	AG0002282226
Van	Dodge Caravan SE	2B4GH45RXPR333860	Tag A264020
Van, 20-1	1998 Chevrolet	1GCEG2507159771	AG0002753460
Van, Light	1984 Chevrolet	1G8EG2561E7182666	AG0002173843
Van, Sport	1989 Chevrolet	1GNEG25H4K7182444	AG0002282263
Vision System	Rockwell	6033015	AG0002752923
Wagon (with 2 Tanks)	Kory	607	
Wagon (with Irrigation Pipe)	Kory	5566	
Wagon (with Irrigation Pipe)	Kory	6672	
Wagon (with Irrigation Pipe)	Custom	N/A	

TYPE OF VEHICLE / EQUIPMENT	YEAR & MFG	SERIAL #	ID OR TAG #
Wagon (with Tank : Car-Mar)	Massey-Ferguson	015097W	A187882
Wagon Running Gears	John Deere	W1075009906W	
Wagon Running Gears	Massey-Ferguson		AG0002161893
Wagon, Dump	Richardton 700	1998	
Wagon, Feed	Farmco		
Wagon, Feed (1 of 7)	Farmco		#1
Wagon, Feed (2 of 7)	Farmco		#2
Wagon, Feed (3 of 7)	Farmco		#3
Wagon, Feed (4 of 7)	Farmco		#4
Wagon, Feed (5 of 7)	Farmco		#5
Wagon, Feed (6 of 7)	Stolzfus		#6
Wagon, Feed (7 of 7)	Stolzfus		#7
Wagon, Feed (QTY: 3)	Pequea 520E		
Wagon, Flatbed	Massey-Ferguson	0417135	
Wagon, Hay (16' Bed)	Kasten/Krause	6733	#1
Wagon, Hay (16' Bed)	Farmco	513693	#2
Wagon, Hay (16' Bed)	Kasten	4782	#3
Wagon, Hay (16' Bed)	Kasten	7662	#4
Wagon, Hay (16' Bed)	Kasten	8620	#5
Wagon, Hay (16' Bed)	Kasten	8602	#6
Wagon, Hay (16' Bed)	Farmco	513691	#7
Wagon, Hay (16' Bed)	Farmco	513692	#8
Wagon, Hay (16' Bed)	Kasten	6754	#9
Wagon, Hay (16' Bed)	Kasten	7661	#10
Wagon, Round Bale	Creek Bank	9853	
Wagon, Short Rack (16' Bed)	Allis-Chalmers	84438	
Wagon, Short Rack (16' Bed)	John Deere	W10500904W	
Wagon, Short Rack (16' Bed)	John Deere	W01075X021160	
Wagon, Silage	John Deere 714A	W00414A012499	AG0002161880
Wagon, Silage	John Deere 714A	B714A011910W	AG0002161856
Wagon, Soil	Lindig TC 1048	23730	
Wagon, Soil	Lindig TC 1048	24632	
Wagon, Soil	Lindig TC 1048	25191	
Wagon, Soil	Lindig TC 1048	25189	
Wagon, Soil	Lindig TC 1048	25980	AG0002470620
Wagon, Soil	Lindig TC 1048	24613	AG0002172143
Weed Badger	Badger 2550 SST	962779	AG0002685336
Weigh Wagon	Double R/R	9921138	
Windrow Turner	Pequea 786	723	
Wood Chipper	Eager Beaver/MobarkInd.	4033	

APPENDIX E-4: GOVERNMENT FURNISHED ADPE

THIS TABLE IDENTIFIES ALL AUTOMATED DATA PROCESSOR EQUIPMENT (ADPE) OFFERED TO THE SERVICE PROVIDER. ADPE DENOTED WITH AN ASTERISK (*) WILL BE SHARED WITH GOVERNMENT EMPLOYEES.

DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION
Computer*	Micron	1027587-0001	1	Bldg. 18, Room 106
Computer	Compac		1	Bldg. 203
Computer	Dell		1	Bldg. 1190
Computer	Dell		1	Bldg. 1190 (Hall)
Computer and Printer	Dell		1	Bldg. 211
Computer and Printer	Dell / Hewlett Packard (HP)		1	Bldg. 211 / 113
Computer and Printer			1	Bldg. 204
Computer and Printer	Gateway		2	Bldg. 223 / 203C
Computer Program (Arc View)	ESRI	Version 8.3	2	Bldg. 030 / 301
Computer Program (Dairy Plan)	Westfalia DP5-C21	Version 5.102.05	1	Bldg. 178-2
Computer Program (DHI-Plus)	Dairy Herd Imp. Association	Version 2.67	1	Bldg. 178-2
Computer Program (Farmworks)	CTN Data Service	Version 9.02	2	Bldg. 030 / 301
Computer Program (Feed Batch)	Abel		1	Bldg. 182
Computer Program (MIXIT-Win)	Ag Software Consultants	Version 3.43	1	Bldg. 182
Computer Program (Numan-MD)	Univ. of Maryland	Version 1.28	1	Bldg. 301
Computer Program (Phosphorus Site Index)	Univ. of Maryland	Version 1.0a	1	Bldg. 301
Computer Program (SS Tool Box)	SST Development Group	Version 3.5	1	Bldg. 301
Computer Program (Windrows for Windows)	Morgan Scientific	Version 2.0	1	Bldg. 218P
Computer System (AG0002471452)	Dell	199-133-54-134	1	Bldg. 182
Computer System, Mixing Control	Sony		1	Bldg. 182
Computer with Monitor	Dell		1	Bldg. 308C
Computer with Monitor	Dell	15373744273	1	Bldg. 030
Computer with Monitor	Dell	72-543-74	1	Bldg. 030
Computer with Monitor	Dell	103-916-89	1	Bldg. 030
Computer with Monitor	Dell	9325246	1	Bldg. 1190
Computer with Monitor	Dell	7037974	1	Bldg. 1190
Computer with Monitor	Dell	GCV8T011	1	Dairy Office
Computer with Monitor	Dell	FVDR001	1	Dairy Office
Computer with Monitor	Dell	7145806	1	Bldg. 177A
Computer with Monitor	Dell	66746-J33W7-97	1	Bldg. 301, Rm. 102

DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION
Computer with Monitor	Dell	532220E4LUZ69	1	Bldg. 301, Rm. 102
Computer with Monitor	Dell		1	Bldg. 301, Rm. 105
Computer with Monitor	Dell	4600	1	Greenhouse
Computer with Monitor	Dell		1	Bldg. 204
Computer with Monitor	Dell	J2H9821	1	Bldg. 101
Computer with Monitor	Dell	6L59N0	1	Bldg. 107
Computer with Monitor	Dell	G37DR01	1	Bldg. 108
Computer with Monitor	Dell	BCWEZ	1	Bldg. 108A
Computer with Monitor	Dell	JDVB121	1	Bldg. 116
Computer with Monitor	Dell	H374301	1	Swine
Computer with Monitor	Dell		1	Bldg. 301, Rm. 110
Computer with Monitor	Gateway	8380647	1	Bldg. 218P
Computer with Monitor	Gateway	15009A705748	1	Bldg. 177A
Computer with Monitor	Gateway 2000	8437378	1	Bldg. 301, Rm. 111
Computer with Monitor	Gateway	56Y2T	1	Bldg. 301H
Computer with Monitor	Gateway	0008T806T4	1	Bldg. 301F
Computer with Monitor	Gateway		1	Bldg. 301F
Computer with Monitor	Goldstar	25505A00479A	1	Bldg. 218P
Computer with Monitor	Dell	198 77 172 183	1	Bldg. 254
Computer*	1999 Dell Dimension XPS 600	728A8	1	Glenn Dale, Bldg. 3
Copy Machine	Kicoh	60503938	1	Bldg. 301, Rm.102
Copy Machine	Konica 3340	12QW03438	1	Bldg. 301, Rm. 103
Copy Machine	Canon	NPR18875	1	Bldg. 177C
Copy Machine	Canon		1	Bldg. 182
Copy Machine*	1996 Canon 6012F	NUE12976	1	Glenn Dale, Bldg. 1
Digital Camera	Nikon 5000		1	Bldg. 030
Digital Camera	Kodak DX4900	KCKAV23705626	1	Bldg. 301, Rm. 110
Digital Camera Docking Pad	Kodak	GHT	1	Bldg. 301, Rm. 110
Fax Machine	HP 1230	Q1678A	1	Arboretum, Bldg. 127
Fax Machine	HP	MY28GG61HP	1	Bldg. 301, Rm. 104
Fax Machine	Canon	UFK15923	1	Bldg. 301, Rm. 102
Fax Machine	HP	MY1C4D606H	1	Bldg. 301, Rm. 105
Fax Machine	Sharp	UX-P100	1	Greenhouse
Fax Machine	Canon	CFX L4000	1	Bldg. 029
Fax Machine	Unknown	BJIMLA-25830-FAE	1	Bldg. 1190 (Office)
Fax Machine			1	Bldg.177A, Rm. 110
Fax Machine	Xerox		1	Bldg. 1190
Fax Machine			1	Bldg. 204
Fax Machine*	2002 HP LJ3200	USBH074708	1	Glenn Dale, Bldg. 1
GPS Unit	Trimble	122	1	Bldg. 030
GPS Unit	Trimble	123	1	Bldg. 030
IPAQ	Compaq/HP	4G19DW35V1YK	1	Bldg. 301, Rm. 110
IPAQ	Compaq/HP	4G1CDW35J0YN	1	Bldg. 301, Rm. 110

DESCRIPTION	MODEL #	SERIAL #	QTY	LOCATION
IPAQ	Compaq/HP	4G06DW36R13C	1	Bldg. 301, Rm. 110
IPAQ	Compaq/HP	4G08DW36X3DS	1	Bldg. 301, Rm. 110
IPAQ	Compaq/HP	1D01DDY1T1SZ	1	Bldg. 301, Rm. 110
IPAQ	Compaq/HP	4G13DW36TELL8	1	Bldg. 030
Laptop	Rocky	R/8046503	1	Bldg. 030
Laptop*	1998 Gateway Solo 2500LS	1001574	1	Glenn Dale, Bldg. 3
Monitor	Dell		1	Bldg. 1190 (Hall)
Monitor	Dell		1	Bldg. 1190 (Office)
Monitor, GPS	Pars 125	61800063	1	Bldg. 301H
Monitor, GPS	Trimble AG 132	224009743/220168762	1	Bldg. 301H
Monitor, GPS	Trimble AG 132	224003015/220253913	1	Bldg. 301H
Pocket PC	Dell	AXIUM HDO2U	1	Greenhouse
Printer	Epson Photo 1280		1	Bldg. 030
Printer	Canon	ENW97872	1	Bldg. 218P
Printer	Canon S300		1	
Printer	HP		1	
Printer	HP		1	Bldg. 177A
Printer	HP DiscJet 940C		1	Greenhouse
Printer	HP 7150		1	Bldg. 1190
Printer	HP LJ 1200		1	Bldg. 1190
Printer	HP LJ 6		1	Bldg. 1190
Printer-Copier	Xerox	XD130PF	1	Bldg. 030
Printer-Plotter	HP	650C	2	Bldg. 030
Printers	HP	HP4000/HP4050	2	Bldg. 301, Rm. 102
Printers	HP		2	Bldg. 178-2
Scanner	Scan Maker 4		1	Bldg. 030
Snap Test Reader and Printer	Idexx		1	Lab Room
Weather Station Unit	Davis		1	Bldg. 301F
Weather Stations	Campbell Scientific		7	West Side
Weather Unit with 13" Monitor	Samtron	9322074464	1	Bldg. 301, Rm. 111
Weather Wizard III	Davis	RC586	1	Bldg. 030

APPENDIX E-5: GOVERNMENT FURNISHED TOOLS

THIS TABLE IDENTIFIES ALL COMMON HAND TOOLS AND SPECIAL TOOLS OFFERED TO THE SERVICE PROVIDER. TOOLS DENOTED WITH AN ASTERISK (*) WILL BE SHARED WITH GOVERNMENT EMPLOYEES.

TOOL / ITEM DESCRIPTION	QTY	LOCATION
250 Amp Thunder Bolt (Miller)	1	Bldg. 1190
Acetylene Cutting Torch Kit (Lincoln)	1	Bldg. 223
Acetylene Torch Set	1	GI Joe Pickup
Air Compressor	1	Bldg. 223
Air Compressor (Cast Iron)	1	Shop Truck (F.O.B.- East)
Air Compressor (Gardner-Denver)	1	Bldg. 030
Air Compressor (Sanborn)	1	Bldg. 030 (Portable)
Air Compressor (Stationery)	1	Bldg. 301H
Air Grease Guns	2	Bldg. 301H
Asparagus Fork	1	Glenn Dale, Bldg. 18
Ax	2	Bldg. 301H
Balance for Splitting Saws	3	Bldg. 204
Barred Dumper and Chain Hoist	1	Bldg. 204
Battery Chargers	2	Bldg. 301H
Battery Testers	2	Bldg. 301H
Blow Torch Rigs	2	Bldg. 301H
Bolt Cutters	5	Bldg. 301H
Bottle Jacks	10	Bldg. 301H
Brake Bleeders	2	Bldg. 301H
Breakers and Wands for Hoses	12	Glenn Dale, Bldg. 18
Broom	1	Greenhouse
Broom	4	Bldg. 301H
Broom	6	Bldg. 182
Broom (Straw, Push, Street)	3	Glenn Dale, Bldg. 18
C – Clamp	10	Bldg. 301H
Channel Locks*	1-2	Glenn Dale, Bldg. 18
Creeper	4	Bldg. 301H
Crowbar	4	Bldg. 301H
Cultivator*	Various	Glenn Dale, Bldg. 18
Digging Bar	2	Bldg. 301H
Dolly*	1	Glenn Dale, Bldg. 18
Drill	5	Bldg. 301H
Drill Press (Rockwell)	1	Dairy
Drill Press (Rockwell)	2	Bldg. 301H
Drill, Cordless (14.4 Volt)	1	Bldg. 030

TOOL / ITEM DESCRIPTION	QTY	LOCATION
Drill, Electric (Skil)*	1	Glenn Dale
Drill, Hand-Battery Operated (Hitachi)*	1	Glenn Dale
Drill, Hilti (Black & Decker s/n: 1459)	1	In Welding Truck
Edging Spade	1	Glenn Dale, Bldg. 18
Extension Pole	1	Greenhouse
Fertilizer Injector(portable Dosatron)*	1	Greenhouse 6A, Bldg. 18
Files*	Various	Glenn Dale
Forks, Pitch	8	Bldg. 301H
Garden Tools*	Various	Glenn Dale
Gas Cans	10	Bldg. 301H
Grass Shears	1	Glenn Dale, Bldg. 18
Grease Gun Air (Graco s/n: 7A1)	1	Bldg. 1191
Grease Guns	10	Bldg. 301H
Grinder (Craftsman)	1	Glenn Dale, Bldg. 16
Grinder (Wissota s/n: N5-68)	1	Bldg. 508
Grinder, Buffer (Bandor)	1	Bldg. 030
Grinder, Mower Blades (RBG)	1	Bldg. 030
Grinders, Hand	5	Bldg. 301H
Grinders, Mounted (Baldor)	2	Bldg. 301H
Gun, Safe Stun (Remington 115)	1	Bldg. 204
Hammer – Drill (Bosch)	1	Bldg. 030
Hammer*	1-2	Glenn Dale
Hammer*	Various	Glenn Dale
Hand Carts*	2	Glenn Dale, Bldg. 18
Hand Diggers	2	Bldg. 301H
Hand Jacks, 5 Ton	4	Bldg. 301H
Hand Tools to Support Unit	1	Bldg. 030
Heater, Oil Fired (150000-BTU)	1	Bldg. 030
Hoe*	Various	Glenn Dale
Hog Stunner, Electric (Cincinnati Box)	1	Bldg. 204
Hose Reels	2	Bldg. 301H
Hoses (25' -50')*	1	Glenn Dale, South Farm
Hoses*	15	Arboretum Greenhouses, Poly houses
Hoses, Fire (100')*	2	Glenn Dale
Hydraulic Press (Blackhawk AP-50)	1	Bldg 301H
Jack Stands	10	Bldg. 301H
Jumper Cables	4	Bldg. 301H
Knife Sharpener (Tru Hone s/n: 22560)	1	Bldg. 204
Ladder	2	Bldg. 301H
Ladder	1	Greenhouse
Ladder (8' -12')*	Various	Glenn Dale, Bldg. 4
Ladder*	1	Bldg. 18
Level	3	Bldg. 301H
Loppers*	Various	Glenn Dale

TOOL / ITEM DESCRIPTION	QTY	LOCATION
Mattox	1	Greenhouse
Measuring Tapes (100' -180' meter stick)*	Various	Glenn Dale, Bldg. 4
Measuring Wheel (Meter Man s/n: 1709)	1	Bldg. 301H
Mist Nozzle	2	Bldg. 18
Mower, Push (Sears Craftsman 6.75 hp)	1	Bldg. 223
Mower, Push (Statesman 6.5 hp s/n: 8924123)	1	Bldg. 508
Mower, Push (Statesman 3.5 hp)	1	Bldg. 508
Mower, Push (Statesman 5 hp s/n: 2207187)	1	Bldg. 508
Pallet Jack	1	Bldg. 030
Pallet Jack	1	Bldg. 223
Pallet Lift, Electric (Primmover 6412)	1	Bldg. 1181
Pallet Mule (BTL 2300)	2	Bldg. 182
Parts, Cleaner (Certified)	1	Bldg. 301H
Pick Ax (Mattock)	1	Bldg. 18
Pipe Cutter, Table (Ridgid 300 s/n: 7558281)	1	Bldg. 508
Pipe Cutters	2	Bldg. 301H
Pitch Fork	1	Greenhouse
Pitch Fork	1	Glenn Dale, Bldg. 18
Pitch Fork*	Various	Glenn Dale
Pliers*	1-2	Glenn Dale, Bldg. 18
Pliers*	Various	Glenn Dale
Plyers	3	Greenhouse
Posthole Digger	1	Greenhouse
Power Washer (Electric)	1	Poultry
Pressure Washer (Landa s/n: 321-021)	1	Bldg. 178-2
Pressure Washer (s/n: 60M86511)	1	Swine
Pressure Washer (s/n: BG7-203)	1	Swine
Pressure Washer (s/n: GTA87753)	1	Swine
Pressure Washer (Tuff s/n: 24760)	1	portable
Pruners	1	Glenn Dale, Bldg. 18
Pruners*	Various	Glenn Dale
Pruners, Pole*	Various	Glenn Dale
Rake	1	Greenhouse
Rake	5	Bldg. 301H
Rake, Fan	1	Glenn Dale, Bldg. 18
Rake, Garden*	Various	Glenn Dale
Rake, Hard	1	Glenn Dale, Bldg. 18
Rake, Lawn*	Various	Glenn Dale
Rake, Potato	1	Greenhouse
Rebpuallier	1	Bldg. 204
Saw	1	Glenn Dale, Bldg. 18
Saw, Abrasive Cutoff 14" (Milwaukee)	1	Bldg. 030
Saw, Band Deep Cut	1	Bldg. 030

TOOL / ITEM DESCRIPTION	QTY	LOCATION
Saw, Beef Splitting (B&D s/n: 5862)	1	Bldg. 204
Saw, Chain (Echo CS-3000 s/n: 689080)	1	Bldg. 508
Saw, Chain (Echo)	1	Glenn Dale, Bldg. 16
Saw, Chain (Homelite Super 925)	1	Bldg. 030
Saw, Chain (Homelite)*	1	Glenn Dale, Bldg. 16
Saw, Chain (Stihl s/n: 311Y)	1	Bldg. 1190
Saw, Chain (Stihl 023C)	1	Bldg. 030
Saw, Chain (Stihl 029 Super)	1	Bldg. 030
Saw, Chop 14 (Homelite)	1	Bldg. 030
Saw, Circular (De Walt)	1	Bldg. 030
Saw, Hog Splitting (B&D s/n: 766IS)	1	Bldg. 204
Saw, Hog Splitting (B&D s/n: KS6143)	1	Bldg. 204
Saw, Jarvis Wal	1	Bldg. 204
Saw, Jarvis Wal (s/n: 9504)	1	Bldg. 204
Saw, Meat (Hobart s/n: 1708566)	1	Bldg. 204
Saw, Meat (Hobart s/n: 27-0166-291)	1	Bldg. 204
Saw, Metal Band (Rockwell)	1	Bldg. 301H
Saw, Metal Cutting Band (WMC)	1	Bldg. 030
Saw, Pruning	2	Glenn Dale, Bldg. 18
Saw, Pruning*	Various	Glenn Dale
Saw, Table (De Walt)	1	Bldg. 030
Saw, Table (Rockwell 34-450 s/n: DX7006)	1	Bldg. 508
Saw, Table (Sears Craftsman 298762)*	1	Glenn Dale, Bldg. 16
Saw, Table On Stand (Craftsman/Part#63503)	1	Bldg. 1190
Saw, Wood Band	1	Bldg. 301H
Sawall (De Walt)	1	Bldg. 301H
Sawall (Milwaukee)	1	Bldg. 030
Saws, Chain (Stihl)	4	Bldg. 301H
Saws, Electric	2	Bldg. 301H
Saws, Hand	3	Bldg. 301H
Scratchers	1	Glenn Dale, Bldg. 18
Screwdriver	3	Greenhouse
Screwdrivers*	1-2	Bldg. 18
Screwdrivers*	Various	Glenn Dale
Shovel	10	Bldg. 301H
Shovel	8	Bldg. 182
Shovel, Pointed	1	Glenn Dale, Bldg. 18
Shovel, Round	2	Greenhouse
Shovel, Round	1	Glenn Dale, Bldg. 18
Shovel, Scoop	1	Glenn Dale, Bldg. 18
Shovels*	Various	Glenn Dale
Sledgehammer*	1	Glenn Dale, Bldg. 18
Socket Set - 3/4 (Snap On)	1	Bldg. 1190
Socket Set, Impact	1	Bldg. 301H

TOOL / ITEM DESCRIPTION	QTY	LOCATION
Soil Scoops	2	Arboretum Poly house 1, Head house
Spades*	Various	Glenn Dale
Spading Fork	1	Glenn Dale, Bldg. 18
Speedaire Air Tank*	1	Glenn Dale, Bldg. 18
Spill Containment Pallet (PIG)	4	Bldg. 030
Tamper	1	Bldg. 030
Tape Measure*	1	Glenn Dale, Bldg. 18
Tie Down Straps	10	Bldg. 301H
Tin Snip*	1-2	Glenn Dale, Bldg. 18
Tire Changer (Coates)	1	Dairy Shop
Tire Changer (Coates)	1	Bldg. 301H
Tire Jack	1	Bldg. 301H
Tool Box	1	Bldg. 218P
Tool Box, 8 Draw (GSA)	1	Bldg. 1190
Tool Chests	2	Dairy
Tool Set and Box	1	Bldg. 301F
Tool Set with Cabinet	1	Bldg. 223
Tool Sets (Craftsman)	3	Bldg. 301H
Tools for Maintenance	1	Bldg. 182
Tools, Assorted	1	Poultry
Tools, Assorted Hand Tools*	Various	Glenn Dale
Tools, Cutting	5	Bldg. 301H
Tools, Miscellaneous	1	Dairy
Torches (Victor s/n: 5A2500)	1	Bldg. 1190
Transit (David-White)	1	Bldg. 030
Trowel	1	Glenn Dale, Bldg. 18
Vice	4	Bldg. 301H
Vice (Vost)	1	Bldg. 218P
Waste Oil Storage System (Myers)	1	Bldg. 030
Weed Eater, Push (DR s/n: 54240)	1	Bldg. 1190 Shop
Weed Eaters (Echo)	2	Bldg. 508
Welder (1998 Lincoln)	1	APU
Welder (Lincoln Ranger 8)	1	Bldg. 301 Shop Truck
Welder (Miller 250)	1	Bldg. 301H
Welder (Shield Arc)	1	Dairy
Welder, Arc (Lincoln)	1	Bldg. 030
Welder, Wire Feed (Miller)	1	Bldg. 030
Welding Helmets (assorted)	6	Bldg. 301H
Welding Truck Tools	1	Dairy Shop
Wire Brush	1	Glenn Dale, Bldg. 18
Wrenches	4	Greenhouse

TOOL / ITEM DESCRIPTION	QTY	LOCATION
Wrenches*	1-2	Glenn Dale, Bldg. 18
Wrenches*	Various	Glenn Dale
Wrenches, Impact	5	Bldg. 301H
Wrenches, Pipe	5	Bldg. 301H
Wrenches, Torque	4	Bldg. 301H

APPENDIX E-6: GOVERNMENT FURNISHED TRAINING	
THIS TABLE IDENTIFIES ANY TRAINING OFFERED TO THE SERVICE PROVIDER.	
TYPE OF TRAINING	DESCRIPTION
AALAS	
Pesticide Recertification	
Fire Prevention	
Alkaline Hydrolysis	

APPENDIX F: ACRONYMS

ACRONYM	DEFINITION
AAALAC	Association for Assessment and Accreditation of Laboratory Animal Care
AALAS	American Association for Laboratory Animal Science
ADPE	Automated Data Processing Equipment
AI	Artificial Insemination
ANRI	Animal and Natural Resources Institute
APU	Animal Parasitology Unit
ARS	Agricultural Research Service
AVMA	American Veterinary Medical Association
AWA	Animal Welfare Act
BAACUC	Beltsville Area Animal Care and Use Committee
BARC	Beltsville Agricultural Research Center
CAFO	Concentrated Animal Feeding Operations
CD-ROM	Compact Disk - Read Only Memory
CEF	Controlled Environment Facility
CFR	Code of Federal Regulations
CO	Contracting Officer
COMAR	Code of Maryland
COR	Contracting Officer Representative
DHIA	Dairy Herd Improvement Association
DOJ	Department of Justice
EST/EDT	Eastern Standard Time/Eastern Daylight Time
FBI	Federal Bureau of Investigation
FDA	Food and Drug Administration
FNPRU	Floral and Nursery Plants Research Unit
FR	Federal Register
FSIS	Food Safety Inspection Service
GIS	Geographical Information System
IAW	In Accordance With
IPM	Integrated Pest Management
JAVMA	Journal of the American Veterinary Medical Association
MD	Maryland
NACI	National Agency Check with Inquiries
NIH	National Institutes of Health
NRCS	Natural Resources Conservation Service
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Act
PGSCD	Prince George's Soil Conservation District
PGQO	Plant Germplasm Quarantine Office

ACRONYM	DEFINITION
PHS	Public Health Service
P&P	Policies and Procedures
PSI	Plant Sciences Institute
PWS	Performance Work Statement
QCP	Quality Control Plan
SOHES	Safety, Occupational Health, and Environment Staff
USDA	United States Department of Agriculture
USNA	United States National Arboretum
URL	Uniform Resource Locator (world wide web address)
VMO	Veterinary Medical Officer



United States Department of Agriculture

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

SUPPORT SERVICES

FOR

ANIMAL AND PLANT RESEARCH

AT THE



**BELTSVILLE AGRICULTURAL RESEARCH CENTER
IN BELTSVILLE, MARYLAND**

AND



PROCUREMENT SENSITIVE

TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	PURPOSE	1
1.2	APPROACH	1
1.3	STRATEGY	2
2.0	ROLES AND RESPONSIBILITIES	2
3.0.	IDENTIFICATION OF SERVICES TO BE PERFORMED	3
4.0.	METHODOLOGIES TO MONITOR PERFORMANCE.....	3
5.0.	QUALITY ASSURANCE REPORTING.....	5
6.0.	ANALYSIS OF QUALITY ASSURANCE MONITORING RESULTS	6
7.0.	FAILURE TO PERFORM.....	6
8.0.	PERFORMANCE REQUIREMENTS SUMMARY (PRS) TABLE	7

LIST OF ATTACHMENTS

ATTACHMENT 1	9
ATTACHMENT 2	17
ATTACHMENT 3	18
ATTACHMENT 4	19

1.0 INTRODUCTION

This Quality Assurance Surveillance Plan (QASP) is pursuant to the requirements listed in the United States Department of Agriculture (USDA) performance-based Performance Work Statement (PWS) entitled “Support Services for Animal and Plant Research at the Beltsville Agricultural Research Center (BARC) in Beltsville, Maryland and the United States National Arboretum (USNA) in Washington, District of Columbia”. This performance-based plan sets forth the procedures and guidelines that the BARC and USNA will use in evaluating the technical performance of a service provider. For the purpose of this QASP, all references to “service provider” refer to either a non-government contractor organization or the government agency tender.

1.1 PURPOSE

1.1.1. The purpose of the QASP is to describe the systematic methods used to measure performance and to identify the reports required and the resources to be employed. The QASP provides a means for evaluating whether the service provider is meeting the performance standards set forth in the PWS. The results of the evaluation, reflected in the reports generated by implementing the QASP, become the basis for determining the service provider’s revised compensation.

1.2.2 Performance management also represents a significant shift from the more traditional Quality Assurance (QA) concepts in several ways. Performance management focuses on assessing whether or not outcomes are being achieved and migrates away from scrutiny on compliance with the processes and practices used to achieve the outcome. The only exceptions to process reviews are those required by law (local, state, and federal) and compelling business situations such as safety and health. An outcome focus provides flexibility for the service provider to continuously improve and innovate over the course of the contract as long as the critical outcomes expected are being achieved at the desired levels of performance. By focusing scrutiny on the desired outcomes rather than processes, performance management unlocks the service provider's potential for innovation and continuous performance improvement.

1.3 STRATEGY

1.3.1 The government will communicate performance objectives and standards expected from the service provider through the PWS. These performance objectives are summarized in the Performance Requirements Summary (PRS) table of this QASP. For each performance objective and standard communicated in the PWS, the government will identify corresponding performance metrics that are required to be tracked and reported by the service provider. These metrics will provide an indication of whether the service provider is achieving performance objectives at the appropriate levels of performance standards.

1.3.2 The government will define each performance metric and the data requirements for calculating the value of each metric over the appropriate time period. The service provider may use additional performance metrics for managing their internal processes and operations to supplement the government's metrics.

1.3.3 The service provider's Quality Control Plan (QCP) shall set forth the staffing and procedures for self inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements listed in the PRS. The service provider will develop and implement a performance management system with processes to assess and report their performance to the designated Government representative.

1.3.4 The Government representative will monitor performance and review performance reports furnished by the service provider on a regular interval basis to determine how the service provider is performing against communicated performance objectives and standards. The government will make decisions based on performance management metric data and notify the service provider of those decisions. The service provider shall be responsible for making required changes in processes and practices to ensure performance is effectively managed.

2.0 ROLES AND RESPONSIBILITIES

2.1. The relationship between the service provider and the government will be a partnership committed to the mutual success of each party.

2.2 As a minimum, the Contracting Officer (CO) will designate the appropriate number of Contracting Officer Representatives (COR) as the government authority for performance management. The number of representatives serving as a COR will depend upon the complexity of the services measured as well as the service provider's actual performance.

2.3 The COR is responsible for developing insight into the specific service of plant and animal research and assisting the service provider with understanding the performance expectations as stated in the PWS. The COR is specifically responsible for monitoring, assessing, and communicating the technical performance of the service provider. The COR will have the responsibility for completing QA monitoring forms (refer to [Attachments 2](#) and [3](#)) used to document the inspection and evaluation of the service provider's performance. Government surveillance may occur under the Inspection of Services clause for any service relating to the contract.

2.4 The COR is required to ensure changes in work are not initiated before a written authorization or a modification is issued by the CO. The CO will be responsible for monitoring contract compliance, contract administration, and cost control; resolving any and all differences between the observations documented by the COR and the service provider's performance. The CO may call upon the expertise of other Government individuals as required.

3.0. IDENTIFICATION OF SERVICES TO BE PERFORMED

The service provider shall perform the specific BARC and USNA requirements listed in the PWS for the following service areas:

1. Animal Caretaking (PWS Section C.2.2)
2. Dairy Operations (PWS Section C.2.3)
3. Feed Center Operations (PWS Section C.2.4)
4. Field Crop and Research Plot Services (PWS Section C.2.5)
5. Integrated Pest Management (PWS Section C.2.6)
6. Greenhouse Structures Oversight (PWS Section C.2.7)
7. Gardening Services (PWS Section C.2.8)
8. Research Support Services (PWS Section C.2.9)

4.0. METHODOLOGIES TO MONITOR PERFORMANCE

4.1 According to the Inspection of Services clause, Federal Acquisition Regulation (FAR) 52.246-4, the Government may evaluate the performance of the service provider. Such surveillance will be done according to standard inspection procedures or other contract provisions and any action taken by the CO, as a result of surveillance, will be IAW the terms of this contract. The Government, through the COR, will monitor the service provider's performance on a continuous basis throughout the life of the contract to determine if they meet contract standards. The COR will use the surveillance methods of random sampling, inspection

of output, and periodic inspection of the processes or outputs as specified in the Performance Management Metrics detailed in [Attachment 1](#) of this QASP.

4.2 The performance management process depends upon free and open communication between the government and the service provider. As such, the COR will coordinate with the service provider to explore means to maintain or improve the overall service level within the constraints of the contract and the level of funding.

4.3 The service provider is expected to establish and maintain professional communication between its employees and customers. The primary objective of professional communication between employees and customers is customer satisfaction. Customer satisfaction is the most significant external indicator of the success and effectiveness of all services provided and can be measured through customer complaints. Performance management drives the service provider to be customer focused through initially addressing valid customer complaints and investigating the issues and/or problems. During the investigation, the service provider should document and report the following to the COR: 1) the nature of the complaint, 2) the results of the investigation, and 3) corrective actions taken on valid customer complaints. **NOTE:** The customer always has the option to communicate complaints to the COR as opposed to the service provider by using the established customer complaint collection process. The COR will accept customer complaints and will investigate using the Quality Assurance Monitoring Form – Customer Complaint Investigation in [Attachment 3](#). This form documents the nature of the complaint, the results of the COR investigation, and the corrective action taken by the service provider to resolve the complaint.

4.4 The service provider is provided with a list of metrics that track performance against standards identified in the PRS. The performance metrics and their definitions are provided in [Attachment 1](#) of this QASP. The Government will provide the service provider with any known data sources for the metrics, but the service provider should expect to provide the source data for many of the metrics. In the QCP, the service provider shall detail how data will be gathered to calculate metrics. On the first day of the phase-in period, the service provider shall submit this documentation for government approval. The request for approval of the metric documentation shall clearly articulate how the service provider will populate the data required that comprise the performance metrics as defined by the Government. The request for approval of the metric should specifically address:

- The processes used by the service provider to collect data
- The sources that will be used to collect data
- The tools that will be used to collect data – information systems or other
- How the supplier proposes to validate the data collected

4.5 The metrics approval requests shall be submitted to the COR for review. After the Government grants approval, the service provider shall begin populating the metrics and using them to monitor performance levels. The COR will review outcome expectations with the service provider. During the contract period of performance, the BARC and USNA may modify or change the metrics that the service provider is required to maintain as the mission and

priorities evolves. Such changes will be accomplished in consultation with the CO, COR, and service provider.

4.6 It should be recognized that while the BARC and USNA may have existing systems that capture at least some of the data required by the metrics, there are many other measurements that are not being captured by the current systems. When possible, performance metrics should be used in a real-time fashion by the service provider and should be accessible by the government COR. The data collected by the service provider should support monthly, quarterly, semi-annual, and annual performance report development. The service provider may need to augment existing systems and tools for capturing measurement data. Metric data shall be non-proprietary.

4.7 The service provider shall be required to report the overall service level via customer satisfaction results to the government. The service provider may propose satisfaction measurements with ratings that shall distinguish between the various levels of satisfaction as follows: excellent, very good, good, satisfactory, and poor/unsatisfactory. The service provider shall discuss with the COR, any satisfaction ratings receiving a “poor/unsatisfactory” rating. For such cases, the service provider should highlight its perspective on factors driving customer satisfaction and present plans to adjust service levels accordingly to bring the satisfaction rating up to an acceptable level.

5.0. QUALITY ASSURANCE REPORTING

5.1 The performance management feedback loop begins with the communication of expected outcomes. Expectations of service levels are expressed in the PWS and measured by the required performance metrics in [Attachment 1](#). The service provider will implement a QCP that sets forth procedures and responsibilities for ensuring quality work performance. The service provider will develop a performance management process to assess and report their performance to the COR, which will be submitted in a monthly Performance Management Report.

5.1.1 The Performance Management Report shall include all required performance metric data ([Attachment 1](#)) with a description of performance trends. The COR and the service provider will jointly define the manner in which the information should be presented. The service provider may also suggest supporting metrics to be included in the Performance Management Report; therefore, the report may not be limited to just the required performance metrics. The COR and service provider will agree to the graphical design of the reports and frequency with which the reports will be reviewed with the service provider. The COR will identify the types of decisions the reports are intended to support.

5.1.2 The service provider shall also prepare a comprehensive report to close out each annual period of performance. This report shall contain the same types of data as the monthly reports presented to the COR, but shall reflect the annual values.

5.2 The government’s QA monitoring, accomplished by the COR, will be reported using the monitoring forms in [Attachments 2](#) and [3](#). The forms, when completed, will document the

COR's understanding of the service provider's performance under the contract to ensure that the PWS requirements are being met.

5.2.1 In addition to QA monitoring, the COR will use the Performance Management Report to assess the service provider's level of performance for each performance objective measured in this QASP (detailed in [Attachment 1](#)). The COR must coordinate and communicate with the service provider to resolve issues and concerns of marginal or unacceptable performance.

5.2.2 The COR will retain a copy of all completed QA monitoring forms and forward copies to the CO and service provider in a timely manner. The service provider is required to respond in writing to the COR regarding the QA monitoring forms recording performance that "does not meet standards" within 5 working days after receipt of the forms.

6.0. ANALYSIS OF QUALITY ASSURANCE MONITORING RESULTS

6.1 The CO will review each QA monitoring form prepared by the COR. When appropriate, the CO may investigate the service provider through Quality Assurance Evaluation (QAE) surveillance, which focuses on a functional task review (how the work was performed).

6.2 By the 10th of each month, the COR will compile the previous month's performance for the CO. The report consists of the summary, the service provider submitted monthly Performance Management Report, and any completed Quality Assurance Monitoring Forms. This report will become part of the overall QA documentation to assess performance.

6.3 The COR may require the service provider project manager, or a designated alternate, to meet with the CO, COR, and other Government personnel as deemed necessary to discuss performance evaluation. Decisions regarding any changes to standards or performance metrics should be clearly documented. Any approved changes will be incorporated as a contract modification at the convenience of the CO. Final decisions on the results of the overall evaluation report shall rest with the CO.

7.0. FAILURE TO PERFORM

The service provider may receive deductions or even termination based on failure to perform. The following criteria apply for determining appropriate action:

1. **Notifications.** Consistent with FAR Part 49, the CO shall notify the service provider of failure to meet standards through QA monitoring forms, cure notices, or show cause notices and shall inform the service provider manager or designated alternate of such notices.
2. **Deductions.** The Government has the right to withhold a percentage of payment for the monthly cost of performing particular services based on failure to meet performance standards. The percentage of such withholding is identified in the PRS table.

3. **Termination.** If the CO determines that the service provider has failed to perform to the extent that a termination for default is justified, the CO shall issue a notice of termination, consistent with FAR Part 49. Upon terminating a Most Efficient Organization (MEO) letter of obligation, an agency shall change the inventory coding to reflect that the activity is no longer performed by an MEO and shall perform either a streamlined or standard competition.

8.0. PERFORMANCE REQUIREMENTS SUMMARY (PRS) TABLE

Performance Objective	PWS Para	Performance Standard	Deductions
ANIMAL CARETAKING			
1. Implement animal care and health management programs to feed and provide general animal care in a manner that produces healthy and productive animals, meets research project needs, and is IAW regulations.	C.2.2.1	- Zero tolerance for errors that damage or destroy research - No mistreatment of animals - 100% proper animal handling - Not more than 2 valid documented customer complaints per month pertaining to general animal care and non-compliance with research protocols and applicable guidelines	Failure to meet standard = 5% of monthly cost
2. Maintain animal housing units and habitat conditions to minimize health problems and meet animal care guidelines and research requirements.	C.2.2.3	Not to exceed 10 noted deficiencies in semi-annual Animal Care Inspection Reports that pertain specifically to sanitation, temperature controls, proper ventilation, and nesting	Failure to meet standard = 2% of monthly cost
3. Develop and implement a sound reproductive program to sustain animal colonies.	C.2.2.6	Cattle: - Days open 133 days - 2.3 services per conception Swine: - 28 day wean weight 7 kilos - 10 live piglets per litter	Failure to meet standard = 3% of monthly cost
DAIRY OPERATIONS			
4. Maximize milk production and optimize milk value to maintain or exceed current levels of milk production and to supply quality milk.	C.2.3.2	Production: - Running herd average 23,500 pounds of milk per cow per year Quality: - Bacterial Count (PLC) 15,000 - Somatic Cell Count (SCC) 268,000 - Cryoscope between 530 – 550 - No antibiotic residues	Failure to meet standard = 2% of monthly cost
5. Dairy sanitation program meets federal and state regulations.	C.2.3.3	State inspection score 90 percent	Failure to meet standard = 3% of monthly cost

Performance Objective	PWS Para	Performance Standard	Deductions
FEED CENTER OPERATIONS			
6. Prepare and mix diets according to formulas.	C.2.4.3	Meets nutrient requirements 100% of the time	Failure to meet standard = 5% of monthly cost
FIELD CROP AND RESEARCH PLOT SERVICES			
7. Manage and farm fields to efficiently produce high quality grains and forages for animal feed.	C.2.5.1	Corn silage (based on a 30-Hour test): - 60% of samples have Neutral Detergent Fiber (NDF) Digestibility 55% Grass silage(based on a 30-Hour test): - 60% of samples have NDF Digestibility 60%	Failure to meet standard = 5% of monthly cost
8. Manage and farm research plots to meet research requirements in a timely manner.	C.2.5.1	Timeliness: - Schedule researcher's request within 24 hours Research Requirements: - Work adheres to research protocols and time constraints 100% of the time, excluding circumstances beyond the control of the service provider	Failure to meet standard = 5% of monthly cost
INTEGRATED PEST MANAGEMENT			
9. Comprehensive IPM program effectively controls unwanted pests in a safe and environmentally responsible manner.	C.2.6.1	- Treat unwanted pests in an environmentally responsible way 100% of the time - Valid documented customer complaints pertaining to overall IPM program not to exceed 2 per month	Failure to meet standard = 2% of monthly cost
INTEGRATED PEST MANAGEMENT			
10. Maintain and retain complete records.	C.2.6.2	- Records are maintained complete and are available 100% of time - Areas where pesticides were applied are correctly posted 100% of time	Failure to meet standard = 2% of monthly cost
GREENHOUSE STRUCTURES OVERSIGHT and GARDENING SERVICES			
11. Oversee greenhouse structures to ensure operating conditions support research needs and care for trees, plants, and shrubs at growing conditions advised by researcher.	C.2.7.1 C.2.8.1	- Zero tolerance for errors compromising research - Valid documented customer complaints not to exceed a total of 4 per month	Failure to meet standard = 5% of monthly cost
12. Promptly address and respond within 24 hours to concerns conveyed by users.	C.2.7.1 C.2.8.1	- 100% of user concerns addressed and responded to within prescribed timeframe	Failure to meet standard = 5% of monthly cost
GOVERNMENT FURNISHED ITEMS:PM			
13. Maintain and retain complete maintenance records to demonstrate preventive maintenance on government furnished equipment.	C.3.2	- Records are maintained complete and are available 100% of time	N/A

ATTACHMENT 1

PERFORMANCE MANAGEMENT METRICS

The following performance management metrics shall be gathered (as specified) by the service provider and reported to the COR in the Performance Management Report. The service provider is encouraged to leverage technology in the compilation of performance metrics. For all documented customer complaints, the service provider shall ensure that a formal customer complaint process is established and advertised. The COR and service provider must coordinate and communicate to resolve issues and concerns of marginal or unacceptable performance.

1-A ANIMAL CARETAKING

1-A.1 PERFORMANCE OBJECTIVE AND PWS REFERENCE:

Implement animal care and health management programs to provide general animal care that produces healthy and productive animals, meets research needs, and is IAW regulations (PWS C.2.2.1).

1-A.1.1 Procedure: The service provider performance will be measured by periodic inspections as well as by the collection and compilation of documented customer complaints each month. Customers will be instructed to forward complaints to the service provider with a copy to the COR. The service provider shall also develop an overall animal caretaking customer satisfaction survey that assesses the following wide-ranging areas of animal caretaking: compliance with regulations, professionalism, work place appearance, responsiveness, flexibility, customer focus, and technical expertise and knowledge. The surveys shall be administered by the COR. Documented customer complaints received are the main source of data used to calculate the metric. All documented complaints received shall be reported to the COR to discuss the validity. The service provider shall not incur any errors that damage or destroy research or cause mistreatment to animals. Any complaint received as a result of errors that compromise research shall be considered unsatisfactory with zero tolerance. All other complaints dealing with general animal care, adherence to research project protocols, and compliance with mandatory guidelines that do not compromise research will be considered valid if the COR and service provider mutually agree that the formal complaint resulted directly from the service provider's negligence. The final decision rests with the COR. The service provider shall track and report all valid documented customer complaints (not to exceed 2 per month) and their resolution as part of the monthly Performance Management Report. The COR may perform periodic inspections also at any time to ensure 100 percent of animals are properly handled.

1-A.2 PERFORMANCE OBJECTIVE AND PWS REFERENCE:

Maintain animal housing and support areas and habitat conditions to minimize health problems and meet animal care guidelines and research requirements (PWS C.2.2.3).

1-A.2.1 Procedure: The service provider will be measured by the number of deficiencies noted in the semi-annual Animal Care Inspection Report pertaining directly to sanitation,

temperatures, ventilation, and nesting. The service provider shall develop an efficient process to review the Animal Care Inspection Reports to search for deficiencies. The pertinent deficiencies result from non-compliance issues that are identified during the animal care inspection and that are not the direct result of a deficiency in the physical animal facility or structure. This information can be obtained from the final Animal Care Inspection Report that is distributed by the BAACUC after completion of their semi-annual inspection and is the source of data used to calculate this metric. An Office of Laboratory Animal Welfare (OLAW) Sample Semiannual Facility Inspection Checklist for Animal Housing and Support Areas currently used to prepare for such inspections can be found on the OLAW website (URL: <http://grants.nih.gov/grants/olaw/sampledoc/chek2a.htm>). The service provider's performance will be measured by the total number of pertinent deficiencies identified as a result of each semi-annual inspection, which shall not exceed a combined total of 10 deficiencies per report. If more than 10 deficiencies are cited, a 2% penalty will be deducted from the first monthly invoice following the report.

1-A.3 PERFORMANCE OBJECTIVE AND PWS REFERENCE:

Develop and implement a sound reproductive program to sustain animal colonies (PWS C.2.2.6).

1-A.3.1 Procedure: The service provider will be measured specifically by the effectiveness of cattle and swine breeding and reproduction. For cattle, the service provider performance will be measured by the reproductive efficiency to get cows bred back rapidly after calving with a minimum number of breedings per cow. For swine, the service provider performance will specifically be measured by the average litter wean weight at 28 days and by the number of live piglets per litter. The service provider shall continue to use the established processes to assess cattle breeding and reproductive efficiency and shall establish a formal process to track the breeding and reproductive efficiency of swine. The procedures for measuring cattle include *days open* and *services per conception* and the procedures for measuring swine include *litter wean weight* and *piglets per litter*. This information can be obtained from current and accurate animal records documenting the history of animal species and is the source of data used to calculate the metric. For cattle, the service provider shall provide the government provided Dairy Herd Improvement Association (DHIA) testing service with the specific breeding records necessary for calculation of this metric:

1. Date (month, day, and year) of the most recent calving
2. Date of the previous calving for second and later lactation cows
3. Reproductive status (pregnant, open, and bred but too early to detect pregnancy)
4. Number of breedings for all cows, and
5. Dates of first breeding and most recent breeding if a cow has been bred more than once.

1-A.3.1.1 Days Open: The service provider will be measured by the herd average number of days open (best indicator of current reproductive efficiency). The days to first breeding shall

be used to analyze reproductive performance based on the date the cow was bred first. The herd average goal shall be the current standard of less than or equal to 133 days open. Days open measures the overall reproductive performance for the previous 12 months and can be influenced by factors such as length of voluntary waiting period, heat detection accuracy, semen quality and breeding technique, nutrition, cow fertility, disease, or weather. To calculate the number of days open for a herd, record and provide to DHIA for each cow, the number of days from calving to:

1. Conception for pregnant cow,
2. Last breeding for cows which are bred but not yet confirmed pregnant, or
3. Current date for open cows.

DHIA will calculate the average days open for the herd by adding together the days open for each cow and divide by the total number of cows in the herd. The DHIA results will be the information used to calculate and report the metric.

1-A.3.1.2 Services Per Conception: The service provider will be measured by the herd average services per conception. The number of services per conception is directly related to the conception rate in a herd and is a good measure of fertility in cows. Conception rate influences days open because if a cow does not conceive, she will be open an additional estrous cycle (21 days). The herd average goal shall be the current standard of 2.3 services per conception. Conception rate problems may be caused by heat detection accuracy, length of voluntary waiting period, semen handling and quality, time of insemination, insemination techniques, reproductive tract infection, nutritional status, fertility, or weather. The number of services per conception is figured as follows:

1. Count the total number of breedings (this lactation) for each pregnant cow,
2. Add the number together,
3. Calculate the average services per conception by dividing the total number of breedings by the number of pregnant cows.

1-A.3.1.3 Litter Wean Weight: The service provider will be measured by the piglet litter wean weight, the most important factor influencing post-weaning growth performance. In general, pigs with a heavier wean weight tend to grow more rapidly immediately post-weaning and are less prone to digestive upset and diarrhea. The service provider shall meet or exceed standards for weight relative to age, which is currently greater than or equal to 7.0 kilograms at 28 days of age. The average litter weaning weight is calculated as follows:

1. Physically weigh each piglet in the litter at 28 days of age,
2. Add the weights together,
3. Calculate the average weaning weight by dividing the total weight by the number of piglets in the litter.

1-A.3.1.4 Piglets Per Litter: The service provider will be measured by the number of live piglets per litter. Litters shall be the current standard of 10 live piglets per litter within 24

hours after birth. The number of live piglets per litter will be determined by physically counting the number of live piglets in a litter within 24 hours after birth and is the source of data used to calculate and report the metric.

1-B DAIRY OPERATIONS

1-B.1 PERFORMANCE OBJECTIVE AND PWS REFERENCE:

Maximize milk production and optimize milk value to maintain or exceed current levels of milk production and to supply quality milk (PWS C.2.3.2).

1-B.1.1 Procedure: For milk production, the service provider will be measured on rolling herd average. For milk quality, the service provider will be measured on Bacterial Count or Plate Loop Count (PLC), Somatic Cell Count (SCC), Cryoscope, and antibiotic residues. The service provider shall continue to use the established processes to assess milk production and quality. The dairy currently uses the government provided DHIA testing service to assess milk production and relies on the purchaser to assess milk quality. The service provider will be measured by the pounds of milk per cow per year as determined by DHIA and by the quality of the milk as determined by the purchaser. To calculate milk production, the service provider shall furnish the applicable breeding records to DHIA, who uses a standard formula to figure a rolling herd average for all cows adjusted to a 365-day period. The rolling herd average shall meet or exceed 23,500 pounds of milk per cow per year. The standard rolling herd average is a measurement of the total amount of milk produced by all cows in the previous 365 days divided by the number of cow years in the herd. To determine milk quality, the service provider shall allow the purchaser to take milk sub-samples for analysis each time the milk is picked up (every other day). Milk sub-samples results will be provided each month. The quality of the milk directly affects the monthly quality premium and shall meet or exceed the current standards of a PLC greater than or equal to 15,000, a SCC greater than or equal to 268,000, a cryoscope between 530 and 550, and no antibiotic residues. The DHIA and purchaser results will be the information used to calculate and report this metric. The government shall retain control of all milk receipts.

1-B.2 PERFORMANCE OBJECTIVE AND PWS REFERENCE:

Dairy sanitation program meets federal and state regulations (PWS C.2.3.3).

1-B.2.1 Procedure: The service provider will be measured by dairy sanitation compliance with regulations. This data can be obtained from the score sheets provided immediately upon state inspection completion. This will be the information used to calculate and report this metric.

1-C FEED CENTER OPERATIONS

1-C.1 PERFORMANCE OBJECTIVE AND PWS REFERENCE:

Prepare and mix diets according to formulas (PWS C.2.4.3).

1-C.1.1 Procedure: The service provider performance will be measured by randomly sampling research and non-research diets to ensure that the diets meet nutrient requirements. Research diets shall include all of the specified ingredients while meeting nutrient requirements 100% of the time. Non-research diets may deviate from the specified ingredients (i.e. formulated on a least cost ration basis) so long as the diet meets nutrient requirements 100% of the time. The COR will select a working day each month to obtain random samples of diets to send off for a feed analysis, at no additional cost to the service provider. The COR will not inform the service provider of the randomly selected day. The service provider shall provide the COR with access to all formulation diet sheets detailing the nutrient requirements as well as the actual mixed diets. The COR will take a random sample of mixed diets to send to a laboratory for a feed analysis depending on researcher's requirements. After receiving the laboratory results, the COR will determine whether 100 percent of the sampled diets meet nutrient requirements by using the following calculation:

1. Compare the feed analysis results to the service provider formulation diet sheets for accuracy (no deviations from specified ingredients allowed for research diets) and nutrient requirements,
2. Denote whether the feed mix is accurate (those mixed diets meeting the specific diet ingredients and nutrient requirements),
3. Total the number of accurate feed mixes (zero tolerance),
4. Calculate the percentage of accurate feed mixes by dividing the total number of feed mixes denoted as accurate by the total number of randomly sampled diets.

1-D FIELD CROP AND RESEARCH PLOT SERVICES

1-D.1 PERFORMANCE OBJECTIVE AND PWS REFERENCE

Manage and farm fields to efficiently produce high quality grains and forages for animal feed (PWS C.2.5.1).

1-D.1.1 Procedure: The service provider performance will be measured on the quality of grains and forages produced for animal feed, specifically corn and grass silage. The service provider shall continue to use the established process to assess grain and forage quality. Presently, samples are taken, sent to a laboratory approved by the government provided dairy management consultant and the results are presented to the consultant for recommendations. The COR will select a working day each month to obtain random samples of corn and grass silage each month to send off for a nutritional analysis, at no additional cost to the service provider. The COR will not inform the service provider of the randomly selected day. The service provider shall provide the COR with access to the corn and grass silage and assistance in obtaining random samples. The service provider will be specifically measured on the NDF digestibility, which measures the amount of fiber that disappears when exposed to ruminant enzymes for 24 to 48 hours. The greater the disappearance, the greater is the digestibility of the

forage NDF. The samples shall be analyzed based on a 30-hour NDF digestibility test. The service provider shall meet with the COR and the government provided dairy management consultant each month to discuss the results of such tests as well as recommendations for adjusting rations. The monthly results provided by the laboratory shall meet or exceed 60 percent of the corn and grass silage samples having NDF digestibility greater than or equal to 55 and 60 percent, respectively. This will be the information used to calculate and report this metric.

1-D.2 PERFORMANCE OBJECTIVE AND PWS REFERENCE

Manage and farm research plots to meet research requirements in a timely manner (PWS C.2.5.1).

1-D.2.1 Procedure: The service provider performance will be measured by meeting research requirements and the timeliness of responding to all farming requests. The service provider shall establish a formal process to receive, handle, and log requests from researchers for farming services. This information historically originates from a telephone call or a hand written, facsimile, or email request. The service provider shall acknowledge the researcher's request and inform them of where they fit into the current schedule. This information (acknowledgement and proposed schedule dates) as well as the date of the original request shall be documented by the service provider. The service provider shall provide the COR with access to the tracking system or records used to document the receipt of such requests, the date/time the service provider responded, and the proposed scheduled date for service. The COR, using the tracking system or available records, will verify each month whether 100 percent of the requests were scheduled within a 24-hour timeframe by confirming the documented dates/times with the researchers that requested farming services during the month. The COR will also follow up with the researchers to ensure the performed work adhered to the specific research protocols and where performed within the prescribed time constraints (excluding situations that are beyond the control of the service provider, such as weather delays) 100 percent of the time.

1-E INTEGRATED PEST MANAGEMENT

1-E.1 PERFORMANCE OBJECTIVE AND PWS REFERENCE

Comprehensive IPM program effectively controls unwanted pests in a safe and environmentally responsible manner (PWS C.2.6.1).

1-E.1.2 Procedure: The service provider performance will be measured by collecting and compiling documented customer complaints each month. The service provider shall also develop a customer satisfaction survey that assesses IPM in the following areas: compliance with regulations, storage and mixing area appearance, responsiveness, flexibility, customer focus, and technical expertise and knowledge. The surveys shall be administered by the COR. Documented customer complaints received are the main source of data used to calculate the metric. All documented complaints shall be provided to the COR to discuss the validity. A complaint shall be considered valid if the COR and service provider mutually agree that the

formal complaint resulted from inadequate IPM. The final decision rests with the COR. The service provider shall track and report all valid customer complaints and their resolution as part of the monthly Performance Management Report. The COR may also at any time perform periodic inspections to ensure that unwanted pests are being controlled in an environmentally safe manner 100 percent of the time.

1-E.2 PERFORMANCE OBJECTIVE AND PWS REFERENCE

Maintain and retain complete IPM records (PWS C.2.6.2).

1-E.2.1 Procedure: The service provider shall establish a process to ensure records are correctly completed and continuously available as well as to ensure correctly posted areas each month. The service provider shall provide the COR with access to all existing spraying and scouting records that are maintained. The COR will review the spraying and scouting records each month and will conduct periodic inspections of the areas that were documented as applied to verify that 100 percent of the areas were correctly posted. The number of inspections may be increased or decreased, as determined by the COR, based on inspection results. The percentage of completed records that are maintained and available is calculated by dividing the total number of records deemed complete and available by the total number of records inspected. The percentage of correctly posted areas is calculated by dividing the total number of areas correctly posted by the total number of applied areas inspected.

1-F GREENHOUSE STRUCTURES OVERSIGHT AND GARDENING SERVICES

1-F.1 PERFORMANCE OBJECTIVE AND PWS REFERENCE

Oversee greenhouse structures to ensure operating conditions support research needs and care for trees, plants, and shrubs at growing conditions advised by researcher (PWS C.2.7.1 and C.2.8.1).

1-F.1.1 Procedure: The service provider performance will be measured by collecting and compiling satisfaction surveys and documented customer complaints each month, with an emphasis on timeliness of addressing and responding to concerns conveyed by users. The service provider shall develop a customer satisfaction survey that assesses greenhouse structures oversight and gardening services in the following areas: compliance with regulations, professionalism, work place appearance, timeliness/responsiveness to user concerns, flexibility, customer focus, and technical expertise and knowledge. The surveys shall be administered by the COR. The COR will review the surveys to ensure that 100 percent of the users concerns were addressed and responded to within 24 hours of receipt. Documented customer complaints received are another source of data used to calculate this metric. All documented complaints shall be provided to the COR to discuss the validity. The service provider shall not incur any errors that damage or destroy research. Any complaint received as a result of errors that compromise research shall be considered unsatisfactory with zero tolerance. All other complaints not compromising research shall be considered valid if the COR and service provider

mutually agree that the formal complaint resulted from negligence in overseeing operating conditions in greenhouse structures or from improper care for trees, plants, and shrubs. The final decision rests with the COR. Valid documented customer complaints shall not exceed a total of 4 per month. The service provider shall track and report all valid customer complaints and their resolution as part of the monthly Performance Management Report.

1-G GOVERNMENT FURNISHED ITEMS: PM

1-G.2 PERFORMANCE OBJECTIVE AND PWS REFERENCE

Maintain and retain complete maintenance records to demonstrate preventive maintenance on government furnished equipment (PWS C.2.3).

1-G.1.1 Procedure: The service provider performance will be measured by verifying that records are maintained complete and are available 100 percent of the time. The service provider shall establish a process to ensure preventive maintenance is performed on all government furnished equipment and that the associated records are correctly completed and continuously available. The service provider shall provide the COR with access to all existing government furnished equipment maintenance records. The COR will review the maintenance records each month and will conduct periodic inspections of the equipment that was documented as receiving maintenance to verify that 100 percent of the records were correctly maintained. The number of inspections may be increased or decreased, as determined by the COR, based on inspection results. The percentage of completed records that are maintained and available is calculated by dividing the total number of records deemed complete and available by the total number of maintenance records inspected.

ATTACHMENT 2

QUALITY ASSURANCE MONITORING FORM

SERVICE or STANDARD:

SURVEY PERIOD: _____

SURVEILLANCE METHOD (Check):

_____ Random Sampling

_____ 100% Inspection

_____ Periodic Inspection

_____ Customer Complaint

LEVEL OF SURVEILLANCE SELECTED (Check):

_____ Monthly
_____ Quarterly
_____ As needed

PERCENTAGE OF ITEMS SAMPLED DURING SURVEY PERIOD: _____ %

ANALYSIS OF RESULTS:

OBSERVED SERVICE PROVIDER PERFORMANCE MEASUREMENT RATE = _____%

SERVICE PROVIDER'S PERFORMANCE (Check): _____ Exceeds Standards

_____ Meets Standards

_____ Does Not Meet Standards

NARRATIVE OF PERFORMANCE DURING SURVEY PERIOD:

PREPARED BY: _____

DATE: _____

ATTACHMENT 3
QUALITY ASSURANCE MONITORING FORM –
CUSTOMER COMPLAINT INVESTIGATION

SERVICE or STANDARD:

SURVEY PERIOD: _____

DATE/TIME COMPLAINT RECEIVED: _____ AM / PM

SOURCE OF COMPLAINT: _____ (NAME)

_____ (ORGANIZATION)

_____ (PHONE NUMBER)

_____ (EMAIL ADDRESS)

NATURE OF COMPLAINT:

RESULTS OF COMPLAINT INVESTIGATION:

DATE/TIME SERVICE PROVIDER INFORMED OF COMPLAINT: _____ AM / PM

CORRECTIVE ACTION TAKEN BY SERVICE PROVIDER:

RECEIVED AND VALIDATED BY: _____

PREPARED BY: _____

DATE: _____

ATTACHMENT 4 ACRONYMS

Acronym	Definition
AI	Artificial Insemination
ARS	Agricultural Research Service
BAACUC	Beltsville Area Animal Care and Use Committee
BARC	Beltsville Agricultural Research Center
CO	Contracting Officer
COR	Contracting Officer Representative
DHIA	Dairy Herd Improvement Association
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FDA	Food and Drug Administration
FNPRU	Floral and Nursery Plants Research Unit
GIS	Geographical Information System
IAW	In Accordance With
IPM	Integrated Pest Management
MEO	Most Efficient Organization
NDF	Neutral Detergent Fiber
PGSCO	Prince Georges Soil Conservation District
PLC	Plate Loop Count
PM	Preventive Maintenance
PRS	Performance Requirements Summary
PGQO	Plant Germplasm Quarantine Office
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
SCC	Somatic Cell Count
USDA	United States Department of Agriculture
USNA	United States National Arboretum
VMO	Veterinary Medical Officer

Performance Questionnaire Animal and Plant Research

**Performance Questionnaire
Animal and Plant Research**

(This questionnaire, when completed, shall be treated as Source Selection Sensitive in accordance with FAR 3.104-3 and shall not be disclosed to anyone outside the government.)

Contractor:_____ **Prime or Sub?**_____

Contract Number: _____ **Contract Type:** _____

Description of Service: _____

Period of Performance: _____

Contract Value at Award: _____ **Final:** _____

PLEASE FILL IN THE FOLLOWING RESPONDENT INFORMATION:

Name of Evaluator: _____

Office Symbol and Organization: _____

Phone (Commercial and DSN): _____

Fax Number and E-mail Address: _____

Date of Involvement in Program/Contract: _____

Date Questionnaire Completed: _____

**FOR OFFICIAL USE ONLY (WHEN COMPLETED)
SOURCE SELECTION INFORMATION
SEE FAR 3.104**

The following questions are of two types: YES/NO and RATING. The YES/NO questions should be supplemented with explanatory narrative if answered “YES” (one “NO” requiring explanation). When responding to the RATING-type questions, choose the corresponding letter which most accurately describes the contractor’s performance or situation. If the question is not applicable, circle “N/A”. Responses to the RATING-type questions should be supplemented with explanatory narrative as well, if necessary.

OUTSTANDING: Contractor’s performance of virtually all contract tasks is consistently noteworthy and provide numerous significant, tangible or intangible, benefits to the Government. The few areas for improvement are all minor. There are no recurring problems. Contractor’s management initiates effective corrective action whenever needed.

GOOD: Contractor’s performance of most contract tasks is consistently above standard and provides significant tangible and intangible benefits to the Government (e.g., improved quality, responsiveness, increased timeliness, or generally enhanced effectiveness of operations.) Although some areas may require improvement; these areas are minor and are more than offset by better performance in other areas. Few, if any, recurring problems have been noted, and contractor takes satisfactory corrective action.

POOR: Contractor’s performance of most tasks is adequate with some tangible benefits to the Government due to contractor’s effort or initiative. Although some areas of good or better performance, these are more or less offset by lower-rated performance in other areas.

UNACCEPTABLE: Contractor’s performance of most contract tasks is inadequate and inconsistent. Quality, responsiveness, and timeliness in many areas require attention and action. Corrective actions have not been taken or are ineffective. **Overall unacceptable performance shall not earn an award fee.** (Note: last sentence applies only to use with award fee).

N/A: Not Applicable

N/A-Not Applicable	U-Unacceptable	P-Poor	G-Good	O-Outstanding
--------------------	----------------	--------	--------	---------------

PAST PERFORMANCE:

1. Examples of successful experience performing at a similar complex research environment or similar facilities within multiple-function support services.

N/A U P G O

2. List examples of overall similarities and differences from past experience with emphasis on maintenance and safety demonstrating understanding of technical requirements as defined in PWS.	N/A	U	P	G	O
3. Ability to simultaneously manage multiple projects with multiple disciplines.	N/A	U	P	G	O
4. Working relationship with the Government to resolve differences.	N/A	U	P	G	O
5. List examples of action taken to resolve problems in a timely manner.	N/A	U	P	G	O
6. Project Manager meets requirements of RFP.	N/A	U	P	G	O
7. Appropriate management staffing.	N/A	U	P	G	O
8. Knowledge/expertise demonstrated by personnel.	N/A	U	P	G	O
9. Resumes and Letters of Commitment.	N/A	U	P	G	O

TECHNICAL APPROACH/STAFFING PLAN:

10. Contractor's commitment to cross-utilization of staffing appropriateness to increase efficiency and effectiveness.	N/A	U	P	G	O
11. Appropriate number of personnel for services provided.					
12. Contractor's history in energy efficiency planning. Examples of cost savings measures implemented.	N/A	U	P	G	O
13. Contractor's ability to successfully perform preventative maintenance on building automation systems, HVAC, electrical, plumbing, etc.	N/A	U	P	G	O
14. Adherence to response times for emergencies.	N/A	U	P	G	O
15. Ability to adhere to original cost estimates for change orders.	N/A	U	P	G	O
16. Ability to meet the terms of the contract within the contractually-agreed price(s).	N/A	U	P	G	O

17. Knowledge and understanding of a performance based service contract and incentive plan.

N/A U P G O

18. If an incentive plan was used, what was the amount of incentive fee earned(_____) if applicable and what were the deductions made (_____), if applicable.

19. For Award Fee contracts, what was the percentage of award fee paid or show a range to identify the level of services performed? _____% Fee

Provide any rationale you feel is appropriate:_____

Remarks:_____

20. Have there been any disputes/claims relative to the contract? (IF YES, please explain in “REMARKS”)

Remarks (areas having significance when considering this contractor for a similar contact: exceptional and unsatisfactory ratings):_____

PERSONNEL/MANAGEMENT

21. Contractor’s commitment to employee training (cross-training and new technology).

N/A U P G O

22. Demonstrates organizational structure and show how the resultant contract activities will fit in at the customer facilities.

N/A U P G O

23. Define corporate policy on how to achieve utmost quality performance, relating to work management and control, quality control, preventative maintenance and employee motivation and customer satisfaction.

N/A U P G O

24. Contractor ability and knowledge in developing and/or utilizing work tracking procedures/systems.	N/A	U	P	G	O
25. Extent of contractor's effectiveness in selection, management and utilization of subcontractors.	N/A	U	P	G	O
26. Tracking and scheduling of preventative maintenance on all equipment.	N/A	U	P	G	O
27. Rate contractor's performance in hiring, training and retaining a qualified workforce.	N/A	U	P	G	O
28. Good utilization of subcontractors and how small business goals were achieved.	N/A	U	P	G	O
29. Stability in the contractor's workforce (frequency of personnel changes, turnovers/capture rates, etc.).	N/A	U	P	G	O
30. Contract start-up (phase-in) transition.	N/A	U	P	G	O
31. Understanding of contract terms, requirements, scope and Government expectations.	N/A	U	P	G	O

Technical Understanding

32. Adherence to all security regulations regarding the physical infrastructure and personal issues.	N/A	U	P	G	O
33. Implemented and/or employed acceptable security measures.	N/A	U	P	G	O
34. Contractor's experience in bio-containment procedures. Training employees in BL-2 agricultural bio-containment procedures.	N/A	U	P	G	O
35. Implemented or employed BL-2 agricultural bio-containment procedures.	N/A	U	P	G	O
36. Adherence to all safety regulations and accepted safety plan. Participation in safety/security committees.	N/A	U	P	G	O
37. Knowledge of performance based contracts.	N/A	U	P	G	O

38. Avoidance of performance deductions.	N/A	U	P	G	O
--	-----	---	---	---	---

39. Procedures for work management (coordination, scheduling estimating, manning, monitoring and close out).	N/A	U	P	G	O
--	-----	---	---	---	---

40. Communication (keeping customer informed of status of work and interaction with other contractors) and controls for tracking and rectifying customer complaints.	N/A	U	P	G	O
--	-----	---	---	---	---

41. Tracking of work performance that requires corrective action due to work performance deficiencies.	N/A	U	P	G	O
--	-----	---	---	---	---

42. Ability to identify problems in:

(a) Management (relative to the contract)	N/A	U	P	G	O
(b) Personnel (quantity and/or quality)	N/A	U	P	G	O
(c) Scheduling projects	N/A	U	P	G	O
(d) Quality control	N/A	U	P	G	O

43. Willingness to resolve the above problems in:

Management (relative to the contract)	N/A	U	P	G	O
Personnel (quantity and/or quality)	N/A	U	P	G	O
Scheduling projects	N/A	U	P	G	O
Quality Control	N/A	U	P	G	O

44. Ability to resolve the above problems in:

Management (relative to the contract)	N/A	U	P	G	O
Personnel (quantity and/or quality)	N/A	U	P	G	O
Scheduling projects	N/A	U	P	G	O
Quality control	N/A	U	P	G	O

45. Ability to identify problems in:

Management (relative to contract)	N/A	U	P	G	O
Personnel (quantity and/or quality)	N/A	U	P	G	O
Scheduling Projects	N/A	U	P	G	O
Quality control	N/A	U	P	G	O

46. Have there been any health/safety or facility related violations/serious accidents? (If YES, please explain in "REMARKS").

Remarks: _____

47. Understanding relative importance of response time to emergencies and non emergencies to maintain a safe working environment.	N/A	U	P	G	O
48. Understanding of meeting security requirements and proposed improvements for this service.	N/A	U	P	G	O
49. Ability to provide quality laboratory and farm animal care taking in a research environment.	N/A	U	P	G	O
50. Ability to provide quality field crop production in a research environment.	N/A	U	P	G	O
51. Ability to provide quality greenhouse oversight and gardening services in a research environment.	N/A	U	P	G	O
52. Ability to provide quality feed center management in a research environment.					

HELPFUL HINTS FROM THE SEVEN STEPS TEAM:

While the performance objectives are well-written and results oriented, there are quite a large number of them--all will require measurements and metrics. The reader should be aware that this may impact price and resources for the contractor and the government.