

**PERFORMANCE-BASED WORK STATEMENT
(PWS)**

FOR

GROUNDS MAINTENANCE SERVICES

FOR

DOD MILITARY FAMILY HOUSING

KADENA, AB

JUN 2019

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1. DESCRIPTION OF SERVICES.

The contractor shall provide non-personal services, to include all personnel, equipment, tools, supervision, and other items and services necessary to ensure that grounds maintenance is performed at vacant and assigned DoD Military Family Housing (MFH) units on Okinawa, Japan in a manner that will promote the growth of healthy grass, trees, shrubs, and plants and present a clean, neat, and professional appearance. The contractor's performance will be based on the evaluations of the Contracting Officer (CO) and Contracting Officer Representative (COR) and of the results required by the Service Summary (SS), and not the frequency or method of performance. The evaluation of results will be based on COR performance assessment, tenant satisfaction, and customer complaints. Final results of the evaluations will be the determining factor for the success or failure of this contract.

1.1 MAINTAIN GROUNDS. The contractor shall be able to perform grounds maintenance as identified in this Performance Work Statement (PWS) for a maximum of 150 housing units per day to include special cuts and short-notice cuts, if required. The Contractor will have 5 working days to complete a routine work order and 1 workday to complete a short-notice order. The Contractor will have 10 working days to complete a special cut (1.5.1.).

1.1.1. Mow. The contractor shall mow the grass at each housing unit identified. The contractor shall mow all grounds with a neat and professional appearance at all time, in accordance with industry standards. Maintain grass height not to exceed 3 inches, uniform in appearance, free of skips, gaps, rutting, or scalping. The contractor shall be required to pick up trash and debris, natural and/or manmade, prior to mowing any area. The contractor shall remove or mulch grass clippings when visible after mowing, before leaving work area. All lawns shall be cut within 80 feet of the MFH unit and midway between two MFH units that are less than 160 feet apart.

1.1.2. Edge. The contractor shall edge building, flowerbeds, sidewalks, driveways, street edges, curbs, and other hard surfaced areas located within the grounds so that grass height matches surrounding area grasses. Edging shall include eradication of vegetation from expansion joints, and cracks in sidewalks, driveways, and other hard surfaces. Grass, vegetation and weeds shall be cut back no more than ½-inch from the surface edged, maintaining an even contour with the edged surface, uniform in appearance and free of scalping, rutting, and uneven or rough cutting. A designated parking space, and a visitor parking space are also included within 80 feet of the unit. There are some units that are not within this standard due to proximity of the parking spaces (these are required to be maintained also).

1.1.3. Trim. The contractor shall trim grass and weeds around trees, shrubs, hedges, fences, poles, fire hydrants, designated parking space, visitor's parking space, parking lot bumper blocks, boulders, flowerbeds, and other fixed obstacles and temporary obstacles/objects on grounds. Trimming height shall match surrounding area grass height. All areas shall be trimmed concurrent with mowing. The contractor shall remove or mulch grass clippings when visible after trimming, before leaving work area.

1.1.4. Remove Debris/Police Grounds. Grass clippings and plant trimming shall be collected and disposed of immediately upon completion of grounds maintenance at each housing unit, this includes sweeping of debris and grass clippings on sidewalks and parking spaces. All debris and trash found on cutting area will be collected prior to and after cutting and disposed of in accordance with 1.6 along with grass clippings.

1.1.5. Prune, Trees, Hedges, Shrubs, Stalks, and Other Plants. The contractor shall prune/trim

trees, shrubs and other plants to maintain their natural growth characteristics and to enhance the beauty and health of the plant (remove dead or dying branches) and prune/trim trees from access, walkways, and sidewalks ensuring a clear walkway on a needed basis that require service up to 15 feet in height from the ground. Lion's tailing is not an acceptable pruning practice. Any special trees/stalks such as banana, ginger (*Alpinia speciosa* K. Schum), fern (*Nephrolepis auriculata* Trimen), elephant ear (*Alocasia odora* Spach), spider lily (*Hymenocallis speciosa* Salisb), etc. or tree/stalk/roots identified by the government representative shall be cut and/or removed to ground level. The tree/stalk/roots shall be at the ground level. Trim hedges and bushes. Maximum height of any bush is three (3) feet in front/side and six (6) feet in the back. Any bush or hedge, adjacent to a street or near any intersection, will not be higher than three feet. Any hedge or bush next to a building must be trimmed to maintain at least four (4) inches between the bush and wall. These bushes and hedges must be trimmed below windowsills. Areas beneath shrubs and hedges shall be kept free (clean) of all grass, weeds, vegetation, and debris. Remove all vines and tree roots from exterior walls, enclosures, access ways, sidewalks, trees (excluding banyan trees) shrubs, other plants, etc.

1.1.6. Broadleaf, Evergreens and Perennial Flowers. The contractor shall have all dead plant material removed during normal operations. Minimum clearance from buildings, sidewalks, and other obstructions shall be three (3) inches.

1.2 MAINTAIN FLOWER BEDS.

The contractor shall maintain flower beds including gravel flowerbed areas for ordered unit's ground areas per individual cut. All weeds including roots from all plant beds shall be removed or eradicated manually or mechanically, but not chemically. Flowerbeds shall be pruned as required maintaining clearances of a minimum of three (3) inches from buildings, sidewalks, or other obstructions. The government reserves the right to add any xeriscape areas to be maintained under this paragraph.

1.3 MAINTAIN SURFACE DRAINAGE DITCHES.

The contractor shall maintain surface drainage ditches to be free of shrubs, trees, silt, trash and clippings and leafs to prevent erosion and endure continuous flow of water in all areas.

1.4 BASE PERIMETER AND INTERIOR SECURITY FENCES.

The contractor shall maintain a "clear zone" at all base perimeter and interior fences (available real estate permitting), which shall be measured from the ground surface vertically perpendicular and from inside members area of responsibility horizontally parallel with respect to the ground surface, unless limited by natural barriers or legal boundaries. The clear zone in MFH areas shall have a minimum of fifteen (15) feet vertical and ten (10) feet horizontal clearance along the side of fence/perimeter wall that member is responsible for. It shall be maintained in such that all vines, tree branches, weeds, grass and other vegetation does not overhang along the perimeter and interior security fence lines. See Appendix E, for clear zone illustration (example).

1.5 SPECIAL REQUIREMENTS

1.5.1. Special Cuts. The contractor, upon notification from the COR(s) or authorized government representatives(s), shall perform a special cut. A special cut will only be used when requested/approved by Housing Management. The contractor shall perform bush removal and cleaning-up, such as trash removal on specified area by COR(s) or government representatives. The standards of performance shall remain the same as specified in the paragraph 1.1 through 1.6.in this

PWS. In addition, the contractor shall prune or trim all trees on all grounds areas under this contract as necessary, excluding banyan trees. The contractor shall be responsible for any branches, limbs, trunks or parts of trees that require service up to fifteen (15) feet in height from the ground. Pruning shall be required to remove and/or cut back branches that conflict with normal traffic or safety. The contractor shall prune or trim trees that are overgrown, have broken hanging branches, have dead branches, or otherwise pose public safety hazards. The contractor shall be responsible for removing all trash/debris found on cutting area and debris generated from trimming or pruning operations. The contractor shall remove roots of ginger, overgrown plants, etc. The contractor shall sod or hydro seed all excavated areas after the special cut completed. Finished ground surface shall be smooth and of uniform texture. The contractor shall maintain the sod or hydro seeded area by watering, fertilizing, eradication of weeds and replacing defective sod till the average height of grass become two (2) inches. All special cuts will be executed via a service call or placed via electronic mail by the COR(s) or government representatives(s). See Appendix F, for example of the special cuts.

1.5.2. Short-notice Order. On occasion, the short-notice orders may be required to support Civil Engineering Operation. The contractor shall complete the short-notice orders in one (1) workday. A total number of short-notice orders shall not exceed 20 units per day. Special cut requests shall not be placed as a short-notice order. The COR(s) or designated government representative(s) will coordinate directly with the contractor's managers to arrange the short-notice orders.

1.6. DISPOSAL. The contractor shall dispose green wastes (shrub, branch, limbs, twigs etc.), grass clippings, dried/dead leafs ,and all debris/trash collected from grounds during operations to include special and short-notice cuts at a location off of the U.S. Government installation in accordance with all local prefecture laws and at no additional charge to the U.S. Government. All green waste disposed of at off-installation locations must be manifested. All manifests must be turned into the COR(s) by the 5th business day of the following month.

1.7. PRESERVATION OF GOVERNMENT PROPERTY.

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

1.7.2 Rutting of Grounds Surface. Precautions shall be taken to prevent rutting of grounds surfaces saturated with water due to rain or other means. If saturation persists preventing grounds maintenance services to be performed the contractor shall document the circumstances of non-performance and submit to the COR(s). Documentation provided within 24 hours to the COR(s) shall include, as a minimum, location of non-performance and dates of scheduled/attempted performance.

2. SERVICES SUMMARY.

The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The Services Summary (SS) provide information on contract requirements, the expected level of contractor performance and the expected method of government validation and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the FAR 52.212-4(a), Contract Terms and Conditions – Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. During the first initial 30 days of the contract, two (2) additional errors on each work shall be allowed in an effort to identify normal phase-in problems.

Performance Objective	PWS Para	Performance Threshold	Remedy
SS-1 Timely response	1.1 – 1.6	No more than 10 valid defects per month	Re-performance Within 24 hours of notification
SS-2 Grass shall not exceed 3" in height and specific lawn area serviced.	1.1.1.	No more than 10 valid defects per month	Re-performance Within 24 hours of notification
SS-3 Edging and Trimming - Grass shall not extend over edges and not be cut back from edges of more than 1/2".	1.1.2. - 1.1.3.	No more than 10 valid defects per month	Re-performance Within 24 hours of notification
SS-4 Debris Removal/Police Grounds	1.1.4. 1.3. 1.6	No more than 10 valid defects per month	Re-performance Within 24 hours of notification
SS-5 Trees, Hedges, Shrubs, Stalks, and Remove Vines Service – meet established heights and clearances	1.1.5.	No more than 10 valid defects per month	Re-performance Within 24 hours of notification
SS-6 Weeding/Maintain Flower Beds – remove weeds/roots	1.2	No more than 10 valid defects per month	Re-performance Within 24 hours of notification
SS-7 Base Perimeter and Interior Security Fences.	1.4	No more than 3 valid defects per month	Re-performance Within 24 hours of notification
SS-8 Special Cut	1.5.1 1.6	No more than 3 valid defects per month	Re-performance Within three working days of notification

2.1 QUALITY CONTROL

The contractor shall develop and maintain a quality control program to ensure grounds maintenance service are performed in accordance with applicable Japanese laws, pertinent regulations and commercial standard.

2.2 QUALITY ASSURANCE

2.2.1. The government shall inspect and evaluate the contractor's performance to ensure services are received in accordance with requirements set forth in this contract. The CO or COR(s) shall inspect by validating actual work performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this PWS.

2.2.2. The CO or COR(s) will use the contractor's work schedule, or modified version thereof, to record validation results. Results of the validation then become the official Air Force record of the Contractor's performance. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the Contracting Officer

a Contract Discrepancy Report (CDR) DD Form 2772 for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the Contracting Officer within 10 calendar days of receipt.

2.3. PERFORMANCE ASSESSMENT.

2.3.1 Periodic Validations. This method requires the COR(s) to employ a “spot check” style of evaluation based on the contractor’s schedule. Periodic validations will be conducted on a scheduled basis (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted, based on quality trends.

2.3.2 Customer Feedbacks. This method requires the COR(s) to employ a “Customer Feedback” style of evaluation based on the customer’s call. Customer feedback will be evaluated by the COR and a site visit conducted, if necessary, prior to forwarding for corrective action (as needed).

2.3.3. Defect Reporting. Any unsatisfactory inspection (defect) result for the grounds maintenance services for ordered units shall be recorded, and the Contractor shall re-perform the service within *24 hours* of notification by the CO or COR(s). Any unsatisfactory inspection (defect) result for special cut shall be recorded, and the Contractor shall re-perform the service within 3 working days of notification by the CO or COR(s).

Failing to meet the performance threshold as outlined in the SS for any of these performance objectives in any one month period shall result in a warning or letter of concern from the CO.

Failing to meet the performance threshold as outlined in the SS of these performance objectives in any combination for any two, or more consecutive or non-consecutive months during a contract period shall require an immediate Progress Meeting with the Multi-functional Team. All remedies shall be in accordance with the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

2.4 PERIODIC PROGRESS MEETINGS.

The CO, Functional Commander, COR(s), other government personnel as appropriate, and the Contractor shall periodically meet to discuss the Contractor’s performance. The following issues shall be discussed: opportunities to improve the contract, any modifications required of the contract, unsatisfactory inspections and trends against each performance objective observed, positive performance and steps taken by the Contractor to prevent unsatisfactory occurrences in the future. The Contractor shall provide a summation of unsatisfactory inspections and customer complaints and provide insight into any identified trends.

The minutes of these meetings will be produced in writing, signed by the CO and any other signatures as deemed appropriate, distributed to the functional area and the contractor. Should the contractor not concur with the minutes, the contractor shall provide a written notification to the CO identifying areas of non-concurrence for resolution.

3. GOVERNMENT PROPERTY AND SERVICES.

3.1 SECURITY AND FIRE SERVICES.

3.1.1 The Government will provide police and fire protection.

The following phone numbers are furnished,

	Kadena AB	Marines	Local (off - base)
EMERGENCY	911	911	
Fire Protection/Ambulance	634-2351	645-3776	119
Security Police	634-2476	645-7441	110
Interpreter	634-1880		

Ensure personnel have the following on-base emergency services phone numbers programmed into their cell phones:

While working on Kadena or Camp Shields, call Kadena AB Dispatch at 098-934-5911 or 098-962-9445.

While working on Camp Foster, Camp Courtney or Camp Kinser, call Camp Foster Dispatch at 098-911-1911.

4. GENERAL INFORMATION.

4.1 MISSION.

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

4.2 ENVIRONMENTAL REQUIREMENTS.

The contractor shall be knowledgeable of and comply with all applicable Federal (National), State (Prefectural), and Local (Municipalities) Environmental codes and regulation, reference “SECTION 01 57 19.00 30, TEMPORARY ENVIRONMENTAL CONTROLS 18WG JEGS-COMPLIANCE SUPPLEMENT” for addition info your point of contact is 718 CES/CEIE, Bldg. 3621, DSN 634-2600. In the event environmental laws, regulations, or requirements change during the term of the contract, the contractor shall comply with such changes.

4.2.1 Hazardous Materials. The CO shall approve all hazardous materials brought on –site by the contractor prior to use. The Contractor shall have approval from the Base Bio- Environmental (BEE) and HAZMART sections prior to handling and using any products that require MSDSs. The Contractor shall identify these materials and products on Air Force Form 3952 Chemical/Hazardous Material Authorization Request, Process Identification Form, and Shop Disposal Form. The Contractor shall provide one copy of the MSDSs for each item to BEE and HAZMART sections for review prior to any products that require MSDSs being brought onto Kadena Air Base. The Contractor shall maintain one copy of the MSDSs for each hazardous material line item used within the work center. The contractor shall obtain approval using the application requirements of the AF Form 3952. Once the process is implemented and the contractor is trained, the contractor may submit the AF Form 3952 electronically. The CO has the right to prohibit the use of hazardous materials it deems to be hazardous to human health and environment, i.e. pesticides, etc.

4.2.1.1. The contractor shall maintain spill control material on hand at all times sufficient to contain a worse case spill, both volume and hazard level.

4.2.2 Hazardous Materials Inventory. The contractor shall maintain an up-to-date hazardous material inventory with copies of MSDS(s) for all materials used on the job site. The contractor shall maintain a complete copy of all approved MSDS and AF Form 3952s.

4.2.3 Hazardous Materials Management: The contractor shall remove all hazardous materials by the end of each workday. Contractor shall not conduct process treatments (e.g. paint thinner solvent recycling) on base.

4.2.4 Final Report. The contractor shall submit a final inventory, not later than ten (10) working days following termination/completion of this contract, of all hazardous materials used since the last hazardous usage report to the CO or COR(s). The final inventory will list all hazardous materials used, total amount of each used, and a description of the disposition of any remaining hazardous material.

4.3 PERMITS, LICENSES AND CERTIFICATIONS.

Unless otherwise specified in this contract, obtain necessary permits, licenses, and certifications; give all required notices; and comply with applicable Federal, State, Country, and local laws, codes, and regulations in performance of the requirements of this contract. Maintain records of such requirements and make the documentation available to the Government for review. All pesticide application will be made by State or Host Nation certified applicator as prescribed in DoDI4150.07, and compliance with AFI 32-1053 and JEGS, ch.11.

4.4. HOURS OF OPERATION.

Contractor shall perform grounds maintenance services during normal duty hours which are 0700 hours - 1900 hours, Monday through Friday, Saturday 0900 - 1700, excluding U.S. holidays, unless otherwise required in the contract or approved by the CO/COR(s). The contractor shall notify the COR(s) if he/she desires to perform services other than the hours and days stated in this paragraph.

4.4.1. SCHEDULING SERVICES: COR(s) or designated government representative(s) are authorized to place orders for service under this contract. The contractor will meet with the COR(s) or designated government representative(s) on a daily basis to pick up schedules or receive the schedules via Electronic Mail (e-mail). A schedule for DoD MFH Unit Cut will be available for the contractor to pick up 5 days prior to expected completion date on a routine order and 1 day prior to expected completion date for a short-notice order. A schedule for DOD MFH Special Cut will be available for the contractor 10 days prior to expected completion date.

4.4.2. The contractor shall submit completion reports for COR(s) to inspect for compliance on a daily basis and will contain the following information: Order Number, Date the order was placed, House number, Completion date, Signature block for COR(s) to accept services.

4.5. RECOGNIZED HOLIDAYS. The contractor is not required to provide service on U.S. holidays, except in emergency situation; the holidays are:

New Year's Day	1 January
Martin Luther King Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	last Monday in May
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

* If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, following Monday will be observed.

4.5.1. Base Closures. Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

4.6 SECURITY REQUIREMENTS.

Security and base access requirements are contained in clause AFFARS 5352.242-9000 Contractor Access to Air Force Installations (NOV 2012). Contractor employees shall be required to obtain and display identification badges. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits throughout the base. Procedures for commercial vehicle access to the base are subject to change without prior notice.

4.6.1 PERFORMANCE OF SERVICE DURING CRISIS OR HEIGHTENED SECURITY.

This service is not determined to be essential for performance during crisis. In the event of a crisis declared overseas or in the United States, not affecting the local area, the contractor shall perform all services required in this contract unless and until notified otherwise by the CO.

4.6.2. All vehicles shall have the contractor's company name displayed in English on both sides and shall be readable to a distance of at least 50 feet away.

4.7. SPECIAL QUALIFICATIONS.

The contractor shall provide the name and telephone number of the Contractor's on-site contract manager and alternate responsible for all requirements in the PWS. The contractor's on-site manager must be able to speak and write in the English language. Provide telephone numbers of contractor manager and alternate(s) for after duty hours. The contract manager and alternate(s) must be able to read, write, speak and understand English, or an interpreter must be provided to work alongside the contract manager or alternate(s) at no additional cost to the Government.

4.8. INTERFACES.

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

4.9. CONTRACTING OFFICER AND CONTRACTING OFFICER REPRESENTATIVE (QUALITY ASSURANCE PERSONNEL)

The CO will appoint a primary and alternate representative. The identity, title, and authority of this representative will be provided in writing to the contractor after contact award.

4.10. WORK CLEARANCE REQUESTS.

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

4.11. SAFETY REQUIREMENTS AND REPORTS.

The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements, and Japan Environmental Governing Standards (JEGS) by US Force Japan. Provide a verbal report to the CO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. Provide a completed copy of required Accident Investigation Reports to the CO within 5 calendar days of each occurrence.

4.11.1 Fall Prevention The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 2.1. A competent person for fall protection shall prepare and sign the plan.

4.11.1.2 Manpower Reports The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Air Force (or applicable service) via a secure data collection site. The contractor is required to completely fill in all required data fields at <http://www.ecmra.mil>. Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY) which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the Contractor Manpower Reporting Application (CMRA) help desk.

4.11.2 Japanese Road Law

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

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

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

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

4.11.3 Required Insurance (In addition to that required by Japanese Law)

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

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

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

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

4.12. TYPHOON PROCEDURES.

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

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

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

APPENDIX A

RFP No FA527019RA004

Atch 1

Performance-based Work Statement
(PWS)**WORKLOAD ESTIMATE (Per Year)**

DESCRIPTION	ESTIMATED QUANTITIES			
	Quantity	Unit	Growing Season	Non-Growing Season
DoD Military Family Housing Units	25,000	EA (Each House)	(Apr ~ Sep)	(Oct ~ Mar)
Special Cuts	120	EA (Each House)		

HISTORICAL DATA as of Dec 2018

The historical data as listed below are provided as a guide for the contractor in estimating manpower, materials, and schedule requirements. The shown data are for information purposes only:

Regular Cut

MONTH	DESCRIPTION	2014	2015	2016	2017	2018	AVE (2014 - 2018)
JAN	Grounds Maintenance Services for Vacant/Assigned Units for Military Family Housing Kadena AB and other military installations	175	461	1950	1139	2319	931
FEB		585	742	1760	962	1162	1012
MAR		729	1074	2062	1325	1817	1298
APR		773	1250	2347	1875	2217	1561
MAY		928	1106	2292	1548	2516	1469
JUN		1051	1642	2760	1957	2689	1853
JUL		1418	1512	2799	2799	2850	2132
AUG		1051	1499	3044	2868	3437	2116
SEP		1371	1575	2482	2729	2841	2039
OCT		1197	1293	1425	2597	2911	1628
NOV		1042	456	1238	1547	2007	1071
DEC		1066	270	1048	819	1194	801
TOTAL		11386	12880	25207	22165	27960	19920

Special Cut

MONTH	DESCRIPTION	2014	2015	2016	2017	2018	AVE (2016 - 2018)
JAN	Special Cut			10	N/A	1	
FEB				19	N/A	0	
MAR				27	N/A	12	
APR				0	N/A	12	
MAY				11	N/A	6	
JUN				10	0	0	
JUL				6	10	0	
AUG				26	0	12	
SEP				23	5	9	
OCT				N/A	8	9	
NOV				N/A	12	16	
DEC				N/A	23	27	
TOTAL				132	58	104	98

The data as listed below are provided as a guide for the contractor in estimating manpower, materials, and schedule requirements. This data is for information purposes only:

** Due to ongoing sustainment and enhancement projects across all installations, areas covered below may change/vary with little to no notice due to divesture and construction.

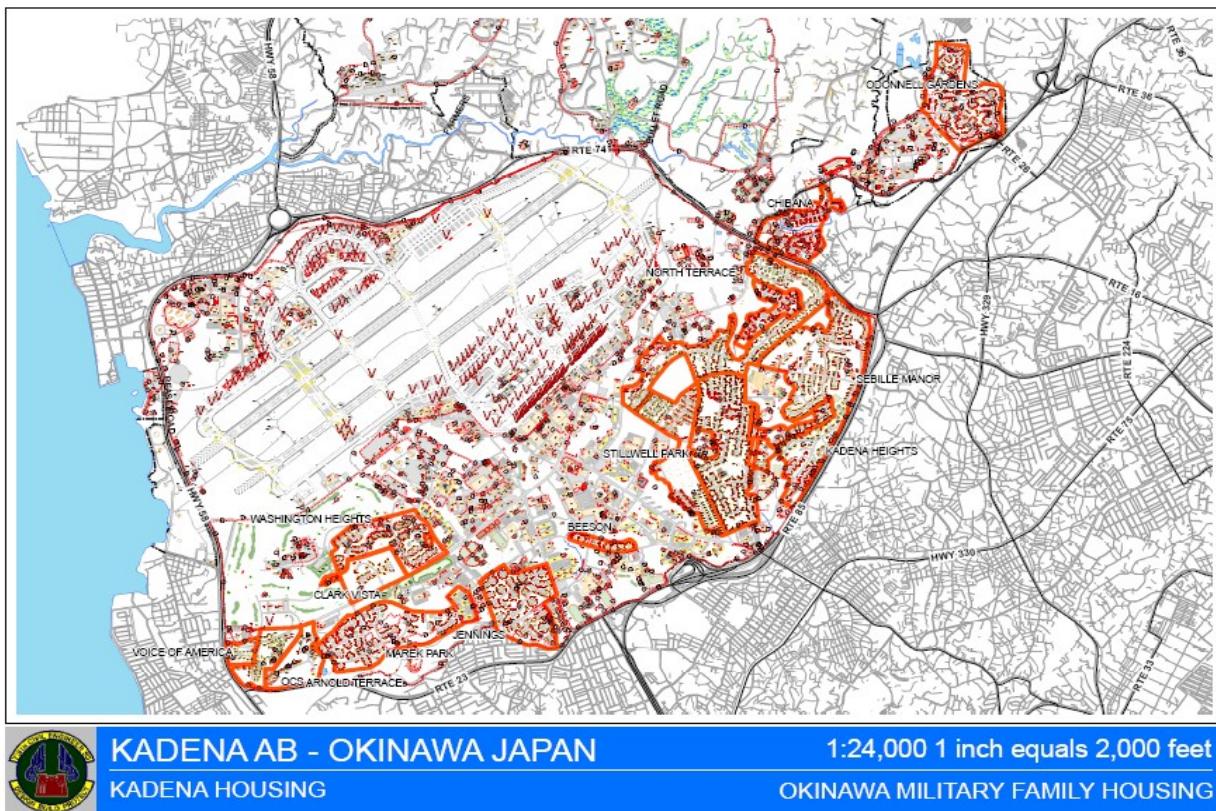
Family Housing Name	Installation	Housing Units	Average Area [Sq Meters]	Average Area [Sq Feet]
Jennings	Kadena [LXEZ]	380	631.396	6796.290
Beeson	Kadena [LXEZ]	56	493.575	5312.797
OSC	Kadena [LXEZ]	51	1344.539	14472.497
Voice of America	Kadena [LXEZ]	11	1808.735	19469.061
Arnold Terrace	Kadena [LXEZ]	18	1460.808	15724.006
Marek Park	Kadena [LXEZ]	388	496.542	5344.734
Clark Vista	Kadena [LXEZ]	25	1678.882	18071.335
Washington Heights	Kadena [LXEZ]	336	531.064	5716.325
Stillwell Park	Kadena [LXEZ]	245	513.467	5526.913
Stearley Heights	Kadena [LXEZ]	327	1216.577	13095.126
Kadena Heights	Kadena [LXEZ]	150	420.769	4529.120
Sebille Manor	Kadena [LXEZ]	725	639.849	6887.277
North Terrace	Kadena [LXEZ]	318	1155.165	12434.093
Chibana	MUNS [LXFB]	226	506.447	5451.350
O'Donnell Gardens	Camp Shields [EUPR]	353	574.994	6189.184
McTureous	Camp McTureous [CACD]	450	357.017	3842.899
Courtney North	Camp Courtney [CABT]	33	863.671	9296.477
Courtney South	Camp Courtney [CABT]	104	529.615	5700.728
North Lester	Camp Lester [ETDL]	221	521.465	5613.003
South Lester	Camp Lester [ETDL]	154	602.504	6485.299
Plaza	Camp Foster [EVKP]	233	974.177	10485.954
Sada	Camp Foster [EVKP]	194	418.52	4504.912
Kishaba	Camp Foster [EVKP]	325	1196.744	12881.645
Chatan	Camp Foster [EVKP]	213	566.305	6095.656
Futenma	Camp Foster [EVKP]	333	689.967	7426.743
South Kinser	Camp Kinser [NYJS]	98	550.262	5922.971
		Average	797.810	8587.554

APPENDIX B – AREA MAPS

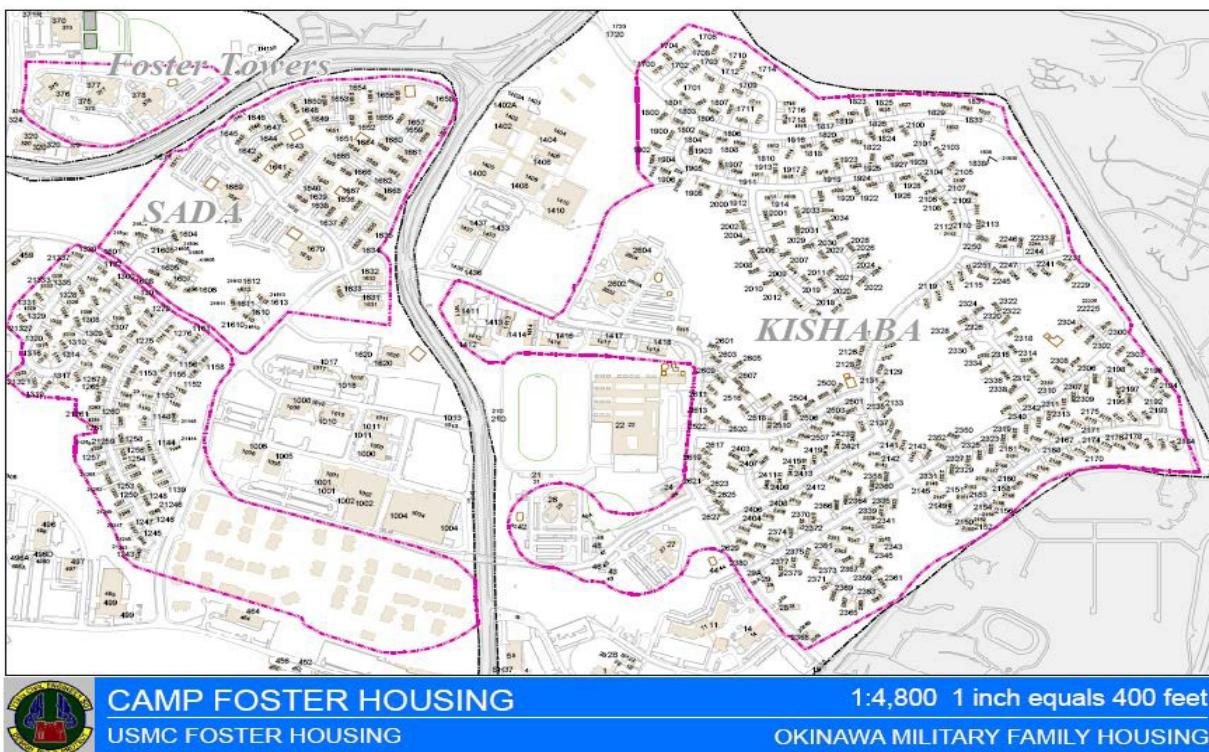
- A. Kadena AB
- B. Camp Foster
- C. Plaza Housing
- D. Camp Lester
- E. Camp Kinser
- F. Camp Courtney
- G. Camp Mctureous

A. Kadena AB

RFP No FA527019RA004

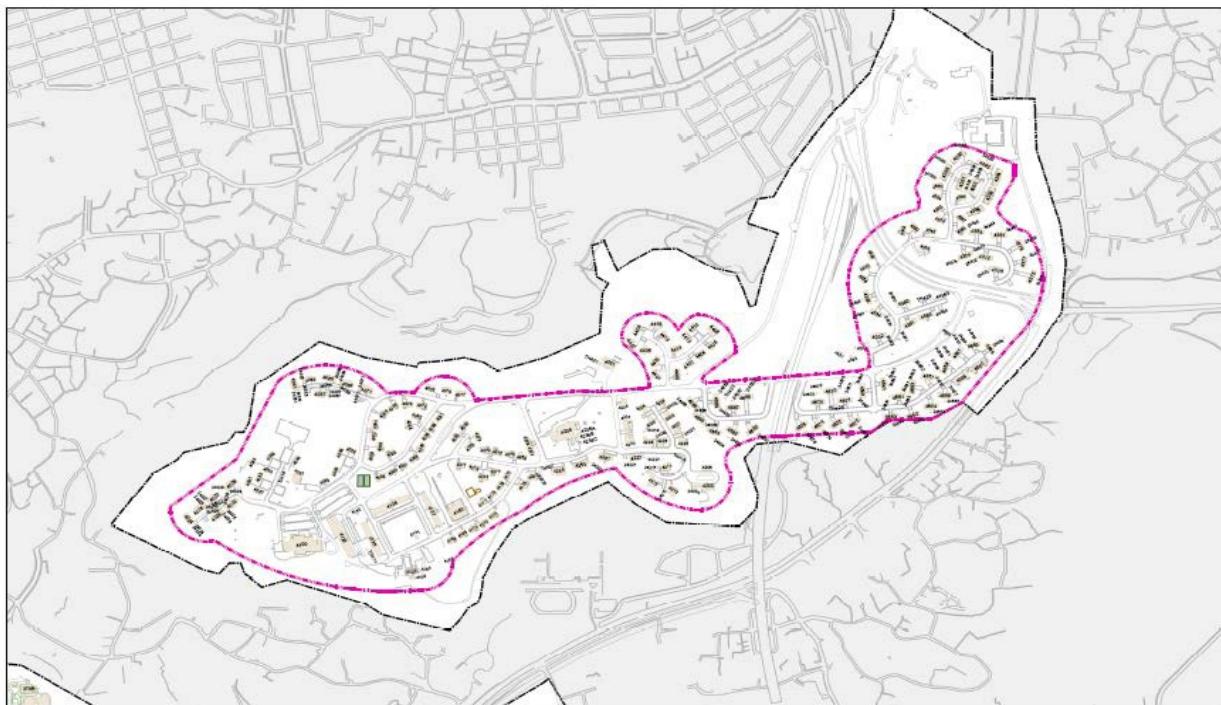


B. Camp Foster



C. Plaza Housing

RFP No FA527019RA004
1
1
S)



CAMP FOSTER - OKINAWA JAPAN
PLAZA HOUSING

1:6,000 1 inch equals 500 feet

OKINAWA MILITARY FAMILY HOUSING

D. Camp Lester



CAMP LESTER - OKINAWA JAPAN
LESTER HOUSING

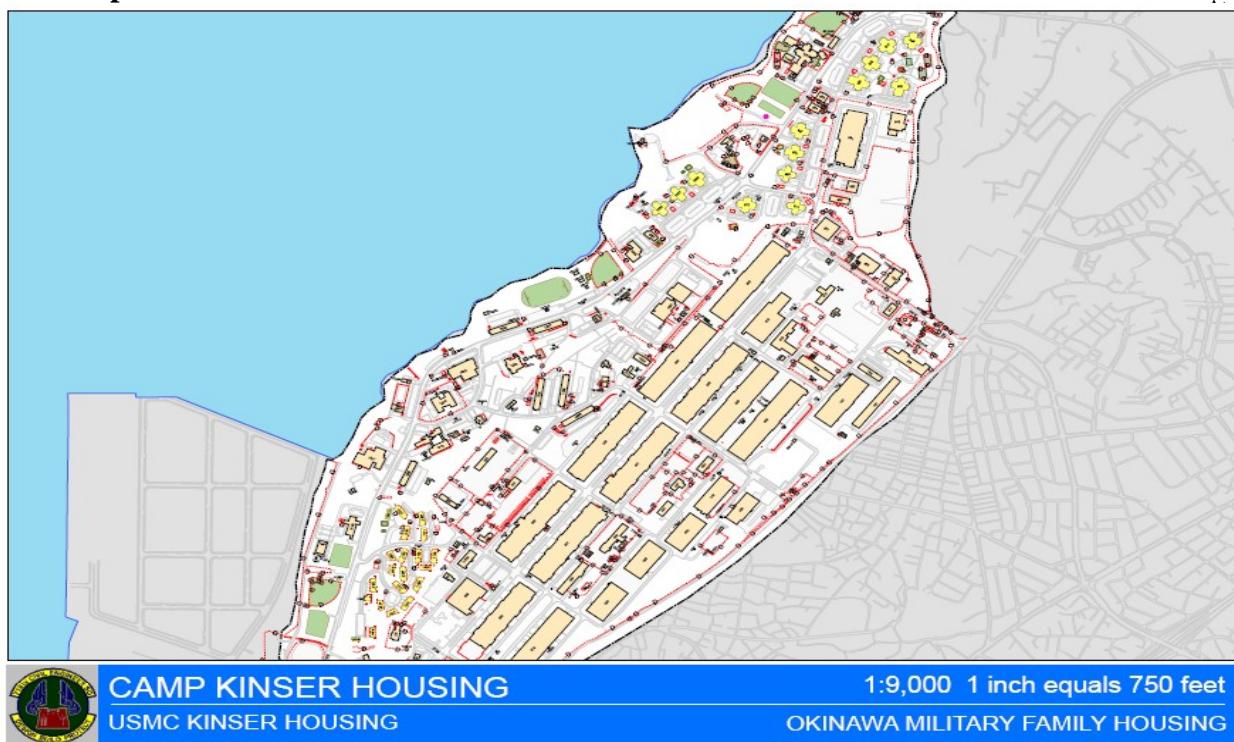
1:4,800 1 inch equals 400 feet

OKINAWA MILITARY FAMILY HOUSING

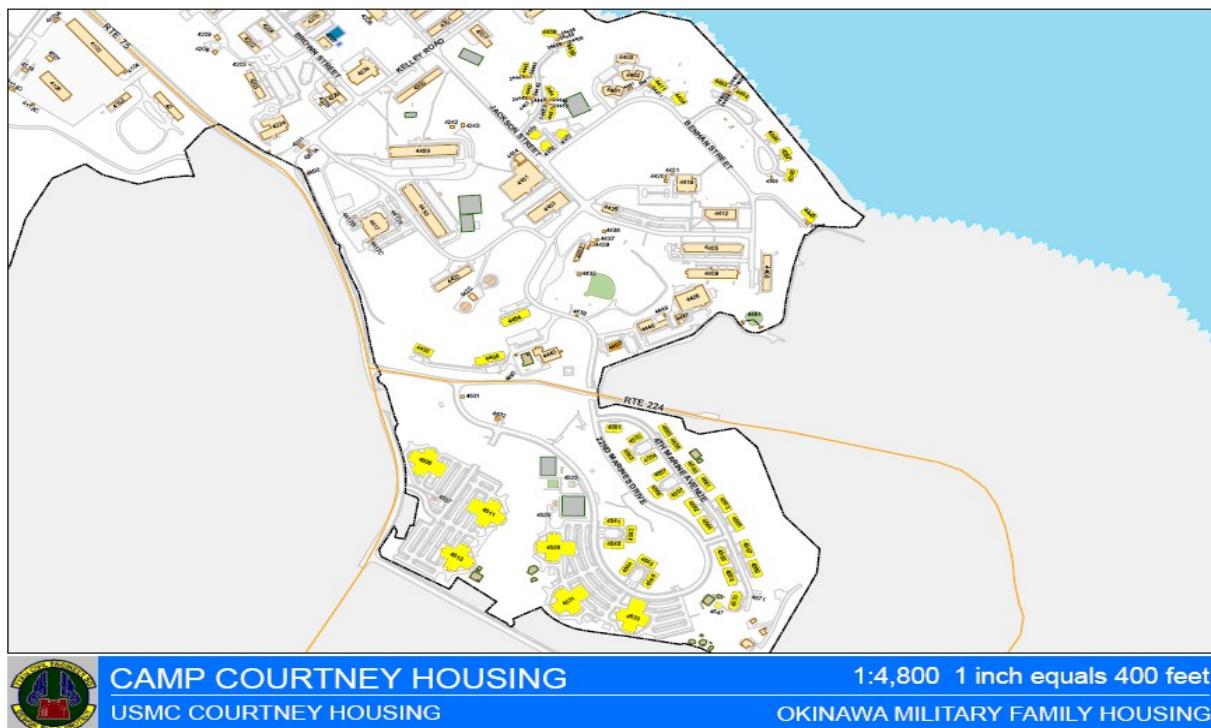
E. Camp Kinser

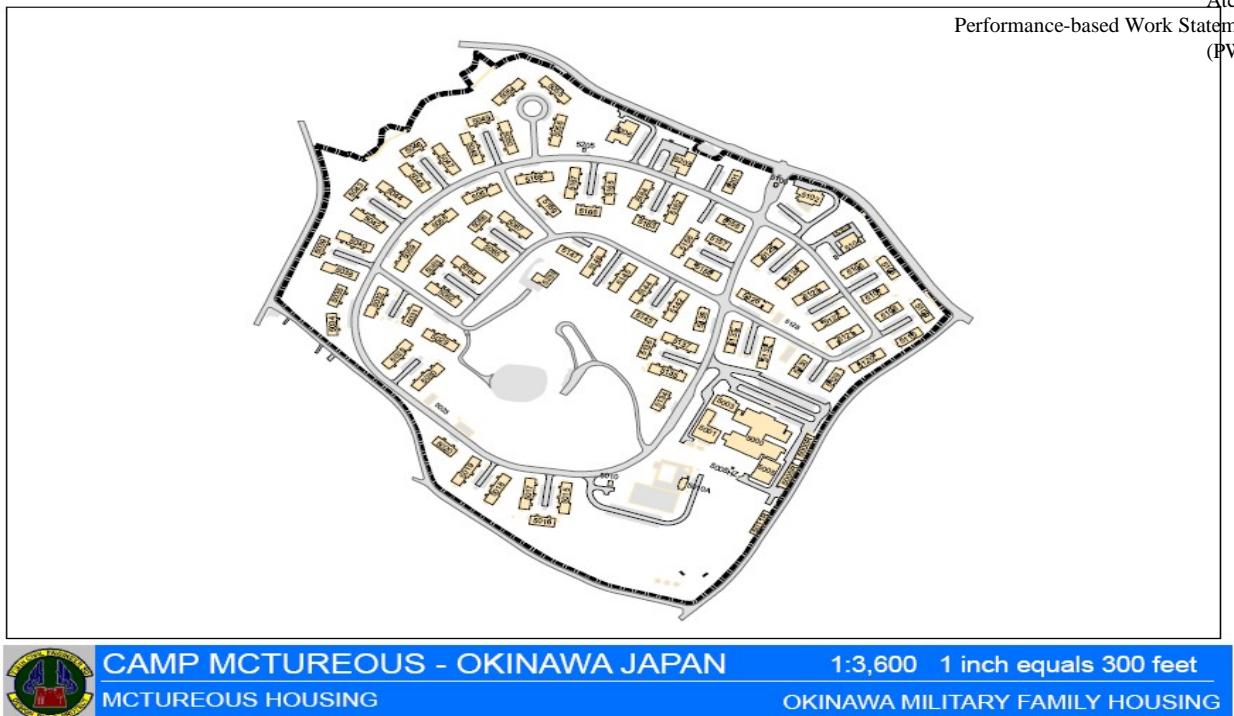
RFP No FA527019RA004

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1
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F. Camp Courtney





APPENDIX C – DATA REQUIREMENTS

Provide the data as indicated below to the CO. All reports, submittals, logs, and information provided to the Government shall be electronic and compatible with Microsoft Office such as Excel, Word, and others. “Compatible” means the documents can be opened using the appropriate Microsoft Office component without any discernible effect on the text (e.g., loss of date) or the formatting of the document:

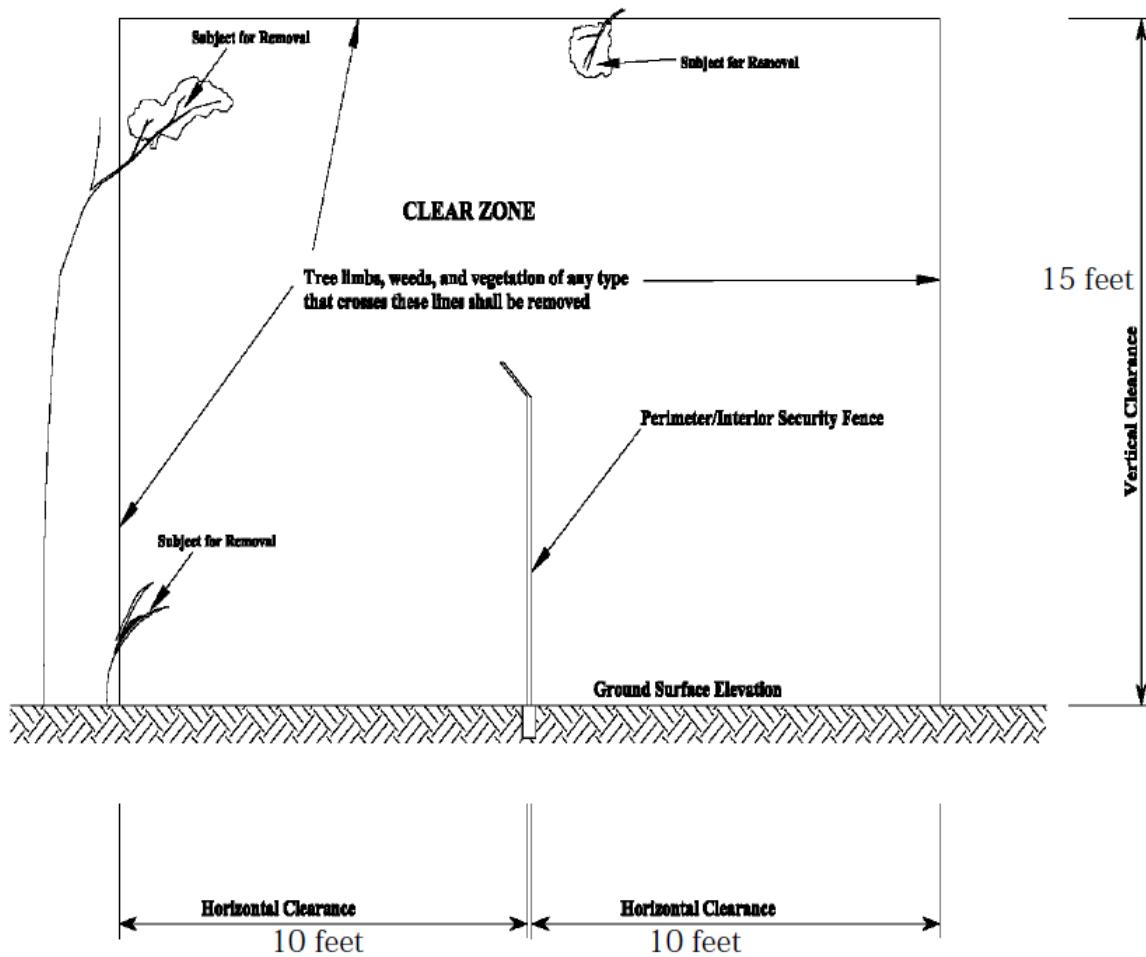
Item No.	Description	Format	Frequency
1.	Services Summary	Contractor Format	Original and changes as occurring
2.	Quality Management System Description	Contractor Format	Original and changes as occurring
3.	Work Performed	Mutually agreed upon format	Monthly (by the 10 th of the month)
4.	Damage and Injury Reports	As required by law	Each Occurrence, within 5 days of incident

APPENDIX D - DEFINITIONS

1. Scalping – areas where the grass is mowed too close to the ground because of uneven ground underneath. When grass is mowed too close to the ground it frequently appears as an unsightly yellow scar. Typically scalping occurs when mowing on hill sides and around obstacles on uneven terrain.
2. Rutting – visible marks left on the grounds from the wheels of mowing and edging equipment.
3. Topping – The reduction of a tree's size using heading cuts that shorten limbs or branches back to a predetermined crown limit. Topping is not an acceptable pruning practice.
4. Lion's Tailing – The removal of an excessive number of inner, lateral branches from parent branches. Lion's tailing is not an acceptable pruning practice.
5. Types of Pruning:
 - Cleaning – Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches.
 - Thinning – Selective pruning to reduce density of live branches.
 - Raising – Selective pruning to provide vertical clearance.
 - Reduction – Selective pruning to decrease the height and/or spread.
6. Branch Bark Ridge – The raised area of bark in the branch crotch that marks where the branch and parent meet.
7. Trimming – Cutting of grass and other vegetation around grounds obstacles that prevent mowing.
8. Debris- Any rubble, wreckage, ruins, waste (to include pet feces) litter and discarded garbage/refuse/trash, scattered remains of destroyed/discharged items or large rock fragments this includes but is not limited to: sandbags, tires, bicycles/parts, concrete, stones, and various other equipment items.
9. Authorized Government Representative(s) – Member of Housing Flight Facilities Section, such as Facilities Manager, Housing Inspectors, Housing Administrators, and COR (s) identified by the CO.

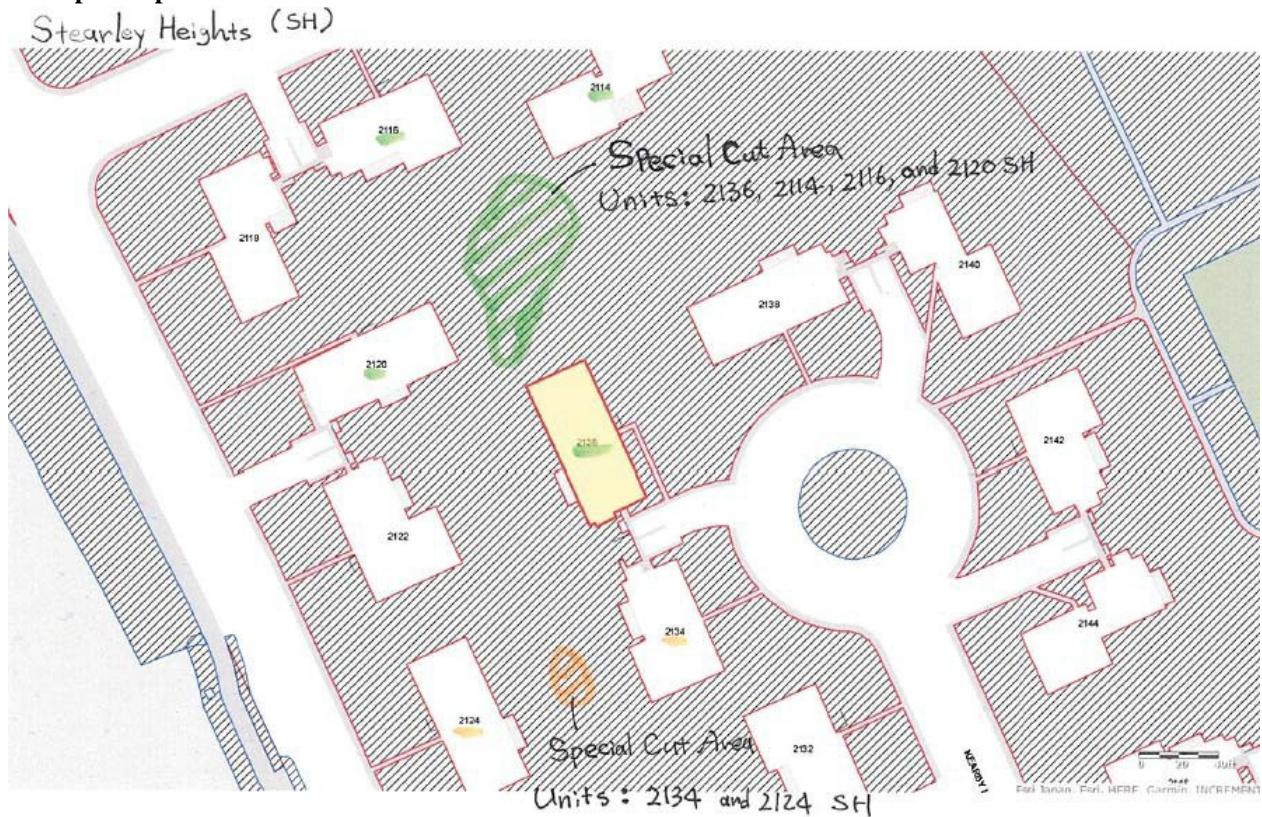
APPENDIX E-CLEAR ZONE

Cross Section of a Typical Fence showing the Clear Zone Boundaries



APPENDIX F – SPECIAL CUT EXAMPLE

Example Map



- If the Special cut area is at GREEN area, the related units are 2136, 2114, 2116 and 2120. Therefore, this GREEN area service will be Special Cuts UNIT Price x 4 Units.
- If the Special cut area is at ORANGE area, the related units are 2134 and 2124. Therefore, this ORANGE area service will be Special Cuts UNIT Price x 2 Units.

Example Pictures 1

Location: 2652, 2654, 2616 and 2613 North Terrace, KADENA AB
Estimated Work Area Size: 7,076 ft² (786.2 yd² / 657.4 m²)

Before:



After:



Example Pictures 2

Location: 2418 and 2420 Kishaba Terrace, Camp Foster
Estimated Work Area Size: 1,042 ft² (115.8 yd² / 96.81 m²)

Before:



After:



Example Pictures 3

Location: 2112 Kishaba Terrace, Camp Foster

Before:



After:



Example Pictures 4

Location: 2160 Kishaba Terrace, Camp Foster

Before:



After:



Example Pictures 5

Location: 2193 Kishaba Terrace, Camp Foster

Before:



After:

