

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT 1. CONTRACT ID CODE PAGE OF PAGES
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2. AMENDMENT/MODIFICATION NO. P00014 3. EFF. DATE 09/21/2009 4. REQUISITION/PURCHASE REQ. NO. 0020032323 5. PROJECT NO. (If applicable)

6. ISSUED BY CODE 7014 7. ADMINISTERED BY (If other than Item 6) CODE
 CBP, Procurement Directorate DHS, Customs & Border Protection
 ATT: Susan Hargett-Evans (b) (6) Procurement Directorate
 Intech Two, Suite 100 Intech Two, Suite 100
 6650 Telecom Drive 6650 Telecom Drive
 Indianapolis IN 46278 Indianapolis IN 46278

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT
 115 MALONE DR
 MORGANTOWN WV 26501-2283
 CODE 129304551 FACILITY CODE
 9A. AMENDMENT OF SOLICITATION NO.
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. X HSBP1106C01391 /
 10B. DATED (SEE ITEM 13) 09/21/2009

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return _____ copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 The contract is modified as follows:
 L00160 is decreased from \$ 1,317,855.00 to \$1,250,255.00. Total decrease is \$67,600.00.
 All other terms and conditions remain the same.

(b)(5); (b)(6)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 Susan Hargett-Evans
 Contracting Officer
 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED
 BY (Signature of Contracting Officer)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES 1 1
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2. AMENDMENT/MODIFICATION NO. P00015	3. EFF. DATE 10/01/2009	4. REQUISITION/PURCHASE REQ. NO. 0020033233	5. PROJECT NO. (If applicable)
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6. ISSUED BY CBP, Procurement Directorate ATTN: LEE SULLIVAN / (b) (6) Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE 7014	7. ADMINISTERED BY (If other than Item 6) DHS, Customs & Border Protection Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR MORGANTOWN WV 26501-2283 CODE 129304551 FACILITY CODE	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. X HSBP1106C01391 / 10B. DATED (SEE ITEM 13) 09/21/2009
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12. ACCOUNTING AND APPROPRIATION DATA (If required)

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	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Contracting Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return 3 copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- a. This Supplemental Agreement is issued to extend the term of the contract. This action is issued under Section 8(a) of the Small Business Act [15 U.S.C. 637(a)].
- b. This contract modification is effective October 1, 2009 through September 30, 2010.
- c. The attached Part I - The Schedule, incorporates current information and replaces all previous additions. (b)(5); (b)(6)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lee Sullivan Contracting Officer		
15B. CONTRACTOR/OFFEROR <u>(Signature of person authorized to sign)</u>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>(Signature of Contracting Officer)</u>	16C. DATE SIGNED

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2 AMENDMENT/MODIFICATION NO PURUIS	3 EFF DATE 10/01/2009	4 REQUISITION/PURCHASE REG NO. 002003333	5 PROJECT NO (if applicable)
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6 ISSUED BY CODE 7014 CBP, Procurement Directorate ATTN: LEE SULLIVAN (b) (6) Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	7 ADMINISTERED BY (if other than item 6) CODE DHS, Customs & Border Protection Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278
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8 NAME AND ADDRESS OF CONTRACTOR (No. street county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR MORGANTOWN WA 26501-2383 CODE I29304551 FACILITY CODE	9A AMENDMENT OF SOLICITATION NO 9B DATED (SEE ITEM 11) 10A MODIFICATION OF CONTRACT/ORDER NO. X HSBP1106L01391 / 10B DATED (SEE ITEM 13) 09/21/2009
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12 ACCOUNTING AND APPROPRIATION DATA (if required)

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X C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF Mutual Agreement of the Contracting Parties
D OTHER (Specify type of modification, and authority)
E IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return 3 copies to issuing office

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UIC) section headings, including solicitation/contract subject matter where feasible:

a. This Supplemental Agreement is issued to extend the term of the contract. This action is issued under Section 8(a) of the Small Business Act (15 U.S.C. 637(a)).

b. This contract modification is effective October 3, 2009 through September 30, 2010.

c. The attached Part I - The Schedule, incorporates current information and replaces all previous additions.

Except as provided herein, all terms and conditions of the contract referenced in item 9A or 10A as heretofore changed, remains unchanged and is full force and effect.

9A NAME AND TITLE OF SIGNER (Type or print) (b) (6) President	10A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lee Sullivan Contracting Officer
15B CONTRACTING OFFICER'S SIGNATURE (b) (6)	15C DATE SIGNED 12/14/09
15D CONTRACTING OFFICER'S SIGNATURE (b) (6)	15E DATE SIGNED 12/14/09

PART I – THE SCHEDULE

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

(a) Hourly Rate

<u>Category</u>	<u>Hourly Rate</u>	<u>Hours</u>	<u>Ceiling Amount</u>
(b)	(b)	4	(b)

(Ceiling Price) Not to Exceed

(b) (4)

The Contracting Officer has decided not to unilaterally issue a contract modification requiring the Contractor withhold amounts from its billings as indicated in Federal Acquisition Regulation (FAR 52.232-7, Payments under time-and-materials and Labor Hour Contracts (FEB 2007). FAR 52.232-7 (a) (7).

(b)	(b)	4	(b)
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(Ceiling Price) Not to Exceed

(b) (4)

(b) Materials and subcontracts

Other Direct Costs (Ceiling Price)

Overtime Pool (Ceiling Price)

Other Subcontracts

(b) (4)

(b) (4)

The contract ceiling price is not to exceed \$2,999,000.

The funded amount of this contract modification is \$2,999,000.00 using the following internal administrative line items:

- 00170 (b) (4)

- 00180 (b) (4)

STATEMENT OF WORK
JANITORIAL SERVICES CONTRACT

Advanced Training Center
Harpers Ferry, West Virginia

C.1 INTRODUCTION/BACKGROUND

- (a) The Advanced Training Center (ATC) develops and conducts training courses and education services for U.S. Customs and Border Protection (CBP), other federal agencies, and the private sector. Courses consist of multiple running sessions ranging from one to three weeks in duration.
- (2) The ATC has an average daily student body of approximately 150 resident students, 50-day students, a federal staff of approximately 50, and operations contractor staff of 25. The ATC will conduct training for 49 weeks per year, excluding one week at Thanksgiving and the two-week period over the Christmas and New Year's holiday.
- (3) Facility Description. The ATC is located approximately 1 mile west of Harpers Ferry, West Virginia, off of Koonce Road and Route 340. The site, comprised of approximately 104 acres, lies adjacent to School House Ridge. The facility includes a 4.29-acre man-made lake. A boat ramp provides lake access. The facility includes 15 individual buildings comprised of approximately 250,000 square feet. Buildings include: a welcome center, guard booth, receiving building, administrative office/training building with a lunch room, fitness center, seminar rooms, auditorium, and resource center, a defensive tactics training building, 3 practical training buildings consisting of an airport, land border, and a hotel/motel/warehouse structure, 4 processing buildings for students to enter into the practical training area, an armory building, a firing range building, and a water treatment building. For a site map, see attachment c.
- (d) The ATC is a smoke free facility; no smoking or use of tobacco products is permitted within any of the buildings.

C.2 DESCRIPTION OF SERVICES

- (a) The Contractor shall provide janitorial services for the following buildings and areas:
1. **Administrative Office Building** – All occupied and unoccupied spaces including entrances, corridors, stairways, elevator, bathrooms, shower rooms, kitchens, lunch room, offices, file and storage rooms, fitness centers, health unit, historic display area, classrooms, resource center, auditorium, seminar rooms, interior/exterior windows, high cleaning, and exterior patio areas.

2. **Welcome Center** - all occupied and unoccupied spaces including offices, corridors, stairways, bathrooms and entrances, display areas, interior/exterior windows, high cleaning, and north and south patios/porches, ramps, and roof overhangs;
3. **Receiving Building** - all occupied and unoccupied spaces, including offices, entrances, hallways, storage areas, bathrooms, interior and exterior windows, high cleaning, loading dock area, and north and south patios and roof overhangs;
4. **Guard Booth**-occupied space and all interior and exterior windows;
5. **Tactical Training Building** – all occupied and unoccupied spaces, including offices, entrances, hallways, storage areas, bathrooms, defensive tactics training mat rooms, classrooms, laundry areas, locker rooms, shower rooms, judgment pistol shooting rooms, maintenance areas, high cleaning, all exterior windows, and roof overhangs;
6. **Armory Building**-all occupied and unoccupied spaces, including offices, break areas, entrances, hallways, storage areas, bathrooms, high cleaning, north and south patio overhangs, interior and exterior windows. *The armorers work area, the firearms vaults and the ammunition storage vaults will be cleaned by appointment only under direction of the COTR.*
7. **Range Building**- all occupied and unoccupied spaces, including offices, classrooms, entrances, hallways, storage areas, bathrooms, cleaning rooms, firing ranges, control booths, front and back patio roof overhangs, high cleaning, and interior and exterior windows;
8. **Land Border Training Building**-all occupied and unoccupied spaces, including offices, entrances, hallways, detention rooms, search rooms, bathrooms, corridors and entrances, high cleaning, inspection booths, secondary inspection areas, interior and exterior windows and all roof overhangs;
9. **Airport Training** -all occupied and unoccupied spaces, including offices, detention rooms, search rooms, passenger processing areas, baggage belts, corridors, bathrooms, storage rooms, cashiers area, high cleaning, all exterior building overhangs, corridors, entrances interior and interior and exterior windows;
10. **Clearing Buildings**-all spaces in the four clearing buildings (three buildings in the practical training area and one building in the marine training area) including corridors, locker areas, storage areas, equipment issuance areas, entrances, exterior and interior windows, and roof overhangs;
11. **Water Treatment Building** – areas specified by the COTR upon special appointment;

12. **Miscellaneous**-bathroom only;

- (b) Refer to **Attachment 2 (Facility Type Summary)**, for information on overall Floor types, floor attachments are scaled estimates and are accurate to within + or - 10 percent. **Actual building floor areas and quantities should be verified by the contractor prior to submitting a proposal.**
- (c) Electrical Equipment, Telephone Equipment, Mechanical Equipment and Elevator Equipment rooms will be cleaned by scheduling with the COTR.
- (d) The Contractor shall furnish all cleaning supplies and equipment, including power driven floor scrubber/washers, high speed burnishers and floor machines, wet vacs, vacuum cleaners, trucks/vehicles and other items required to perform janitorial services. Equipment shall be of commercial/industrial size and type customarily used in janitorial work of the kind and scale present at the ATC. The Government will make available to the Contractor, for use under this contract, the equipment identified in **Attachment 3 (Government Furnished Property)** of this solicitation, subject to FAR 52.245-02 Government Furnished Property (Fixed-Price Contracts) and FAR 52.245-19 Government Property Furnished "As Is." This equipment will be available for as long as it is in good working condition. After its useful life has ended, the Government will not replace this equipment and the Contractor shall be responsible for furnishing whatever equipment is needed in the performance of this contract. **The Contractor will notify the COTR when equipment is no longer serviceable, providing Government property numbers, description and location, so that it may be disposed of in accordance with Government Property Regulations.**
- (e) The Contractor shall provide reliable and timely services in such a fashion as to not impact or disrupt ATC operations or programs.
- (f) The Contractor shall take a pro-active approach to spot cleaning to ensure that all areas are free of debris, spots, stains, etc., on a daily basis. The Contractor shall spot clean areas as necessary on a daily basis and in addition to the routine cleaning schedule specified in section C.13.
- (g) The Contractor shall adhere to and incorporate manufacturer's maintenance recommendations for carpeting and other floor coverings installed at this facility.
- (h) Pursuant to Executive Order 13101 "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," the Contractor shall use environment-friendly products, recyclable materials, and reusable wares whenever possible.
- (i) Supplies and materials and execution of work shall conform to all applicable State and Federal regulations. Material Safety Data Sheets are required for all chemicals.

- (j) The project manager shall meet with the COTR weekly to review performance, coordinate services, discuss issues, and identify and remedy problems before they negatively impact ATC operations and programs.

C.3 WORK HOURS

All daily and weekly work shall be performed during normal working hours between 7:00 a.m. to 5:00 pm. Items such as wax stripping may be scheduled with the COTR for after normal business hours, Monday through Friday. In some areas, security personnel will escort contract personnel while the work is performed.

C.4 QUALIFICATIONS OF PERSONNEL

(a) Qualifications and Responsibilities of the Project Manager.

1. The Project Manager shall coordinate all work with the COTR and handle all problems of a technical nature.
2. The Project Manager is responsible for the management and scheduling of work to be performed under this contract, and must be able to make decisions and determinations related to successful execution of the services.
3. The Project Manager shall supervise all other on-site employees working under this contract.
4. In coordination with the COTR and the Contractor's corporate office, the Project Manager must have the appropriate qualifications and authority to handle on-site personnel issues.
5. The Project Manager is responsible for the Quality Control Program and Inspections.
6. Prior to employment under this contract, the Project Manager shall have had at least three years of recent (within the last 5 years) experience in the project management and supervision of janitorial type operations of approximate size and characteristics of the buildings covered by this contract.

- (b) Qualifications of other Contractor Personnel. The Contractor is responsible for insuring that all personnel employed under this contract are adequately trained and qualified in custodial type work. Within thirty days after award, all personnel must have training in hazardous materials handling and First Responder Awareness Training. The language, literacy, and educational levels of all contract employees must be considered and the required training shall be appropriate and adequate to ensure safe handling of all chemicals and hazardous materials.

C.5 BUILDING JANITORIAL PLAN

- (a) Within fifteen (15) workdays after contract award, the Contractor shall submit an original and one copy of a Building Janitorial Plan (BJP) to the COTR. The BJP shall include a detailed schedule and timetable for specific tasks, location, frequency, and the dates or days of the week that services will be provided. The BJP will also identify all methods, equipment and chemicals that will be used in the performance of the contract. The BJP is subject to COTR approval.
- (b) The Contractor shall submit a new BJP within 15 workdays after the exercise of any option under this contract. All changes or substitutions to the BJP must be submitted to the COTR, in writing, for approval.

C.6 QUALITY CONTROL PROGRAM

- (a) The Contractor shall establish and maintain a complete Quality Control Program (QCP) to assure that the requirements of the contract are being met and that services are performed effectively and efficiently.
- (b) The QCP shall include an inspection system covering all services stated in the routine services schedule. A checklist shall be used in inspecting contract performance during regularly scheduled or unscheduled inspections. The checklist shall include every area of the operation serviced by the Contractor as well as every task performed.
- (c) The QCP shall also include a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Government inspector points out the deficiencies.
- (d) The Contractor shall maintain a file of all inspections conducted by the Project Manager and the corrective action taken. This documentation shall be made available to the Government during the term of the contract.
- (e) The Project Manager shall perform inspections and submit a Quality Control Inspection Report to the COTR daily.

C.7 QUALITY ASSURANCE

The Government will randomly evaluate the Contractor's performance in accordance with the Quality Assurance Plan (ATTACHMENT G).

C.8 DAMAGE/ACCIDENT EMERGENCY REPORTING.

- (a) The Contractor will routinely collect information on and report all observed broken, damaged or heavily soiled fixtures or property. The Contractor shall also report all accidents resulting in any type of injury. Reports will be given to the project manager to incorporate on the quality control report to the COTR the following day. All accidents and emergencies that are life threatening or potentially damaging to real property shall be immediately reported to the Security Officer on duty.
- (b) Emergency and Maintenance Notification. The contractor and his employees shall make note of, and report any and all unusual conditions encountered during the execution of work on this contract. *Emergency and or security issues i.e.; water leaks causing flooding, power outages, etc. should be reported immediately to the on-site Security Officer via radio. Maintenance issues i.e.; leaking water faucets, burned out light bulbs, malfunctioning door locks, etc. should be reported to the on-site manager for inclusion in his daily quality control report to the COTR.*

C.9 STORAGE SPACE AND UTILITIES PROVIDED.

- (a) Space will be assigned at no expense to the Contractor for the storage of his bulk supplies, replacement parts and the equipment, which will be used in the performance of work under the contract. The contractor will be responsible for maintaining adequate stock levels of supplies and equipment and for keeping the storage area in neat and clean condition.
- (b) The Contractor will be provided access to designated, secured janitor closets located in all buildings. Janitor closets include storage areas for supplies, a mop sink and hot and cold water.
- (c) An office area and bulk storage room with telephone and a personal computer for the project manager will also be provided.
- (d) For the purpose of this contract, utilities such as water, electricity, etc., will be furnished by the Government at no cost to the contractor. The Contractor will be required to participate in all ATC utility conservation programs. Long distance telephone services will not be provided.

C.10 KEY CONTROL

- (a) The Contractor shall implement methods of insuring that all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized personnel. No keys issued to the Contractor by the Government shall be duplicated.
- (b) The Contractor shall immediately report each occurrence of a lost key to the COTR.
- (c) It is the responsibility of the Contractor to prohibit the use of keys issued by the Government by any persons other than the Contractor's employees. It is also the responsibility of the Contractor to prohibit the opening of locked areas by Contractor employees to permit entrance to persons other than the Contractor's employees engaged in the performance of assigned work under this contract.

C.11 INTERIOR AIR QUALITY GUIDELINES.

The Contractor shall not use aerosols and will minimize spraying to apply solutions. Avoid use of solvent-based products, use environmentally friendly products. Limit use of hand sweeping where practical and use mops to reduce dust generation. Use damp dusting instead of lambs wool and "feeder-type" dusters that create airborne dust. Store cleaning supplies only in janitorial closets. ***The management of all materials shall comply with hazardous material handling, storage and container disposal regulations as prescribed by OSHA.***

C.12 ATC RECYCLING PROGRAM.C.13 ROUTINE SERVICES – SCHEDULE(a) DAILY SERVICES

1. Trash. Empty all waste paper baskets, trash cans and recycling containers. Replace waste basket/can liners, as required. Bag newspapers/office white paper, cardboard, aluminum/metal cans, plastic, glass and trash separately in plastic bags. Transport bags to recycling center and dumpster behind Receiving.
2. Bathrooms/Showers Flooring. Sweep and clean ceramic tile floor using disinfectant water. Floors shall have a high shine appearance after cleaning.
3. Bathrooms/Shower/Locker Areas. Damp wipe, clean and disinfect toilet fixtures, seats, urinals, stall partitions/doors and washbasins. Damp wipe and polish mirrors, shelves, dispensers, plated fixtures and exposed piping. Dust ledges and grills. Spot clean wall surfaces, doors and waste receptacles. Remove splashes around washbasins and urinals. Empty used paper towel receptacles.

Empty sanitary napkin receptacles; clean, disinfect and dry; provide new liner bag. Restock disposable materials as required to maintain adequate stocks in dispensers.

4. Range Building. The firing ranges shall be inspected for paper trash and spent brass bullet casings. Paper trash shall be routinely handled as in other facilities. Brass casings shall be swept up and placed in designated holding containers. Primary responsibility for range cleanup is the ATC Staff. The contractor will provide follow up cleaning and general sweeping.
5. Defensive Tactics Mat Rooms. The three defensive tactics mat rooms shall be inspected daily and cleaned as appropriate. The material on the floors and walls should be wet mopped with clean water as necessary. Mats will be disinfected when cleaned with an antibacterial cleaner.

(4) TWICE A WEEK SERVICES

1. Carpeting/Area Rugs. Vacuum carpets and area rugs. Use only an approved commercial or industrial grade vacuum cleaning system. Vacuums will be provided by the Government. Vacuum using accessory tools for hard-to-get spots and corners. Special attention will be given to heavy traffic and areas under furniture and other equipment, as well as walk off and heavy use areas. If area is scheduled to be dusted, vacuum only after dusting is complete. Spot clean carpeting and area rugs, as required to remove spots and stains.
2. Resilient Flooring. Sweep resilient floors, steps and landings. Remove all dirt from around and under all equipment and furnishings. Spot scrub or wet mop hard to clean areas, as required. Maintain floors to have a clean and uniform sheen appearance after sweeping and between cleaning. Conduct operations with equipment and chemicals so as to reduce dust generation.
3. Elevators. Damp wipe and polish interior/exterior car doors, walls, handrails, controls and door trim surrounds to remove fingerprints and smudges. Sweep floor. Spot scrub or wet mop hard-to-clean areas, as required. Floors shall have a clean and shiny appearance after cleaning.
4. Public Phones/Drinking Fountains. Damp wipe, clean and disinfect public phones, phone housing/counter and drinking fountains.
5. Cleaning/Dusting. Clean/dust scheduled areas. Work shall include: dust furniture, lamps/shades, built-ins, displays, damp wipe table tops and arrange furniture so as to give a neat and orderly appearance. Spot clean wall surfaces, doors, hardware and fixtures to keep listed areas free of hand prints, smudges, etc. Spot clean interior window/door frames and sills. Spot clean upholstered furniture, as required. Clean and polish both sides of exterior entrance doors, windows and door hardware at all building entrances and vestibules. Clean

interior/exterior walk off mats. Conduct operations with equipment and chemicals so as to reduce dust generation.

(c) WEEKLY SERVICES

1. Brick/Stone/Wood/Raised Flooring. Sweep and clean floors, steps and landings. Remove all dirt from around and under all equipment and furnishings. If vacuum is used to complete floor sweeping, the floor machine used will meet the particle filtration requirements noted above for vacuuming carpet. Use equipment, cleaning and finish solutions designed for the floors type and as necessary to maintain a uniform sheen between burnishing/buffing operations. Power assisted scrubbers, scrubber/washers and high-speed floor machines shall be used to reduce cleaning times and improve cleaning operations. Limit use of hand mopping to smaller areas. Change cleaning and rinse solutions regularly.
2. Bathroom/Shower Floors. Pour 1 gallon of water into each exposed floor drain in the bathroom and shower floors.
3. Cleaning/Dusting/Polishing. Clean, dust and polish display cabinets and photomurals located in IE, IW and Museum.
4. Vending Machines. Damp wipe all vending machine fronts and exposed sides and clean floors, walls and cove bases of stains and spills. Floors shall have a clean and uniform sheen after cleaning.
5. Concrete Floors. Sweep concrete floors. Refer to earlier guidance on sweeping and cleaning brick/stone/raised/wood floors.

(d) TWO WEEK SERVICES

1. Resilient Floors. Clean floors, steps and landings in accordance with the guidance specified for brick/stone/wood flooring on the aforementioned twice-weekly schedule.
2. Stairwells. Dust handrails, ledges, grills, fire apparatus and doors. Spot clean walls to a height of (7) feet above the floor. Clean both sides of stairwell doors and window panels.

(e) MONTHLY SERVICES

1. Concrete Floors. Clean/sweep designated concrete floors, including tunnels. Refer to earlier guidance on sweeping and cleaning brick/stone/wood flooring.
2. Kitchens/Dining Areas: Damp wipe tile backsplash, counters, appliance fronts and table tops. Remove any and all dishes, glasses, cups and flatware from the counter and sink and place them in the dishwasher for others to wash. Scour the kitchen sinks and rinse thoroughly.

(f) QUARTERLY SERVICES

1. Brick/Stone/Resilient/Raised/Wood Floors. Buff/burnish scheduled floors, steps and landings. The contractor will use high-speed burnishers to buff stone/brick and resilient floors (GFI). Use machines capable of burnishing at 1000 RPM or greater. Floor machines, if used, shall be capable of buffing/polishing at a minimum of 250 RPM. Utilize high-speed burnishers and a restorative system of products designed for the floors. After buffing, areas shall be free of traffic and furniture marks and have a uniform sheen. Touch-up periodically, as required, to maintain a sheen between buffing/burnishing operations. *At the end of each days activities the project manager will notify the COR of the floor buff/burnish/restoration progress via e-mail.*
2. Low Cleaning. Thoroughly clean by dusting, vacuuming or damp wiping designated areas including all vertical and horizontal surfaces and objects located within seven feet of the floor. This includes but is not limited to: wall surfaces, ledges, interior windows/doors, moldings, window treatments, office furniture, HVAC grilles, equipment, switch/outlet plates, door hardware and light fixtures. Polish wooden furniture with an approved wood restoration product. Clean shower curtains by removing them from the shower rods and either soaking or scrubbing, rinse thoroughly and re-hang them to dry. Cleaning operations should result in a clean and thoroughly refurbished appearance. All spots on walls not removed by dusting will be removed by the material manufacturers recommended method/product. *At the end of each day's activities the project manager will notify the COTR of low cleaning progress via e-mail.*
3. Wastebaskets. Remove waste twice daily and then damp wipe and disinfect wastebaskets and recycling containers inside and out quarterly.

(g) SIX MONTH SERVICES

1. Brick/Stone/Resilient/Wood/Raised/Ceramic Tile Floors. Strip all floors, coves and base molding of sealers and finishes, apply an approve finish product and buff/burnish to establish a high sheen. Restore designated floors, coves and base molding, steps and landings to a high sheen and durable finish. The Contractor shall take necessary precautions to not allow finishes to stain stone/block walls, wood moldings, or kick plates under cabinets or display cases. Re-establish a hard and durable finish that is free of traffic and furniture marks. Restoration, stripping, and refinishing operations shall be in strict compliance with the floor manufacturer's recommendations. Chemicals and finishes will be approved as part of the Building Janitorial Plan. Utilize high-speed burnishers and a cleaning/refinishing system of products designed for the floors. *At the end of each day's progress the project manager will notify the COTR of the floor stripping and refurbishing progress via e-mail. Stripping will be an after hours operation.*

2. Carpeting/Area Rugs. Clean using a dry extraction carpet cleaning system that utilizes low moisture absorbent compounds. Rotary shampoo machines will not be used. Pre-condition carpeting by thoroughly pile lifting with an approved commercial-grade pile lifter. *At the end of each day's activity the project manager will notify the COTR of carpet cleaning progress via e-mail.*

3. High Cleaning. The Contractor shall clean by dusting or vacuuming all vertical and horizontal surfaces and objects located above seven (7) feet. This includes but is not limited to: walls, windows, casings, doors, exposed pipes and ductwork, high files, air conditioning outlets, return air grilles and light fixtures. All spots on walls not removed by dusting will be removed by a manufacturer recommended method/product non-injurious to the surface. High cleaning includes all overhead areas. *At the end of each day's activity the project manager will notify the COTR of high cleaning progress via e-mail.*

4. Windows. Clean all perimeter building windows and frames of the designated buildings. Wash all perimeter windows to remove dirt, spots, streaks and smudges from glass both inside and out. Notify the COTR at least 72 hours prior to interior window cleaning so that ATC Staff can be notified to clear window sills in their respective offices. Once the contractor has completed the interior window cleaning he will notify the office occupant by leaving a sticky note on their window. *At the end of each day's activity the project manager will notify the COTR of window cleaning progress via e-mail.*

(h) ADDITIONAL EXTERIOR CLEANING. No more than six times per year, and as requested by the COTR, wash the windows on the north and south sides of the Administration Building and on all sides of the Welcome Center. Use hot water and an approved detergent to spray the windows, rinse thoroughly and allow to air dry. Clean the undersides of building entrance roof overhangs to remove cobwebs and insect debris. Using an approved dry cleaning method, remove cobwebs from exterior wall sconce light fixtures on all buildings being attended under this contract and the light post globes and shades between the south end of the Administration Building and the north entrance to the Armory Building. Pressure wash all patio areas of all building entrances and patios to remove coffee stains, bird droppings and any other foreign material. *At the end of each day's activity the project manager will notify the COTR of job progress via e-mail.*

STATEMENT OF WORK
FOR
GROUNDS MAINTENANCE
AND
SNOW REMOVAL SERVICES

U.S. Customs and Border Protection
Advanced Training Center
Koonce Road
Harpers Ferry, WV 25425

ATTACHMENT A

STATEMENT OF WORK

**FOR
GROUNDS MAINTENANCE SERVICES**

C.1. DESCRIPTION OF SERVICES.

C.1.1. The contractor shall provide all personnel, equipment (other than the Government-furnished equipment identified in Attachment C), tools, supervision, and other items and services necessary to ensure that grounds maintenance and snow removal is performed at the Advanced Training Center (ATC) in a manner that will maintain healthy grass, trees, shrubs, and plants; provide safe roadways and walkways; and present a clean, neat, and professional appearance.

C.1.2. The ATC is a residential training facility providing advanced in-service training to law enforcement professionals in the Federal, state and local governments. The ATC also hosts high level meetings and retreats for politicians and government executives.

C.1.3 The ATC is located on 104 acres adjacent to School House Ridge. The campus consists of 15 buildings with approximately 250,000 square feet. The campus is divided into an entrance area, instructional areas, a 4.29 acre man-made lake, and a practical training area, accessed by 1 mile of paved and unpaved roadways, 3 paved parking lots, and 1/4 mile of paved walking paths.

C.2. ROUTINE GROUNDS MAINTENANCE

C.2.1. Mowing.

C.2.1.1 The contractor shall mow and trim all primary and secondary areas of the campus in accordance with the following schedule and as delineated on Attachment B.

Primary Maintain throughout the mowing season to a height of between 2 ½ to 3 ½ inches.
 (The mowing season for purposes of this contract is between April 1st and
 October 31st)

Secondary Mow monthly to a height of 2 ½ inches.

Semi-Annual Mow to a height of 2 " once in July and once in October.

C.2.1.2. Grass clippings shall be removed or mulched when visible after mowing. The height is a guideline for a neat and professional appearance. Primary and secondary grounds shall look well manicured at all times.

C.2.1.3 The contractor shall police all areas to be mowed to remove trash, tree limbs, rocks, or any other debris before beginning mowing operations in any area of the campus. At the end of

each day's mowing operations, the mowed areas will be trimmed and sidewalks/building entrances swept or blown of grass clippings before moving to another section of the campus. The contractor shall move all lawn furniture that obstructs mowing operations and replace it upon completion.

C.2.2. Edging. Sidewalks, driveways, curbs, and other concrete or asphalt edges located in the primary and secondary areas shall be edged at least every other mowing. Edging shall include removal of vegetation from cracks in sidewalks, driveways, and curbs within .5 inch of the edged surface and to a depth of not less than 1 inch.

C.2.3. Trimming. Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing.

C.2.4. Weeding and Mulching.

C.2.4.1. The contractor shall weed all ornamental beds and trees on an as needed basis to ensure that they are kept weed free at all times during the growing season. *No herbicides may be used in this operation without the written consent of the COTR.*

C.2.4.2. Mulching of ornamental beds and trees shall be conducted in April and in October. Mulch shall be placed to allow a minimum 2" depth of cover in ornamental beds and a minimum of 4" depth of cover around ornamental trees.

C.2.5. Roadway Maintenance

C.2.5.1. The contractor shall on an annual basis grade the gravel farm and fire lanes. The contractor shall drag blade the lanes to re-establish a level surface and shall place additional stone as needed to maintain grade.

C.2.5.2. The contractor shall inspect all paved campus roadways, trails and sidewalks for vegetation on a monthly basis and shall remove any found growing in joints or cracks upon discovery.

C.2.6. Planters. The contractor shall maintain ornamentals in existing wooden planters located at building entrances on patios. The contractor will water ornamentals in planters as needed to ensure a healthy appearance throughout the growing season. The contractor will be responsible for replacing dead or unhealthy ornamentals at no additional cost to the government if cause is due to neglect by the contractor for over or under watering.

C.2.7. Remove Debris/Police Grounds. The contractor shall perform daily general litter patrol in all primary and secondary areas. Responsibilities shall include, but not be limited to, the removal and disposal of all natural debris, (tree limbs, dry brush, rodent habitats, dead animals, etc.), and man-made debris. During the fall months, fallen leaves shall be removed daily from all sidewalks, pathways, patios, and building entrances. At other times leaves shall be removed as

necessary. Dispose of all debris at a location designated by the COTR and in accordance with existing local, state, and federal regulations.

C.2.8. Repair Damaged Areas/Trees/Shrubs. Areas damaged by contractor vehicles, erosion, drought or insect/diseases shall be seeded, or sodded to meet the standards of surrounding areas. Other than lawn areas will be repaired to match the surrounding area. Seeding and sod replacement activities shall be coordinated with the COTR. Damage to trees and shrubs from trimming shall be repaired by the contractor. If a plant should die or become unhealthy due to damage, the contractor will be responsible for replacing the damaged plant with a plant of same size and type. Plant replacement shall occur within 30 days of noticed damage. Damage caused by the contractor's abuse or neglect shall be at the contractor's expense.

C.2.9 Ornamentals. The contractor shall prune ornamental shrubbery, plants, and trees seasonally or on an as-needed basis to maintain their natural growth characteristics and a healthy, attractive appearance. Pruning shall be conducted in accordance with guidelines and standards set forth by the American Society of Landscape Architects.

C.2.10 Tree Removal and Pruning

C.2.10.1. The contractor shall remove any and all fallen trees and or tree limbs on campus roadways, trails, and primary mowing areas, patios or sidewalks. Trees shall be pruned on an as-required basis to provide safety, clearances, or as designated by the COTR. Trees and/or limbs shall be cut to a manageable size that can be transported to a designated disposal area or placed in an adjacent wood lot.

C.2.10.2. The contractor shall patrol the trails and Challenge Course for fallen trees or limbs or leaning overhangs that may pose a safety hazard on a weekly basis and shall remove them immediately.

C.2.10.3. Tree pruning that requires topping or climbing should be conducted by a professional tree removal company and is covered under C.3. EMERGENCY AND SPECIAL EVENT SERVICES.

C.2.11 Trash Removal and Sign Maintenance

C.2.11.1. The contractor shall empty all trash and cigarette butts from outside trash and ash receptacles, replace the liners and wipe all the exposed surfaces with a mild detergent and damp cloth each morning Monday through Friday prior to 9:00 am.

C.2.11.2. The contractor shall maintain all patio, stairway and sidewalk drains free from leaves, sticks and any other debris that would obstruct water flow on a daily basis Monday through Friday. Monthly the contractor will wipe all traffic and directional signs with a mild detergent and damp cloth to remove bird droppings and cobwebs.

C.3. EMERGENCY AND SPECIAL EVENT SERVICES.

C.3.1 Emergencies. Emergencies are defined as situations that are destructive or pose a safety hazard (i.e. fallen trees on buildings, utility lines, or roadways). Upon notification by the contracting officer's technical representative (COTR), the contractor shall perform emergency grounds maintenance required in areas covered under this contract. Upon notification of an emergency, the contractor's project manager shall respond within one (1) hour to meet with the contracting officer's representative to discuss the requirement and the estimated cost. Contractor personnel shall begin emergency work within two hours after receiving written direction by the COTR.

C.3.2. Special Events. Special Events are defined as grounds maintenance and landscaping activities that are within the general scope of this contract but are not included in the basic routine maintenance. (i.e. additional plantings, non-routine brush clearing from natural area). The COTR will notify the contractor as soon as a special event requirement is known, but no less than 48 hours prior to the event. The Contractor's project officer will meet with the COTR within 24 hours to discuss the requirement and the estimated cost, and provide a proposal in writing. Contractor personnel shall begin work within 24 hours after receiving direction by the COTR.

C.3.3. Payment for Emergencies and Special Events. Payment for services under this section will be in accordance with CLINs 0002, 1002, 2002, 3002, or 4002, and will be on a time and materials basis. Charges for time will be at the fixed hourly rates specified in the CLINs. Materials and subcontractor charges will be reimbursed at cost. Receipts showing the items received and amount paid, must accompany the contractor's invoice.

C.4. SNOW AND ICE REMOVAL.

C.4.1. The contractor shall remove all snow and ice, and chemically treat all of the ATC campus roadways, paved and concrete sidewalks, patios and foot bridges. The contractor shall monitor local weather forecasts for potential winter storms or precipitation and shall be in a ready status to mobilize manpower and equipment as required to keep ATC thoroughfares clear of snow and ice.

C.4.2. The contractor will be contacted by the COTR or ATC Security Officer at the first sign of freezing precipitation. The contractor shall mobilize his manpower to begin snow and/or ice removal using the following priorities, unless otherwise notified by the COTR:

1. Main Entry Drive off of Koonce Road, around the Welcome Center, including the Welcome Center Parking lot and the driveway and loading dock areas on the north and south sides of the Receiving Building, following south past the guard booth to the Administration Building and its parking circle/drop off area, following south through and including the main parking lot, following south toward the Armory Building including the parking areas on the north side, following west to the Marine Training area, including the parking area and boat launch area. The contractor shall also remove ice/snow from the point on the main roadway north of the Administration Building where the road divides, following south and west to the maintenance area of the Defensive Tactics Training Center to include the airport, land border, and hotel motel

training areas.

2. The paved walkways and all building entrances.
3. Drives, walk ways and parking lots in conjunction with the Water Treatment Plant Road and the emergency access road to the northwest gate.
4. The roadway leading from the northwest gate to Koonce Road.

C.4.3. The contractor shall continue snow and ice removal and chemical treatments until the precipitation stops and after all campus areas have been cleared. The contractor's project manager and the COTR will inspect all areas of the campus for snow removal and chemical treatment until COTR approval that all areas have been made safe for vehicular and pedestrian traffic will the task be considered complete.

C.4.4. The contractor will be responsible for chemically treating or removing ice that forms from rain gutter leakage and or snow melt that re-freezes during the day and evenings. Special attention shall be given to patios and building entrances and ADA ramps where ice typically forms from water run off.

C.4.5. The contractor will work closely with the Janitorial and Building Maintenance Contractors to assure all campus areas and situations are being addressed from a snow removal/chemical treatment aspect. *Coordination between ATC service contractors is essential for the smooth operation of this contract.*

C.4.6. The contractor shall relocate all patio furniture that obstructs snow removal efforts and replace them upon completion.

C.4.7. Payment for Snow and Ice Removal. It is expected that light snow and ice removal will be accomplished by the routine grounds maintenance staff and equipment. As snow and ice accumulates, additional manpower and equipment may be required. **COTR approval is required before proceeding with additional manpower and equipment.** Payment for additional manpower and equipment will be in accordance with the rates set forth in CLINs 0002, 1002, 2002, 3002, or 4002, and will be on a time and materials basis. Charges for time will be at the fixed hourly rates designated in the corresponding CLINs. Materials and subcontractors charges will be reimbursed at cost, and receipts showing the items received and amount paid, must accompany the contractor's invoice.

C.5. MATERIALS

C.5.1 SNOW AND ICE MELT CHEMICALS

C.5.1.1. The contractor shall purchase bulk quantities of road salt, cinders and ice melt chemicals and store them on site in the areas designated by the COTR. Payment for snow and ice melt chemicals will be done on a cost reimbursement basis under CLINs 0003, 1003, 2003, 3003, 4003, and all quantities shall become the property of the Government.

C.5.1.2. Road Salt and Cinders shall be of the type used by the West Virginia Highway Department. Ice melt chemicals shall be non-corrosive to concrete or mortar and shall be biodegradable. Rock Dust shall be clean well graded aggregate as produced by local limestone rock quarries with no more than 10% by volume passing a # 200 sieve. The contractor shall submit ice melt chemicals to the COR for approval within 30 days after award of this contract.

C.5.2. Gravel shall be 3/4" clean crusher run stone as produced by local limestone rock quarries. Routine charges for gravel shall be included in the fixed monthly rate in CLINs 0001, 1001, 2001, 3001, 4001.

C.5.3. Mulch shall be clean finely shredded hardwood bark, free of dirt, sticks and rocks. Routine charges for mulch shall be included in the fixed monthly rate in CLINs 0001, 1001, 2001, 3001, 4001.

C.5.4. The Contractor shall be able to provide a wide variety of shrubs, trees, plants, and ornamentals on short notice for special events, or for damage replacements.

C.6. MAINTENANCE OF GOVERNMENT FURNISHED EQUIPMENT

C.6.1. The contractor is responsible for the routine maintenance of all government-furnished equipment identified in Attachment C except for the pick-up and utility trucks, which will be done by the Government. Maintenance includes, but is not limited to, mower and saw blade sharpening, oil changes and lubrications, belt tensioning and replacements and general cleaning. Maintenance shall be in accordance with manufacturer recommendations.

C.6.2. The Government will provide all fuel, lubricants and replacement parts to the contractor for the government-furnished equipment. The contractor will coordinate fuel needs with the COTR. All other replacement parts and supplies shall be requested through the COTR and will be supplied by the Government in sufficient quantity to allow for some spare component inventory.

C.7 GOVERNMENT FURNISHED FACILITIES. During the term of this contract the contractor will be furnished with an office, telephone, (for official use only under this contract) and appropriate storage space for chemicals, salt and cinders. Toilet facilities in the office/storage areas, electrical power and water will also be furnished.

C.8 UNIFORMS. The contractor shall outfit each of his employees working under this contract with uniform shirts and trousers. All uniforms shall be of the same color and shall bear the ATC lettering over the front pocket. Contractor employees shall wear clean sets of uniforms daily and at all times present a neat well-groomed appearance. Uniform samples will be submitted to the COTR for approval.

C.9 SAFETY

C.9.1. The contractor will adhere to all applicable OSHA standards in the execution of this contract. Personal Protective Equipment shall be worn as prescribed by OSHA for each task of work under this contract. i.e.; hearing protection, hard hats, safety shoes, safety goggles etc. Equipment guards are to be in place and in service when equipment is operating with no exceptions. Violations of Safety and Health mandates will be grounds for dismissal of individual violators and will reflect negatively on the contractor.

C.9.2. The contractor will be responsible to the COTR for ensuring the safety of ATC guests and staff and the protection of property in the execution of this contract. Mowing/trimming operations will be conducted in a way to avoid contact with non-contractor personnel at all times. Discharges from mowers and snow blowers shall be directed away from pedestrians on walkways and buildings faces. Instruction by the COTR to move mowing, snow blowing or any other noise nuisance activity due to ongoing ATC activities in the immediate area shall not be grounds for claims by the contractor.

C.10. SECURITY.

C.10.1. The contractor shall provide a list of all employees working on this contract to the COTR at least 48 hours before the start of the contract. The list shall include employee's name, social security number, a copy of their driver's license, or a copy of visa or green card for non-U.S. citizens. All contractor employees working under this contract are subject to background investigations.

C.10.2. Contractor employees will be issued picture ID badges which they will be required to wear in a visible location at all times while on site.

C.10.3. The contractor will be issued parking passes for employees working on this contract after award that must be displayed while on Campus.

C.10.4. The contractor employees working on campus may not use facilities not specified elsewhere in this contract.

C.10.5. The contractor shall adhere to all ATC rules and regulations governing conduct and procedure whether stated in this document or not. The contractor and his employees must work closely with the COTR to ensure understanding and compliance of said rules and regulations.

C.11 QUALITY CONTROL. The contractor shall develop, submit for contracting officer approval, and maintain a quality program to ensure grounds maintenance services are performed in accordance with established standards of Professional Grounds Management Society (PGMS), National Arborist Association, American Society of Landscape Architects, and the local county extension office. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the contractor shall develop quality control procedures addressing the areas identified in the Quality Assurance Surveillance Plan (Attachment D).

C.12 QUALITY ASSURANCE. The government will periodically evaluate the contractor's performance in accordance with the Quality Assurance Surveillance Plan (Attachment D).

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
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2. AMENDMENT/MODIFICATION NO. P00016	3. EFF. DATE 06/23/2010	4. REQUISITION/PURCHASE REQ. NO. 0020052164	5. PROJECT NO. (If applicable)
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6. ISSUED BY DHS - Customs & Border Protection ATTN: (b) (6) Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE 7014	7. ADMINISTERED BY (If other than Item 6) DHS - Customs & Border Protection ATTN: (b) (6) Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR. MORGANTOWN WV 26501-2283 CODE 129304551 FACILITY CODE	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. HSBP1106C01391 / 10B. DATED (SEE ITEM 13) 09/21/2009
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11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS.

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14:

<input type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input checked="" type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return _____ copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of this administrative modification is to reduce the funding on line item 18 in the amount of \$100,000 for Other Direct Cost Allowance.
Line item 18 is hereby reduced by \$100,000. The new line item total is (b) (4) The period of performance will remain September 30, 2010.
All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lee Sullivan Contracting Officer
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15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED (b) (6)	16C. DATE SIGNED 06/23/2010
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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00017	3. EFF. DATE 07/10/2010	4. REQUISITION/PURCHASE REQ. NO. 0020033233	5. PROJECT NO. (If applicable)
6. ISSUED BY DHS - Customs & Border Protection ATTN: (b) (6) Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE 7014	7. ADMINISTERED BY (If other than Item 6) DHS - Customs & Border Protection ATTN: (b) (6) Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR. MORGANTOWN WV 26501-2283 CODE 129304551 FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. X HSBP1106C01391 / 10B. DATED (SEE ITEM 13) 09/21/2009	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of this amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to issuing office.	

14. DESCRIPTION OF AMENDMENT/MODIFICATION: (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this administrative modification P00017 is to reduce the funding on line items 100 and 110.

Line item 100 is reduced in the amount of (b) (4). The new line item total is (b) (4).

Line item 110 is reduced in the amount of (b) (4). The new line total is zero.

The new order total is \$9,961,576.69.

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lee Sullivan Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE	15C. DATE SIGNED	16B. DATE SIGNED (b) (6)	16C. DATE SIGNED 07/22/2010

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00018		3. EFF. DATE 09/30/10	4. REQUISITION/PURCHASE REQ. NO. 20054807	5. PROJECT NO: (If applicable)	
6. ISSUED BY DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278		CODE 7014	7. ADMINISTERED BY (If other than Item 6) DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR MORGANTOWN WV 26501-2283 CODE 129304551 FACILITY CODE			9A. AMENDMENT OF SOLICITATION NO.		
			9B. DATED (SEE ITEM 11)		
			10A. MODIFICATION OF CONTRACT/ORDER NO. HSBP1106C01391 /		
			10B. DATED (SEE ITEM 13) 09/21/09		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT OF BOTH PARTIES
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return 1 copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION: (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This Supplemental Agreement is issued to extend the contract from September 30, 2010 through (b) (4) and provide the requisite funding. The following Line Items are added:

Line Item 190 (b) (4)
Line Item 200 (b) (4)

The total Not-To-Exceed price for this modification is \$732,134.21.

The total contract price is increased:
FROM: \$9,961,576.69 TO: \$10,693,710.90
All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6), President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SUSAN HARGETT-EVANS Contracting Officer	
(b) (6) (Signature of person authorized to sign)		15C. DATE SIGNED 9/23/10	16B. DATE SIGNED BY (b) (6)
		16C. DATE SIGNED 9/24/10	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE SKM	PAGE OF PAGES 1 2
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2. AMENDMENT/MODIFICATION NO. P00019	3. EFF. DATE 01/01/2011	4. REQUISITION/PURCHASE REQ. NO. 0020019062 20060743	5. PROJECT NO. (if applicable)
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6. ISSUED BY DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	7. ADMINISTERED BY (if other than Item 6) DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR MORGANTOWN WV 26501-2283 CODE 129304551 FACILITY CODE	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. X HSBP1106C01391 / 10B. DATED (SEE ITEM 13) 09/30/2006
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11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
X <input checked="" type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF MUTUAL AGREEMENT OF BOTH PARTIES
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return 1 copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This Supplemental Agreement is issued to: 1) extend the contract from January 1, 2011 through June 30, 2011 and provide the requisite funding and, 2) incorporate the current wage determination. Reference Action Facilities Management Proposal, Revision 2 dated 01/25/2011. The following Line Item is added:

Line Item 210 \$1,732,937.43
The total Not-To-Exceed price for this modification is \$1,732,937.43.

The total contract price is increased:
FROM: \$10,693,710.90 TO: \$12,426,648.33

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect:

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6) President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SUSAN HARGETT-EVANS Contracting Officer
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY (b) (6)
15C. DATE SIGNED 11/25/11	16C. DATE SIGNED 11/25/11

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT - Continuation			1. CONTRACT ID CODE	
2. AMENDMENT/MODIFICATION NO. P00019	3. EFF. DATE 01/01/2011	4. REQUISITION/PURCHASE REQ. NO. 0020019062	PAGE OF 2	PAGES 2

DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 Department of Labor Wage Determination Number 2005-3017, Revision 10 dated 06/15/2010 is hereby incorporated.

All other terms and conditions remain unchanged.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00020	3. EFF. DATE 03/03/2011	4. REQUISITION/PURCHASE REQ. NO. 0020060743	5. PROJECT NO. (If applicable)	
6. ISSUED BY DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE 7014	7. ADMINISTERED BY (If other than Item 6) DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR MORGANTOWN WV 26501-2283 CODE 129304551 FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. X HSBP1106C01391 / 10B. DATED (SEE ITEM 13) 09/30/2006		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER; if by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES: Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT OF BOTH PARTIES
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return 1 copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this contract modification is to add FAR Clause 52.249-4, Termination for Convenience of the Government (Services) (Short Form). This clause is incorporated by reference.

There is no change in funding and all other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6) President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SUSAN HARGETT-EVANS Contracting Officer	
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)	15C. DATE SIGNED 03/08/11	16B. UNITED STATES OF AMERICA BY (b) (6)	16C. DATE SIGNED 3/9/11

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00021	3. EFF. DATE 03/21/2011	4. REQUISITION/PURCHASE REQ. NO. 0020033233 20039398	5. PROJECT NO. (If applicable)	
6. ISSUED BY DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278	CODE 7014	7. ADMINISTERED BY (If other than Item 6) DHS - Customs & Border Protection CBP, Procurement Directorate Intech Two, Suite 100 6650 Telecom Drive Indianapolis IN 46278		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ACTION FACILITIES MANAGEMENT 115 MALONE DR MORGANTOWN WV 26501-2283		9A. AMENDMENT OF SOLICITATION NO.		
CODE 129304551 FACILITY CODE		9B. DATED (SEE ITEM 11)		
		10A. MODIFICATION OF CONTRACT/ORDER NO. HSBP1106C01391 /		
		10B. DATED (SEE ITEM 13) 09/30/2006		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15; and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) MUTUAL AGREEMENT OF BOTH PARTIES
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this contract modification is to deobligate funding from Line Item 160 as follows:

FROM: (b) (4) TO: (b) (4) DECREASE: \$288,875.68

The total contract price is changed as follows: FROM: \$12,426,648.33 TO: \$12,137,772.65

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A, or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6) President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SUSAN HARGETT-EVANS Contracting Officer
15B. C (b) (6)	16B. UNITED STATES OF AMERICA BY (b) (6)
15C. DATE SIGNED 03/18/11	16C. DATE SIGNED 3/21/11