

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
			S	1 29
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 18-Apr-2011	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014	CODE W81XWH	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. W81XWH-11-R-0011	
		X	9B. DATED (SEE ITEM 11) 30-Mar-2011	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.				
Offer 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 <u>1</u> 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 ACKNOWLEDGMENT 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:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)				
The purpose of this amendment is to incorporate the following changes herein: 1) Provide answers to questions; 2) Upon an email request to lisa.sawyer@amedd.army.mil, the Gov't will provide a copy of the site visit presentation held on 4/6/2011; 3) Change the following information in the Performance Work Statement (which are highlighted in red): a) Replace the first paragraph in Section 1.1.1; b) Include additional information about Buildings 1425, 1412 and 1408 in Section 1.1.1; c) Provide definitions for what USAMRIID's intent of what "containment" and "non-containment" means (See Section 1.1.1 for details); and d) In Section 1.2 Animal Usage, incorporate USAMRIID's average daily consensus information for the period of 10/1/10 through 4/15/2011.				
No further questions on the RFP will be entertained.				
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)		
		TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	18-Apr-2011	
EXCEPTION TO SF 30 APPROVED BY OIRM 11-84		30-105-04		STANDARD FORM 30 (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

RESPONSE TO QUESTIONS

RESPONSES TO QUESTIONS FOR RFP NO. W81XWH-11-R-0011

Question 1: Reference: Section L, 4 a. (3)

Please clarify the use of the word contingency in this solicitation. Should we respond with a description of our “fail safe” plan for providing sufficient personnel to respond to contract requirements or do you want our plan for protecting the animals and ongoing research in the event of an unanticipated event such as a power outage.

Answer 1: **Both.**

- 1) **“Emergencies” refer to weather, power outages, etc. that impact animal care.**
- 2) **We used “contingencies” to refer to other situations that impact your personnel coming to work, like work stoppages or other labor problems.**

Question 2: Reference: PWS Section 1.1 “All safety and other selected objectives, as appropriate, shall be incorporated into the Contractor’s Quality Control Plan.”; and
Reference: PWS 1.3.U “The (safety training) plan shall be a part of the Contractor’s Quality Control Plan and also address Material Safety Data Sheet use for required items when introduced to USAMRIID facility:

The references above indicate that the safety plan should be incorporated in the contractor’s Quality Control Plan but Section L asks for it as a separate plan. Please clarify where we should include the safety plan?

Answer 2: **Put it into the Quality Control (QC) plan. However, safety plans can be somewhat detailed, so you might need to have it referenced in the QC plan but set up as an separate attachment to the QC plan, for clarity.**

Question 3: Reference: Section L, 4 “Technical proposals shall be in Ariel font no smaller than twelve (12) pitch with one (1) inch margins.”

Can a smaller pitch, for example ten (10) pitch be used for tables, charts and graphics?

Answer 3: **Yes, ten (10) pitch shall be used for tables, charts and graphs only. All other information shall conform to Ariel font no smaller than twelve (12) pitch with one (1) inch margins.**

Question 4: (a) Are these services currently being performed by a contractor? If so, could you please provide the incumbent name and contract number? (b) This looks similar to a work currently performed by The McConnell Group under W81XWH-05-C-0119, would this be considered the follow-on effort?

Answer 4: Yes, the incumbent contractor is The McConnell Group under the contract no. W81XWH-05-C-0119, and this is a competition for the follow-on contract. In addition, the Farm/Warehouse Manager position is currently provided by Ke'aki Technologies under contract no. W81XWH-08-D-0050-2209 until this Animal Husbandry Support Services contract is awarded.

Question 5: In section 3.4 Personal Protective and Safety Equipment, it states that the contractor is to maintain a constant supply of basic PPE items (masks, booties, gloves, Tyvek suits, disposable lab coats) and that it is provided by the Government on either a temporary or permanent basis. Will the contractor at any time during this contract be required to purchase PPE?

Answer 5: No. However, certain contract personnel will be required to maintain and plan for appropriate stockage levels of all of these items for their areas of responsibility. As part of that, they will need to place orders through internal Division ordering personnel.

Question 6: In section 1.3.H.1 Transport Services, it states that transportation services is required full time. As this is a new position, is it the government's intention to have a full time driver?

Answer 6: Good question. The driver is a full-time position, though that individual will not be used solely for driving. When not driving, they will be used for a variety of other duties as assigned, the nature of which is described in the PWS.

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

PERFORMANCE WORK STATEMENT

**Performance Work Statement (PWS)
For
Animal Husbandry Services & Other Veterinary Support Services
At
United States Army Medical Research Institute of Infectious Diseases (USAMRIID)**

1. Introduction

The Contractor shall perform the work as described in the Performance Work Statement (PWS). This PWS specifies animal husbandry management, quality control, staffing and operations functions required to support the

Veterinary Medicine Division (VMD) within the United States Army Medical Research Institute of Infectious Diseases (USAMRIID). The requirement is for the services of a Contractor to provide “World Class” performance of all animal husbandry and associated services within USAMRIID, Fort Detrick, MD. “World Class” performance meets and exceeds industry standards, and is commensurate with the level of excellence of the scientific mission of USAMRIID, the Department of Defense (DoD)’s Center of Excellence for Infectious Disease Research.

This new contract shall require a sufficient number of fully qualified personnel, with sufficient training and experience, to operate and maintain USAMRIID animal care and use facilities and animals to levels required for continued full accreditation by the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALACi), meet all USAMRIID Standard Operating Procedures (SOPs), and meet and exceed standards listed in APPENDIX 1.

Performance under this contract shall be evaluated using performance management techniques, to include observation and evaluation of stated desired outcomes, and feedback from “customers” of the Veterinary Medicine Division (the USAMRIID scientific staff and other entities within the VMD), rather than strict evaluation of specific task completion. The ability to make decisions based on performance data analysis is the cornerstone of this type of performance management. This Performance Work Statement (PWS), as well as the Performance Requirement Summary Table (PRST) and Contractor-developed metrics (to be provided by the successful Offeror), shall focus on desired outcomes and not interim process steps. Interim process metrics are delegated to the Contractor, who shall manage processes and practices used to achieve contract outcomes by a Contractor Quality Control Plan. Using an outcome focus provides the Contractor with the flexibility to continuously improve and innovate over the course of the contract, as long as the critical expected outcomes are achieved at the specified levels of performance.

The Association for Assessment and Accreditation of Laboratory Animal Care International (AAALACi) currently accredits the USAMRIID animal care and use program. Maintaining this accreditation without significant deficiency or comments (mandatory findings) during site visits, as well as maintaining animal care without any major/significant findings during the semiannual Facility Inspection and Program Review (FIPR) performed by the Institutional Animal Care and Use Committee (IACUC), is paramount to Total Quality Performance. Maintaining compliance with the Animal Welfare Regulations, DoD regulations, and USAMRIID Standard Operating Procedures, is also required (see APPENDIX 1).

1.1. Performance Work Statement (PWS)

This contract is a true Performance-Based Service Contract in that it: (i) Tells in the Performance Requirements Summary Table (Section 2) what needs to be done; (ii) The Performance Standards tell how well performance is to be done by specifying the outcomes and deliverables expected for and from these services; and (iii) The Method of Surveillance, or Measurement Technique in the Quality Assurance Surveillance Plan (QASP) tells how performance shall be assessed against the standard.

Much reliance is placed on the current SOPs of the USAMRIID Veterinary Medicine Division (VMD). However, the Contractor shall have the ability and opportunity to suggest revisions to the SOPs to include the manner and methods of work to be used during performance to meet the quality and requirements standards.

The only exceptions to outcome-focused process review procedures shall be those services and performance items required by law (local, state, and federal) and compelling business situations, such as safety and security issues, that the Contractor shall follow. The Contractor shall maintain strict adherence to current and rewritten USAMRIID SOPs for laboratory animal care and other associated guidelines as required by the contract terms and conditions. All safety and other selected objectives, as appropriate, shall be incorporated into the Contractor’s Quality Control Plan. The Contractor shall furnish and otherwise accomplish all things necessary for, or incident to, the complete performance of the work as described throughout this PWS and the contract provisions.

1.1.1. Scope of Work

The Contractor shall provide the following core services:

Animal husbandry and cagewash, Large Animal Research Facility (LARF) veterinary technician, full-time driver, glasswash, and farm/warehouse management services for the United States Army Medical Research Institute of Infectious Diseases (USAMRIID) animal facilities.

The following optional service shall be added as required during the life of the contract: Veterinary technician (containment and non-containment operations); lead rodent veterinary technician; lead non-human primate veterinary technician; veterinary environmental enrichment technician (EET); and animal facility quality control (QC) technician for the United States Army Medical Research Institute of Infectious Diseases (USAMRIID) animal facilities.

Animal husbandry, cagewash, veterinary support, and enrichment support services support personnel who are animal biocontainment (Animal BioSafety Level (ABSL)-3 and ABSL- 4) qualified are also additional services required by this contract that shall be exercised as required during the life of the contract.

Services shall be performed in any or all of the animal holding rooms, corridors, storage rooms, and other support areas controlled by the VMD within Buildings 1425, 1412, 1408, and the Large Animal Research Facility (LARF). All buildings are located at Fort Detrick, Maryland 21702; the LARF is located at a remote location on Fort Detrick, approximately 10 minutes driving time from the other buildings.

Husbandry and cagewash services: Animal husbandry and cagewash services are to be provided primarily in Buildings 1425, 1412 and 1408. Building 1425 is a combination of conventional or low level animal biocontainment (Animal Biosafety Level 2, ABSL-2) and high level animal biocontainment, Animal Biosafety Level (ABSL) 3 and ABSL 4 space, including a cagewash and animal holding areas. Building 1425 contains a total of 43 animal rooms: 18 are non-containment, non-barrier rooms (ABSL-2 and below); 5 are rodent barrier rooms; the remaining 25 are ABSL-3 or ABSL-4. While the proportions can shift slightly, the number of containment rooms is typically stable.

Building 1412 has ABSL 2 and ABSL 3 spaces. Non-containment areas in Building 1412 (i.e., ABSL-2 or less) consist of 1) a cagewash area of approximately 1100 square feet with one tunnel washer, one rack washer, and one small autoclave, and one rack-size autoclave installed adjacent to the cagewash area, 2) animal holding rooms comprising approximately 5500 square feet in 25 rooms and 3) corridors and elevators adjacent to the animal rooms and cagewash area. Building 1412 contains a total of 35 animal rooms; 23 of these are ABSL-2 or below (the majority being ABSL-2 NHP rooms) and the remaining 12 rooms are ABSL-3.

Building 1408 is currently an ABSL-2 (i.e., non-containment) facility and consists of 1) a cagewash area of approximately 1700 square feet with one rack washer and an autoclave, 2) animal holding rooms comprising about 4500 square feet in 8 rooms, and 3) corridors adjacent to the animal rooms and cagewash area. Building 1408 contains a total of 8 non-human primate only rooms (ABSL-2).

Glassware services are to be performed primarily in Building 1425. The glassware facility consists of approximately 1800 square feet; equipment includes glassware washers and dryers, an autoclave and a dry oven.

Veterinary support services are to be provided in any USAMRIID animal room or laboratory, ranging from clean barrier to conventional housing (through containment ABSL-3 and ABSL-4 areas, if option is exercised), to the Large Animal Research Facility (LARF), as directed by the Contracting Officer's Representative (COR) or his/her designated representative.

The LARF is a farm type facility for housing of and research involving goats and other livestock species. It is composed of barns, warehouses, laboratories, and pasture and is located approximately 2 miles from the main USAMRIID campus. If contract personnel participate in the Special Immunizations Program and Personnel Reliability Program (PRP - Biosurety), they can also participate in work in the containment (ABSL-3 and ABSL-4) portions of buildings.

At the USAMRIID, “non-containment” refers to operations at BSL-2 (or ABSL-2) or below. This solicitation references animal-related activities only, hence only the ABSL designation is used.

At the USAMRIID, “containment” refers to operations in ABSL-3 or ABSL-4. Work in either of these conditions requires acceptance into the Biological Personnel Reliability Program (BPRP) and the Special Immunizations Program (SIP). If personnel have received all required immunizations, they may operate in ABSL-3 using only basic PPE; otherwise they will wear PAPR. PAPR use is also required for certain agents, regardless of an individual’s vaccination status. ABSL-4 operations require use of positive pressure suit and other ancillary procedures. Refer to sections 3, page 53 (BPRP) and 4.1.1.1 (SIP) for more details.

NOTE: USAMRIID typically plan on husbandry operations taking the following amounts of time:

ABSL-2 = “X”

ABSL-3 = 1.5X

ABSL-4 = 2.0 X

During the life of this contract, the Institute will be preparing to move to a new facility. This new facility is located adjacent to the current facility. The new facility is significantly larger and will require additional animal care staff for full operation. During the life of this contract, move-in to the new facility may occur, requiring staffing of both facilities to some level while office and animal holding areas are being moved. This move-in phase could take as long as one year. The actual date of such changes will be provided to the contractor at least 3 months in advance to allow for planning for increased staffing.

The Offeror shall provide a detailed plan for increased staffing during this period to the Government to demonstrate they possess capability to fully staff both facilities.

The services provided shall include:

- 1) routine animal care (husbandry, nutrition, enrichment support services, hygiene and record keeping);
- 2) sanitation and cleaning of all equipment and animal facilities;
- 3) animal handling, restraint, standard laboratory animal procedures;
- 4) technical support/other program support for animal handling and health surveillance, as required by the contract directives;
- 4) maintenance of all related equipment;
- 5) operation of the glassware cleaning and storage facility; and
- 6) development and use of a Contractor quality control program to ensure contractor compliance with all performance objectives, requirements and thresholds

Continuous “World Class” quality animal care is the goal and shall be provided in strict compliance with federal, state and local regulations and other guidelines listed in APPENDIX 1. Experimental animals shall be maintained under carefully-controlled conditions to allow for accurate interpretation of research results. Consequently, it is essential that the animal colony be properly *and consistently* maintained to avoid any situation or condition such as delayed recognition of animal disease or distress, animal identification problems, and escaped animals, to name just a few, which might adversely affect experimental data or not comply with applicable standards listed in Appendix 1.

1.1.2. Hours of Operation

Normal working hours are Monday through Friday 7:00 AM – 3:30 PM, with 0.50 hour lunch, or 7:00 AM – 4:00 PM with a one hour lunch. If duties are performed on Saturdays, Sundays, and holidays, work shall be completed between 5:30 AM and 1:00 PM.

Animal caretaking services are required 7 days a week, regardless of weather or other existing conditions.

Glassware and cagewash services are required Monday through Friday except in emergencies, when services shall be required on weekends and holidays. Examples of emergencies include (but are not limited to) weather-related

facility closures, equipment failures, or implementation of the Institute's Emergency Plan due to natural disasters, national emergencies, or similar events (see paragraph 1.3.J below).

Veterinary support and enrichment support services support duties, if option is exercised, shall also be required during additional hours on evenings, weekends or holidays, on a schedule that shall be published in advance. In the event of emergencies, as described above, these personnel shall be called in on short notice for additional work hours at the overtime rate.

Overtime for all personnel shall be requested through and approved by VMD management in advance of the overtime period. The Contractor's designated Contract Management Services or Deputy Manager shall ensure prompt notification of VMD management when an overtime situation exists, to ensure appropriate approval procedures are followed.

1.2. Animal Usage

Different species of rodents, rabbits, livestock, and both Old and New World nonhuman primates (NHPs) shall be used in a wide variety of experiments and regulatory testing that shall include microbiological and biohazard procedures. USAMRIID conducts scientific investigations using laboratory animals in two main areas: (i) infectious diseases, including ABSL-3 and 4 agents and (ii) biodefense strategies, also with ABSL- 3 and 4 agents. It is essential that the care and use of these animals conforms to all applicable rules and regulations and meets acceptable humane standards. Other species of animals shall be housed from time to time if needed to meet the requirements of the Institute. The average daily numbers of animals that shall be cared for under this contract are estimated as follows:

Old World Nonhuman Primates	450-600
New World Nonhuman Primates	50-200
Rabbits	50
Rodents (mice, rats, guinea pigs, hamsters)	1000-3000
LARF animals (alpacas, goats, horses, sheep)	50-90

Average daily census for the period 1 October 2010 through 15 April 2011 is as follows.

Old World NHPs – 580
New World NHPs - 40
Rabbits - 15
Rodents (rats, mice, guinea pigs, hamsters) - 5400
Large/farm animals (horses, alpacas, goats, sheep) – 45 (predominantly goats)

1.3. Functions to Be Performed

Care of Animals and Operation of the Facilities

The main functions the Contractor shall be required to staff, unless otherwise directed by the COR, are outlined as follows. **See paragraph 4.1.3.1. for required AALAS certification for all positions.**

- 1.3.A. Animal Care
- 1.3.B Receipt of animals into the facility and assistance with removal of animals from the facility
- 1.3.C Feeding and Watering of Animals and, under direction of the Environmental Enrichment support services Support (EET) and NHP veterinarian OIC, assist with all aspects of the Environmental Enrichment support services Program
- 1.3.D Handling and Restraint of Animals
- 1.3.E Sterilization, Sanitation and Cleaning of Animal Caging, Equipment and Facilities
- 1.3.F Animal Health Surveillance/ Environmental Monitoring
- 1.3.G General Animal Equipment Maintenance
- 1.3.H Veterinary Support (LARF) Services
- 1.3.H.1. Transport Services (full time)

1.3.H.2. Farm Manager/Warehouse Management Services

1.3.H.3. OPTIONAL SERVICES: Veterinary Support (conventional laboratory animal species); Veterinary Environmental Enrichment support services Support (EET); Animal Facility Quality Control Support Services Support Services; Transport Services (optional positions, request separate CLINs)

- 1.3.I Glassware Services
- 1.3.J Emergency Services
- 1.3.K Full Time Services
- 1.3.L Providing Administrative Information
- 1.3.M Training Of Personnel
- 1.3.N Medical Requirements
- 1.3.O Personnel Background Investigation
- 1.3.P Security
- 1.3.Q Repairs and Preventive Maintenance of Large Mechanical Equipment
- 1.3.R Vehicle Operation (Intra/Extra Facility): Transport of Animals, Food, Supplies, Equipment and Miscellaneous (by vehicle/hand cart/truck); to include all applicable licenses to legally operate machinery (including, but not limited to, forklifts, CDL required trucks and farm machinery)
- 1.3.S Contractor Management, Control and Supervision
- 1.3.T Contractor Quality Control (QC)
- 1.3.U Safety Programs and Safety Training
- 1.3.V Accident/Injury Incident Reports
- 1.3.W Occupational Health and Safety
- 1.3.X Logistical Support (Receipt, Stocking, Inventory and Maintenance)
- 1.3.Y Provide Qualified Personnel
- 1.3.Z Maintain AAALAC Accreditation
- 1.3.Z.1. Following, implementing and reviewing SOPs

Operational Functions for Animal Husbandry

1.3.A. Animal Care

Outline of Responsibilities: The purpose of this contract is to assist USAMRIID with the management of the Animal Care Program. Direct animal husbandry and veterinary care at USAMRIID is executed by the Veterinary Medicine Division (VMD), which is specifically concerned with the care of all animals maintained in the Institute. The Contractor shall furnish an on-site Contract Management Services and Deputy Manager to ensure the necessary on-site management and personnel for performance of all contract duties. One of these two personnel shall be physically located on site at all times when any Contractor-employed personnel are on site. Again, the intent of this contract is to establish and maintain a program to provide "World Class" animal husbandry and animal care for all animal species housed at USAMRIID.

1.3.B. Receipt of Animals and Removal of Animals from the Facility

Outline of Responsibilities: The Contractor shall be responsible for receiving, examination, verification and caging of all incoming laboratory animals to Building 1408, Building 1412 and Building 1425. The Contractor shall provide the Contracting Officer's Representative (COR) with animal census reports, in a mutually-acceptable format, by email at the contract start date, and daily thereafter to the Chief, Department of Animal Husbandry, with copies sent to other individuals as specified by VMD management.

The COR shall notify the Contractor with a due-in report of requirements for all logistical support required, including animal caging and space requirements, for new animal studies. The Contractor shall determine the need for additional cages, as well as, assist in creating and placing identification labels or other identification; screen health reports for rodents and rabbits for positive test results; and perform physical inspection of incoming animals for food/water source, heat prostration, cold injuries, dehydration, traumatic injuries, abnormal discharges, character

of hair coat, posture, birth during transit, or any other abnormal conditions, and shall immediately report abnormal conditions to the Chief, Department of Animal Husbandry and others as specified by VMD management.

Room designations and quarantine procedures for incoming animals shall be strictly adhered to in accordance with the SOPs. After quarantine procedures have been met, animals shall be transferred to designated rooms. Contractor shall cage animals in Government-provided caging, ensure appropriate floor-space and height, and correctness of feed and water receptacles, of all cages *prior* to placing animals in caging, in accordance with USAMRIID and NRC Guidelines, and SOP requirements. No deviations from specified caging requirements shall be made without the approval of the COR.

Monitor animals twice daily, a minimum of 6 hours apart. Report abnormal animal conditions to the Chief, Department of Animal Husbandry, the veterinarian-Officer In Charge (OIC) for that animal colony, and the COR without delay. Report any SOP deviation to the COR or his/her designee as soon as practicable.

On weekends, holidays, and emergency/unscheduled closures of the military post, a minimum of once-daily observations shall occur unless special circumstances require twice-daily observations for a specific length of time. For NHPs observations will occur twice daily, regardless of weather or other factors, since twice daily feeding of NHPs will always occur except in special cases under direction of the Director, VMD.

Provide environmental enrichment support services every day, in accordance with the applicable SOPs and EEP, to all animals.

1.3.C. Feeding and Watering of Animals

Outline of Responsibilities: The Contractor shall provide daily watering, and feeding (of Government-provided diets) and twice daily observation of all animals held in USAMRIID facilities, as directed by the COR. Execute Environmental Enrichment support services Program in compliance with SOPs and as directed by COR, the OIC of the Nonhuman Primate (NHP) section, and/or the Environmental Enrichment support services (EET) Support.

This is a 365 day a year, 7-day-a-week function, regardless of weather or other adverse conditions existing outside or inside the Institute. Strict compliance with applicable SOPs in the USAMRIID series Animal Care (AC), Administration and Reporting (AD), Equipment (EQ), Facilities (FC), Safety (SA), and Security Plans and Operations (SO) is required for food and water, unless otherwise directed by the COR.

Have water available at all times; assure all automatic watering systems are working properly daily. No bottle from one cage shall be used for any other cage. Do not refill water bottles unless expressly permitted by certain SOPs. Keep feeding and watering devices clean and uncontaminated, or provide clean devices daily, in accordance with SOPs and other references at Appendix 1.

1.3.D. Handling and Restraint of Animals

Outline of Responsibilities: The Contractor shall have qualified personnel who are capable of competently (which includes safely) restraining the species with which they are working; they shall be available for capturing in-cage, re-capturing, handling and restraint of all animals as needed. Contractor staff shall properly capture and restrain animals, without causing pain or injury, handle and restrain animals for experimentation and /or treatment by a veterinarian or veterinary support or investigator, and capture and handle all animals for the purpose of cage changing.

1.3.E. Sterilization, Sanitation and Cleaning of Animal Caging Equipment and Facilities:

Outline of Responsibilities: The Contractor shall keep animal facilities clean and free of contaminants. This includes, but is not limited to, changing of bedding, washing and sanitizing cages; and autoclaving equipment, feed, bedding, water and other materials and supplies as indicated by the contract requirements. Comply with applicable AC, AD, EQ, FC, SA and SO series USAMRIID SOPs.

The Government shall provide cleaning agents, disinfectants and all logistical materials and equipment to clean and keep all areas covered by the contract free of dirt, debris and contamination. Sanitation of animal rooms, procedure rooms and interior corridors shall be coordinated with the researchers, to not unnecessarily interfere with research projects.

More frequent mopping or sweeping shall be necessary if the areas become soiled. On occasion, special cleanings shall be required. Animal rooms are to be cleaned daily Monday-Friday and as requested by the COR on weekends and holidays. A detailed schedule for all cleaning and sanitation shall be developed as part of the Contractor's Quality Control (QC) Plan and Program as prescribed in this PWS, and the Directives, Guidelines and SOPs of the contract. The schedule shall cover at least the following assigned areas: cage washing rooms, sinks, corridors, refrigerators and walk-in coolers, storage areas, office and break areas assigned for Contractor use, elevators and elevator areas, and autoclave areas.

Maintain a same-day cage washing service. All equipment received up to 2:45 PM shall be cleaned and not held over for cleaning the next day (exceptions only with approval of the COR). Cagewash services shall be provided only on Monday-Friday except in emergencies as requested by the COR.

Maintain records of the temperatures for each assigned autoclave load, using the summary read-out heat tapes for all autoclave equipment cycles. Maintain a daily log for each cage wash machine to contain the heat tapes used in the cagewash as temperature indicators. Use and record any bacteriological monitoring required for autoclave, cagewash or glasswash equipment use. Notify Chief, Department of Animal Husbandry and the COR immediately if equipment fails any heat or bacteriological monitoring test.

Personnel working on the dirty side of the cage wash area are prohibited from entering the clean side of the cage wash area, unless they shower and change uniforms. Personnel working on the clean side of the cage wash area are prohibited from entering the dirty side of the cage wash area, if intending to return to the clean side that day (unless a shower and clothing change immediately precede the re-entry into clean side cagewash).

Medical pathological waste from the animal rooms shall be delivered, along with all animal waste and carcasses, to the designated area for disposal. Animal carcasses, general, medical, pathological, chemical and radioactive wastes shall be disposed of in accordance with USAMRIID policy and documented as required by the SOPs. Hazardous waste shall be rendered safe by autoclaving or other appropriate means before removal from the animal facility. As per current SOP, change cages with absorbent bedding to keep animals clean and dry and to minimize odors. Contractor and COR or his/her designees shall jointly designate change days or periods not specified in the SOPs. Ensure management procedures within the animal rooms, storage and other areas do not encourage the harborage of vermin. Report the presence of vermin to Chief, Department of Animal Husbandry and Facilities Personnel immediately by phone and/or e-mail, and maintain a log of all calls.

1.3. F. Animal Health Surveillance/Environmental Monitoring

Outline of Responsibilities: Contractor shall perform observations of animal health twice daily, or as directed by the COR, and notify USAMRIID veterinary staff of any animal health or disease problems. During the course of animal care, check cages at least twice daily for animals which shall be moribund, dead or have conditions such as tumors, sneezing, nasal discharge, diarrhea, weight loss, bleeding, vomiting, injuries, or other abnormalities. Record these conditions as required and notify the COR and/or the Chief, Department of Animal Husbandry or his/her designee, of all unexpected deaths or illness. Assist in the health monitoring program and sentinel surveillance program for rodents. Monitor environmental conditions in animal rooms and report immediately conditions outside of acceptable ranges listed in the Guide for the Care and Use of Laboratory Animals (NRC, 2010, and as revised). Monitor the effectiveness of cage, rack and equipment sanitation procedures, and proactively identify and correct possible sources of spontaneous diseases. Establish and follow a sanitation monitoring program to ensure that adequate sanitation procedures of the equipment and physical plant are being accomplished.

1.3. G. General Animal Equipment Maintenance

Outline of Responsibilities: Contractor shall be responsible for routine preventative maintenance of all animal equipment used by Contract personnel, and for notifying the Government COR when repair beyond the contract requirement is needed. The Contractor shall perform routine operator/user-level maintenance and repair carts, rodent racks, etc., including periodic lubrication of casters. The Government shall provide repair parts and supplies. The contractor shall furnish a written parts requirement list to the COR or designated representative for all equipment parts required or needed for repairs and for parts to maintain bench stock levels. Maintain and provide minor repairs to the automatic watering and flushing systems; replace valves and broken sections of supply tubing and replace filters in the pressure reducing stations as specified in the operations manual. Unpack, wash and assemble new caging, equipment and accessories as needed.

1.3. H Veterinary Support Services (Large Animal Research Facility, LARF).

a. (Large Animal). Provide veterinary technical services to the LARF. Services are provided to individual investigators, or Veterinary Medicine Division personnel when coordinated through the COR and Contractor management. Performance of services shall be in LARF, at level ABSL-1 and ABSL-2. No ABSL-3 or ABSL-4 work will be performed by these personnel.

Personnel will be capable of performing standard veterinary procedures without assistance or supervision on the following species; horses and small ruminants; and capable of acquiring proficiency within a reasonable time period (30 days after employment), for other major farm species and waterfowl.

Procedures include (but are not limited to): administration of medications or other substances by injection, orally, or topically; anesthetic monitoring and euthanasia; providing assistance in radiographic and surgical procedures; collection of blood and other biosamples; creating entries in medical records (to include Good Laboratory Practices (GLP)-compliant entries), conduct of health checks, and performance of handling and restraint of animals.

In addition, LARF veterinary supports will be required to perform the following ancillary duties in support of LARF operation, or have the following skills:

- a. Safely operate farm machinery and implements, to include tractors, hay spreaders, and similar items. Training will be provided by USAMRIID personnel and supports will be expected to acquire proficiency within 60 days of start of employment.
- b. Must possess a valid civilian Transport Service's license and be capable of acquiring proficiency in driving a large pickup truck and horse/small livestock trailer within 60 days of employment. Training will be provided by USAMRIID personnel.
- c. Assist Government and other Contract staff as frequently as daily ensuring cleaning of up to 8 horse stalls and all barn areas, in accordance with VMD SOPs. Training will be provided by USAMRIID personnel.
- d. Performing duties in a barn environment, to include periods of inclement weather (feeding and watering occurs 365 days a year without fail).
- e. Possess a general working knowledge of Microsoft Office products; be able to use Outlook email functions (receive/write/send), and conduct other basic computer activities that support their technical duties.

See paragraph 4.1.3.1. for required AALAS certification.

1.3.H.1. Transport Services (full-time).

This transportation service is required as full-time because most VMD driving missions occur on short notice. Duties involve transport of multiple shipments of items on a daily basis, within and outside USAMRIID.

These services shall conduct all activities associated with moving animals, supplies and equipment between USAMRIID operational sites, and USAMRIID and other external entities, or between other locations, as required. Transport Services may be required to cross state lines in conduct of duties. Transport Services must have training and experience in transport of laboratory animals, to include training and experience in ensuring compliance with the Animal Welfare Regulations during transport. Individual must be able to work unrestricted with any species of

laboratory animal used at USAMRIID. Specific duties include assisting in transport container preparation for animal movement, ensuring full preparation of vehicles for animal or equipment transport, loading and unloading of animal crates, cages, or other transport containers, loading and unloading of equipment and supplies.

During times when not actively driving, the Transport Services shall conduct other duties required for logistical support of the Division. These duties may include, but are not limited to, taking inventory of equipment or materials stocked by the contract or government, replenishment of stockage of basic expendable supplies such as PPE or similar, moving equipment requiring calibration to and from medical maintenance support locations, and transporting materials between building via cart or other conveyance.

Individual must also be able to meet all standards as set in paragraph 1.3.R of this document regarding operation of government-owned or government-provided vehicles, PRIOR to starting work under this contract.

Individual must be in possession of licenses allowing operation of all VMD-owned general transport vehicles, and capable of driving all other smaller general transport vehicles and carts as required.

1.3.H.2. Farm Manager/Warehouse Management Services. This individual is responsible for management of all duties and farm maintenance and warehouse operation activities occurring in the Area B/research farm areas of USAMRIID. Manager has the authority to direct LARF supports to assist in accomplishment of these duties as required. Other duties include the following:

- a. Monitor stocks of feed and feed supplements and place orders with VMD supply personnel as necessary to maintain adequate supplies on hand. Ensure proper storage conditions of all feedstuffs. Check salt and mineral blocks on a weekly basis and replace as needed. Ensure that all watering devices (including automatic watering troughs, buckets, etc.) are maintained in a sanitary and proper working condition. Assist the TOCOR and VMD personnel assigned to the LARF in determining approximate number of square hay bales needed each year based on existing or predicted animal numbers.
- b. Develop a sanitation schedule for all large animal facilities and assist in sanitizing the facilities. Sanitizing includes, but is not limited to, cleaning of indoor and covered barn areas, steam cleaning of indoor barn areas as required, and cleaning of portable animal sheds and farm equipment as needed.
- c. Be familiar with normal behavior and health parameters of all farm animals to include, but not limited to goats and horses. Report any abnormal behavior or signs of clinical illness immediately to the veterinarian in charge of the LARF or other available VMD veterinarian.
- d. Perform routine animal husbandry procedures such as hoof trimming on goats as necessary to maintain their hooves in a normal, healthy condition. Assist with vaccination and deworming procedures.
- e. Assist animal supports and veterinarians by providing restraint of animals for treatments and examinations. Use proper restraint methods that minimize animal stress and discomfort and maximize personnel safety.
- f. Monitor condition of and make minor repairs to fences located on farm property to ensure animal safety and prevent escape. Notify the TOCOR or VMD personnel assigned to the LARF if more than minor repairs are needed.
- g. Maintain pastures, to include but not limited to dragging pastures for parasite control, mowing pastures as necessary for weed control, and coordinating and keeping records of pasture rotation to minimize parasite loads. Collect soil samples from all pastures on a yearly basis and submit for analysis as directed by the TOCOR or veterinarian assigned to the LARF. Determine appropriate grass seed type and apply as needed to ensure proper reseeding of pastures. Determine the need for and perform plowing under and reseeding of pastures using crop rotation schedules that maximize pasture nutritional properties.
- h. Monitor VMD supply usage and stock levels in the warehouse. Use Excel or similar spreadsheet

program(s) to accurately and effectively communicate supply shortages and overages to management, including generation of a weekly Excel-based report for management, indicating current supply inventory.

- i. As needed/requested, collect supplies or equipment from warehouses or loading docks and distribute to the point of use and/or storage by established deadlines.
- j. Establish a manure pile for future use as a fertilizer on pastures. Spread manure in a timely manner to prevent buildup of manure and excessive odors, and to minimize fly breeding conditions.
- k. Monitor the sewage pit and notify the TOCOR of the need for pit emptying as needed, providing a minimum of 3 weeks lead time.
- l. Operate farm and warehouse equipment including, but not limited to VMD box truck, dual-axle pickup truck, tractors, skid loader, manure spreader, mower, plow, cultivator, disc, seeding equipment, bush hog, pallet jack, horse trailer, and forklifts. Be licensed, trained and/or certified to operate all LARF equipment. A commercial Transport Services' license is required for performance of these duties. Certifications, including commercial Transport Services' license (CDL), are at the expense of the contractor.
- m. Perform operator level maintenance and repair on farm equipment and all vehicles as listed above. Keep maintenance schedules on all equipment and record all maintenance and repairs performed.
- n. Dispatch both the VMD box truck and farm pickup from motor pool on a monthly basis.
- o. Coordinate with in-house or outside sources to perform routine maintenance or repair equipment as needed.
- p. Monitor LARF buildings and perform minor maintenance and repairs. Notify the TOCOR and VMD personnel assigned to the LARF if more than minor repairs are required.
- q. Provide training to USAMRIID personnel as requested by the TOCOR. Some areas of instruction may include, but are not limited to, animal restraint, hoof trimming, and safe operation of farm equipment.
- r. Load and unload horses or other VMD animals and transport them to and from Fort Detrick locations and/or other facilities as directed by the TOCOR.
- s. Coordinate with Post Pest Control to control pests at the LARF.
- t. Establish, maintain, and perform a mowing schedule based on acceptable grass height of four to seven inches. Monitor and remove noxious weed species, such as purple thistle.
- u. Train personnel as directed by COR or VMD Non-Commissioned Officer-in-Charge on farm equipment to include tractors, implements, skid steer, chainsaw, snow throwers, and other related farm and warehouse equipment. Maintain training records to ensure equipment is only operated by trained personnel.
- v. Send and receive VMD caging, caging racks, and related animal care equipment to and from the warehouse. Maintain limited access to the warehouse. Maintain a clean, organized warehouse. Conduct other warehouse coordination activities required to meet USAMRIID Division of Logistics requirements.

1.3.H.3. OPTIONAL SERVICES: Veterinary Support Services (Non-Containment, Containment); Veterinary Environmental Enrichment support services Support Services; Animal Facility Quality Control Support Services Support Services. All positions are optional services that shall be listed as separate CLINs, which may be exercised during the term of the contract. Offeror shall provide pricing for these optional services, for the total number of individuals as specified below.

Each of the below positions are optional, listed in a separate CLIN, and hired as required based on needs of the VMD.

Outline of Responsibilities:

- 1) **Veterinary Support Services** : Provide veterinary technical services to individual investigators or Veterinary Medicine Division personnel when coordinated through the COR and Contractor management. Performance of services shall be in any area of the Institute, but ABSL-3/4 –qualified individuals shall be listed in a separate CLIN (see below). All veterinary supports provided by the Contractor shall be capable of performing standard veterinary procedures without assistance or supervision, to include (but not limited to): administration of medications or other substances by injection, orally, or topically; anesthetic monitoring, surgical procedure assistance, and euthanizing animals; providing assistance in radiographic and surgical procedures; collection of blood and other biosamples; creating entries in medical records (to include Good Laboratory Practices (GLP)-compliant entries), conduct of health checks, and performance of handling and restraint of animals. In addition, familiarity with surgical suite maintenance and the ability to learn additional skills in this area are desired. Provision of veterinary support services shall generally be Monday – Friday; however, weekend, holiday, or evening hours shall be periodically required, as per published schedule; and emergency overtime shall be required in emergency situations to support the research mission. **See paragraph 4.1.3. for required AALAS certifications for each separate position listed below.**
 - a. **Veterinary Support Services (non-containment).** Veterinary support capable of performing duties listed above in non-containment (i.e., ABSL-2 conditions). The Contractor shall provide pricing for a total of 2 (two) non-containment veterinary supports. These supports will NOT be enrolled in the Special Immunization Program (SIP) or the PRP/Biosurety.
 - b. Veterinary support capable of working in BSL-3 and 4 areas (i.e., enrolled in the Special Immunization Program/SIP and PRP/Biosurety) shall be listed in a separate CLIN. Offeror shall provide pricing for a total of 2 (two) BSL-3/4-capable veterinary supports.
 - c. One lead veterinary support (NHP) and one lead support (rodent/rabbit) shall be listed in separate CLINs. Offeror shall provide pricing for a total of 1 (one) Lead Rodent/Rabbit Support and 1 (one) Lead NHP Support.
- 2) **Environmental Enrichment support services Support/Manager:** Under direction of the COR and OIC, Nonhuman Primate Section, shall: manage all aspects of the VMD Environmental Enrichment support services Program (EEP); to include creating, reviewing, and updating the division’s enrichment support services SOP, enrichment support services schedules, and other technical documents and plans, based on scientific data and veterinarian direction; provide daily, direct oversight of EEP execution; participate in execution, as required, as a secondary part of duties; and perform veterinary support duties as time allows. The individual(s) shall have formal training in, and at least 4 years hands-on experience in execution of NHP environmental enrichment support services programs that comply with the Animal Welfare Regulations (9 CFR, as amended) and The Guide (NRC, 2010, and as revised), as well as other applicable regulations. Enrichment support services Supports also perform veterinary support duties (non-containment duties only) and as such shall possess the minimum qualification of a NHP-qualified veterinary support as described in other parts of this PWS. Offeror shall provide pricing for 1 (one) Environmental Enrichment support services Support/Manager. **See paragraph 4.1.3.1. for required AALAS certification.**
- 3) **Animal Facility Quality Control Support Services Support.** This individual shall, under guidance of the COR and Chief, Department of Animal Husbandry, ensure execution in accordance with all applicable SOPs and other regulations, of the following:
 - a. Rodent and rabbit health surveillance programs (sentinel and quality control programs)
 - b. Sanitation quality control programs for all cagewash, glasswash and autoclave equipment in all VMD facilities.
 - c. Screen incoming rodent and rabbit health reports for any issues that need to be reviewed by a veterinarian or the COR. Ensure immediate notification of the attending veterinarian or COR,

- rodent/rabbit ordering Point of Contact (POC), and others as required; follow up for resolution of issues (disposition of animals).
- d. Act as POC for immediate action for any breach of these programs, or related SOPs. In cooperation with Chief, Department of Animal Husbandry, coordinate with appropriate USAMRIID staff (or equipment vendors) for resolution of issues. Report status to Chief, DAH, COR, and other involved parties until issue is resolved.
 - e. Create and maintain all documentation for the above activities, ensuring compliance with Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALACi), Institutional Animal Care and Use Committee (IACUC), SOP and other applicable requirements for documentation.

Offeror shall provide pricing for 1(one) Animal Facility Quality Control Support Services Support. **See paragraph 4.1.3.1. for required AALAS certification**

1.3.I. Glassware Services

Outline of Responsibilities: Contractor shall receive, clean, sanitize, sterilize (when required), dry and store all Institute glassware using Government-provided equipment and materials. Contractor shall perform operator maintenance on equipment and maintain glassware area free of dirt and debris and shall dispose of waste in compliance with USAMRIID policy. Contractor shall receive and unpack new glassware, maintain an inventory of glassware on hand, and notify the COR when items need to be ordered. Contractor shall maintain a system to document and support Quality Assurance programs associated with glassware processing. This includes correctly executing all required heat-monitoring or bacteriological-monitoring quality control systems, in accordance with SOPs; notifying the Chief, Department of Animal Husbandry, of any deviation from normal results; and ensuring resolution of any deviations prior to continuing use of equipment. Operation of glassware services shall only be conducted Monday-Friday except in emergencies as requested by the COR.

1.3.J. Emergency Services

Outline of Responsibilities: The Contractor shall be on-call 24 hours per day, 7 days a week, 365 days per year in maintaining the care and health of the laboratory animals as required by the terms and conditions of this contract. All requests for emergency services beyond normal duty days or hours shall be ordered by the COR. The Contractor shall maintain an emergency phone roster to mobilize 50% of routine daily personnel to report on-site within two hours of notification by the Government, with up to 75% of personnel available within 24 hours. In addition to the 50% mobilization listing, Contractor shall provide to the COR a full alert roster notification list showing all employees and their contact phone numbers and addresses.

“Surge” capability: Surge capability shall be provided as requested for times of increased workload. This increased capability shall be provided in the form of additional fulltime personnel or, if agreed to in advance by both the Government and the Contractor, additional half-time personnel. Local (within commuting distance) personnel shall be used whenever possible; when Contractor cannot provide local personnel, wages and normal employee costs will be paid by the Government, but travel, lodging or related costs associated with non-local personnel shall be borne in full by the Contractor.

1.3.K. Full-time Service

Outline of Responsibilities: The Contractor shall provide all required services on a full-time basis to meet the contract work quality standards and requirements of USAMRIID animal facilities, even when employees are on vacation, or sick leave, to include weekends and holidays.

As stated elsewhere, cagewash and glassware services are to be provided Monday through Friday only, except in emergencies as requested by the COR. Caretaker services shall be provided 7 days a week, 365 days a year.

Veterinary Support services, Environmental Enrichment support services Support (EET) services, and Animal Facility Quality Control Support Services Supports duties, shall typically be provided Monday through Friday during normal specified working hours. If exercised by the Government, Veterinary Supports and EET services shall be provided at other times, as per published schedule, or shall be required with little advance notice (as overtime) when requested by the COR.

Overtime estimates (total) for veterinary supports and EESS = not more than 200 hours per year for Large Animal Research Facility (LARF); not more than 50 hrs per individual, summed for all veterinary supports, for all other areas of USAMRIID.

Provide a company organizational chart with name, title, position and location at contract start and update monthly or whenever there is staff change-over.

Personnel management and ensuring full-time staffing: The following are all acceptable means by which the Contractor may fulfill the requirement to have full staffing at all times, 365 days a year:

1. Use of prudent overtime, at no additional cost to the Government (except for veterinary support services). The Government shall not pay for overtime requested because of a failure to fully staff the VMD during normal duty day. Overtime will be paid by the Government in those bonafide emergency circumstances, when veterinary support or caretaking duties must be continued without delay due to the urgency of the situation; or as otherwise approved, *in advance*, by the COR.
2. Standby employees
3. Shift rotation
4. Any other allowable procedure established by the Contractor and approved by the Government in advance of execution.

A fail-safe procedure shall be included in the Contractor's Quality Control Plan to ensure adequately staffed crews are available every day of the year to provide essential animal husbandry services and non-interrupted animal protocol support. This support shall include, but is not limited to, feeding, watering, environmental parameter checks and twice-daily observations.

Performance to reduced standards is authorized on Saturdays, Sundays, holidays, during inclement weather or other emergencies, and during Institute stand-downs. On Saturdays, Sundays, and holidays, staffing, to be determined by the Contractor, shall be the number of employees required to safely and efficiently perform tasks essential to the health and well being of the animals without any loss of the expected level of "World Class" care. Other tasks, such as changing cages or bedding, shall be done on weekends or holidays if a problem is identified. Problems include excessively dirty or wet bedding from a faulty water valve ("Lixit") or leaking water bottle or a broken cage. In the event, there is a holiday announced other than recognized Federal Holidays, the Contractor shall provide sufficient staff to perform essential services to reduced standards identified above and throughout the contract.

1.3.L. Providing Administrative Information

Outline of Responsibilities: When requested the Contractor shall collect and provide, to the COR, various types of available information concerning the contract and contract performance. These data shall be used to assist in accomplishing administrative, financial and staff work responsibilities.

1.3.M. Training of Personnel

Outline of Responsibilities: The Contractor shall provide, on at least a monthly basis (preferably weekly) training to their employees on subjects related to their profession, and to maintain currency with changes in animal care, safety, use and maintenance of equipment, procedures, updates to SOPs and other topics germane to animal husbandry or veterinary care. Retraining on USAMRIID SOPs shall occur whenever repeat deviations of any SOP occur. Whenever possible, training should involve Chief, Department of Husbandry or his/her designee as assistant trainers, or observers, to ensure consistency of training between government and Contract VMD employees. If space permits, training shall be made available to other government employees as applicable.

All training shall be documented, and records maintained or distributed as required by the Contract Quality Control Plan and SOPs. The contractor shall prepare, maintain and submit quarterly proposed training plans to reflect the proposed training schedules. The training plan shall specify the training required and identify when and where the training shall be received. These plans shall be provided to the COR and Chief, Department of Animal Husbandry, No Later Than (NLT) two weeks in advance of any scheduled training.

Up to 2 hours weekly shall be used for training of Contract personnel.

1.3.N. Medical Requirements

Outline of Responsibilities: The Contractor shall provide pre-employment physical prior to working in USAMRIID animal facilities, which shall include drug screening, urine analysis, tuberculin test, blood chemical screen and complete blood count. Vaccinations required are tetanus, hepatitis B, MMR, rabies and annual flu vaccine. The contractor shall maintain an Occupational Health Program for all contract employees. A purified protein derivative (PPD) screening is required semi-annually unless the COR authorizes the annual PPD screening with semi-annual Tuberculosis (TB) health questionnaire. TB reactors shall undergo whatever testing is currently acceptable by the USAMRIID Occupational Health and Safety staff (Quantiferon Gold blood testing plus medical evaluation, or equivalent).

1.3.O. Personnel Background Investigation

Outline of Responsibilities: The Contractor shall obtain background investigation reports for their employees. See Section 4.9 for further details.

1.3.P. Security

Outline of Responsibilities: The Contractor shall assist USAMRIID Security Personnel in maintaining security for all animal facilities. The Contractor shall cooperate with the security services of the facility and prevent unauthorized personnel from entering the facility. Report any breach of this policy to an on-site security guard or at the main security desk.

The Contractor's personnel who are released from Contractor employment shall be notified off-site, off of Government property, unless some emergency precludes this. The COR shall be notified in advance to ensure that all USAMRIID security precautions are taken and that the employee's belongings are properly secured as necessary.

1.3.Q. Repairs and Preventative Maintenance of Large Mechanical Equipment.

Outline of Responsibilities: The Contractor shall perform daily maintenance on assigned rack/tunnel washers, autoclaves, glassware washers, dryers, and ovens; maintain records to document all equipment repairs in compliance with SOPs.

The Contractor shall conduct all operation, cleaning and maintenance in accordance with applicable USAMRIID SOPs and operator's manuals.

The Contractor shall monitor and maintain records of preventative and general maintenance and repairs performed on large equipment. For repairs beyond the contract scope, process work order requests directly to Chief, Department of Animal Husbandry or his/her designee. In the absence of either the Chief, Department of Animal Husbandry or his/her designee, process the work order directly with Facilities Management Office (FMO) and send an e-mail to the COR. Keeps the cage washing equipment in good working condition by proper cleaning as per SOP and operator's manuals. Clean all rack / tunnel washers and autoclaves as required by SOP and operator's manuals. Clean catch screens and all jets as specified in SOPs and operator's manuals. Report malfunctions of cage washing equipment immediately to alleviate long downtimes.

The Contractor shall sanitize the automatic watering lines after rack washing. The cage wash and autoclaves in both buildings provide sanitation support for all primary enclosures used to house animals in the particular building. Currently, the cage wash areas in total contain four rack washers, two tunnel washers, and two autoclaves. All animal waste and bedding shall be removed from cages prior to washing. Breakdowns of autoclaves, rack washers, or tunnel washers plugged with animal waste and bedding is a contractor failure to use proper procedures and lack of satisfactory operator performance and user maintenance responsibilities. Actual repair and removal of debris costs shall be assessed against the contractor if outside maintenance assistance is required.

1.3.R. Vehicle Operation (Intra/Extra Facility): Transport of Animals, Food, Supplies, Equipment and Miscellaneous (By Vehicle//Hand Cart/Truck)

Outline of Responsibilities: The Transport Services' duties shall entail legal operation of Government furnished vehicles, carts, and handcarts for movement of equipment, supplies, and animals between USAMRIID buildings, including the Large Animal Research Facility (LARF). Off- post trips shall not involve overnight stays and shall be within a ninety (90) mile radius of USAMRIID. Transport shall include live animals, lab specimens, food supplies, equipment, cages and miscellaneous data, reports and materials. Transport shall be by Government-furnished vehicle external to or between USAMRIID facilities, or by transport cart within or between the buildings. Transport Services and personnel assisting with loading/unloading shall exercise care at all times to avoid damage to vehicles and items being transported. Preventive maintenance check is required for all Government vehicles each day and each time used. The Transport Services shall report all vehicle repairs or maintenance required to the COR or designee. All Contractor personnel operating Government, privately-owned or Contractor-owned vehicles on Fort Detrick facilities shall have a valid state license for the category of vehicle being operated (to include, when necessary, a Commercial Transport Services' License – CDL). All Contractor personnel shall conform to all applicable vehicle safety rules prescribed in USAMRIID and Army Regulations set forth in **Appendix 1**.

1.3.S. Contractor Management, Control and Supervision

Outline of Responsibilities: Contractor shall be dedicated to providing the very highest level of animal husbandry and related services described in this PWS. All Contractor employees shall be screened before hiring for active participation in any group that opposes the use of animals in research; such candidates shall not be selected for work on this PWS (all contract employees shall support the humane use of laboratory animals in research). The Contract Management Services shall be required to meet at least weekly for information exchange with the COR, TOCOR, and/or the Contracting Officer (KO) during the first month of the contract. Meetings shall be held as often as necessary thereafter as determined by the COR or KO. The Contractor shall request such a meeting whenever necessary. The Contract Management Services or his/her assistant manager shall be present on site during normal work hours Monday-Friday, and whenever Contract staff is on-site during “regular” weekend/holiday hours as described previously.

Senior contractor on-site management shall attend VMD division leader meetings weekly. S/he will also meet with COR and/or TOCOR as requested, or on a recurring basis, for updates or issue resolution.

1.3.T. Contractor Quality Control (QC)

Outline of Responsibilities: The Contractor shall establish a Quality Control Program that encompasses all aspects of the contract. The Quality Control Program shall include: management involvement and metrics used to assess performance. Personnel performing management functions shall have distinct, well-defined, duties and responsibilities within the quality program. Ensure that timely and effective corrective actions are obtained for all deficiencies identified by the Program and the Government.

The Government shall evaluate the Contractor's performance under this contract. COR representatives for this contract include the TOCOR (Chief, Department of Animal Husbandry, DAH); the NCOIC, VMD, and the assistant to the Chief, DAH. When an observation indicates defective performance, information shall be passed through this

chain to the COR or TOCOR, who shall inform the Contract Management Services, or Contractor's designated representative. All deficiency responses from the Contractor shall include identification of the cause of the deficiency to preclude recurrence, and an analysis of the quality program's effectiveness in the area of the deficiency.

Contractor will develop and maintain a training program designed to ensure all Contractor personnel are clearly aware of the contractual requirements that are current from the time of contract start, and to ensure they remain current on any changes occurring throughout the life of the contract.

Inspection, auditing, and testing shall be prescribed by clear, complete, and current instructions. The inspection instructions shall include the specific criteria for approval and rejection of services that shall be used in each inspection or audit. Checklists shall be used for this purpose. The Contractor's inspection instructions shall be documented and shall be available for review, by the TOCOR, COR or KO, throughout the life of the contract. The Contractor shall notify the on-site COR in writing of any changes to Contractor's inspection instructions. Conduct special item inspections at the KO, COR, or Installation commander's written request. Results of the inspection or audit shall be provided, in writing, in a timely manner.

The Quality Control inspection system shall satisfy the requirements in the Inspection Clause and the Performance Requirement Summary Table (PRST) of the contract. It shall be designed to keep the Contractor's management informed of all issues affecting quality. The records of inspections shall indicate the nature and number of observations made, the number and type of deficiencies found and the nature of corrective action taken as appropriate. Records shall be available to the COR and shall be maintained during the contract life.

Quality Control Matrices/Technical Progress Reports: the Contractor shall submit to the Contracting Officer, TOCOR and COR, each 30-day period during the life of this contract, a copy of QC matrices for each PRST item. Metrics shall verify whether the performance standards in the PRST have been met. Also provide technical reports describing progress of the program to date, noting all technical areas in which effort is being directed and indicating the status of work within these areas. These reports shall also be available to the COR on a computer at the Contractor's office and shall include as a minimum:

1. A quantitative description of overall progress and applicable supporting data, as necessary, and in sufficient detail to comprehensively explain progress to date,
2. An indication of any current problems which shall impede performance, and proposed corrective action, and
3. A discussion of the work to be performed during the next reporting period.

A monthly narrative report shall be provided to the COR. At the discretion of the COR and in lieu of a paper copy, a data disc in Word Format or electronically in e-mail shall be provided. The reports shall be delivered not later than five calendar days after the end of the month being reported.

1.3.U. Safety Program and Safety Training

Outline of Responsibilities: The Contractor shall follow a plan that meets the Army, USAMRIID, AAALACi and OSHA safety program standards. The plan shall be a part of the Contractor's Quality Control Plan and also address Material Safety Data Sheet use for required items when introduced to USAMRIID facility. The contractor shall submit a copy of the safety plan to the KO for approval and one copy to the COR prior to performance start. The plan shall be updated as changes are made. Government shall furnish safety training that is specific to working in the various USAMRIID Biosafety Levels, as applicable.

1.3.V. Accident/Injury Incident Reports

Outline of Responsibilities: The Contractor shall immediately upon the occurrence of a job-related injury, the Contractor shall prepare an incident report and forward the original through the COR to the USAMRIID Safety Officer, within one (1) working day of the occurrence. Also see paragraph 4.10. Accidents or injuries that could result in exposure to a Biosafety Level 2, 3 or 4 agent shall be reported to the COR or VMD management, then initially evaluated by the Special Immunizations Program, Medicine Division, USAMRIID, to include bite/scratch injuries from nonhuman primates.

In the event that a third party assert a claim against the Contractor as a result of an accident that occurs in connection with contract performance, the Contractor shall submit, in writing, within twenty-four hours of notification, a full report of the claim to the Contracting Officer (KO).

1.3.W. Occupational Health and Safety (OHS)

Outline of Responsibilities: The Contractor shall be responsible for execution of the health and safety program applicable to their employees, as well as ensuring enforcement and compliance of USAMRIID policies and procedures regarding OHS. Prior to commencement of work, the Contractor shall submit to the COR and the Contracting Officer (KO), in writing, a draft Safety Plan for complying with all the safety and health provisions of this contract. The draft of this plan shall be provided with the Contractor's proposal, followed by a detailed final draft version 15 calendar days after award of the contract. The final draft plan shall be reviewed for the Government by the COR and USAMRIID Safety Officer within 15 calendar days of receipt. A revised final Safety Plan shall be submitted to the COR and the Contracting Officer 15 days after receipt of the Government's review. Subsequent to award, the Contractor shall make any necessary changes and meet the Contracting Officer or designated representative of the Contracting Officer, and the Safety Officer to develop details of administration of the overall safety program.

1.3.X. Logistics Support (Receipt Stocking Inventory and Maintenance)

Outline of Responsibilities: The Contractor shall provide necessary logistical support for USAMRIID animal facilities as set forth in the contract requirements, or as shall be requested by the COR to maintain necessary animal care.

The Contractor's personnel shall not place orders for any Government-purchased items, but are required to provide notice to the COR and Chief, Department of Animal Husbandry, in writing, when any logistical item needs to be reordered. Allow lead-time as required so that no shortages in feed, bedding and other supplies used for animal care shall occur (this includes animal feed, cage wash chemicals, sanitation supplies, bedding, enrichment support services items and standard animal housing equipment). After approval for ordering items, coordinate with the COR's designated purchasing agent to ensure prompt notice of receipt of logistical items.

The Contractor shall receive and visually inspect each shipment. Feed and bedding shall not be accepted in damaged bags or if of an incorrect type and quality, or if milling date is less than 30 days from expiration. Uncrate and assemble laboratory animal equipment to ensure it is the correct item.

The Contractor shall ensure that any food that is ordered is not stored in the animal facility longer than 60 days. The Contractor shall maintain inventory listings and a matrix to monitor stock conditions of logistical items. These data shall be provided to the COR as set forth in the Contractor's QC Plan.

The Contractor shall be responsible for various logistical tasks including: receipt, storage and maintenance of inventories, an accounting for all logistical supplies, reporting discrepancies of receipt immediately to the COR. Sign, date and process forward all invoices, receiving documents and packing slips to the COR's designated purchasing agent, and maintain copies.

The Contractor shall store all supplies in designated storage areas. Feed and bedding shall be stacked and stored off the floor as per SOP. Ensure the freshness of feed through proper rotation on a first-in, first-out basis. No animal feed shall be used if older than specified requirements; all requirements are listed in USAMRIID SOPs. Immediately report expiration issues or other discrepancies to the COR.

1.3.Y. Provide Qualified Personnel

Outline of Responsibilities: The Contractor and all Contractor personnel shall possess all licenses, permits, training and certifications required to perform the contract requirements. Contractor personnel shall provide services and work in a professional and courteous manner and abide by applicable USAMRIID rules, regulations, and procedures, and present a neat appearance when working at USAMRIID facilities. The Contractor shall provide *curriculum vitae* of all personnel (Project Management Services, Deputy Project Management Services, caretakers, glassware personnel, veterinary supports, enrichment support services supports, Animal Facility Quality Control Support Services support) proposed under this Contract. The individuals training and qualifications shall meet all contract requirements for the position in which they are working. Detailed qualifications are in Appendix 2 (Personnel Qualifications).

1.3.Z. Maintain AAALACi Accreditation

Outline of Responsibilities: The Contractor shall comply with the contract requirements at all times. Any disregard of SOPs, Policy Directives or Regulations which results in harm to the Government, loss of research results, breach of security, harm to the animals under care, or jeopardy to the facility's AAALACi accreditation, or that requires Government corrective procedures to be implemented, shall result in significant actions under the Inspection Clause procedures of the Contract.

The Contract Project Management Services or on-site Contract Management Services shall assist in reviewing SOPs for all functions and activities as performed by Contract personnel. This shall include, but is not limited to, assisting in preparation for AAALACi site visits, Institutional Animal Care and Use Committee (IACUC) inspections, Medical Research and Materiel Command (MRMC) Animal Care and Use Regulatory Office (ACURO) staff assistance visits, and inspections by Food and Drug Administration (FDA), Centers for Disease Control (CDC), the Department of the Army Inspector General (DAIG) or similar entities. The Contractor is also responsible for developing responses to remarks made during such visits or inspections as they pertain to Contractor areas. The AAALACi site visits occurs every three years (last site visit in March 3-4, 2010). The IACUC inspections occur semi-annually. Other inspections and site visits are scheduled at various times throughout the year.

1.3.Z.1. Following, implementing and reviewing SOPs.

Outline of responsibilities: The Contractor shall, during execution of the contract, comply with all written USAMRIID SOPs, among other standards. The on-site Contract Management Services or Deputy Manager shall be periodically asked to participate in SOP reviews to ensure that industry and DoD best practices are continually being incorporated into these documents. In addition, the Contract staff shall be asked to implement new SOPs that are written based on changes in mission requirements. The Government and Contractor have dual responsibility in ensuring appropriate training is provided to all staff prior to implementation of new SOPs. The Contract Management Services shall, at any time, bring to the attention of the COR, any SOPs which present conflicting information, or in any way present an issue with meeting the specifications of the contract.

Section 2
Performance Requirement Summary Table (PRST)
Animal Husbandry and Glassware Services

2. Performance Requirement Summary

2.1. Performance Requirement Summary Table (PRST). The purpose of this section is to define performance evaluation procedures.

The Performance Requirement (column 1) describes what the Government will survey. The absence of any contract requirement from the PRST shall not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of this contract, including the clauses entitled, “Inspection of Services” and “Default”. The Government has the right to inspect all services required in the contract.

COR representatives who may be involved in surveys to assess quality include the TOCOR (Chief, DAH); the NCOIC, VMD, and the assistant to the Chief, DAH.

The Contract reference for each listed requirement is set forth in column 2.

The Acceptable Quality Level for each requirement is set forth in column 3.

The Method of Surveillance for each requirement is set forth in column 4.

2.2. Government Quality Assurance. Contractor performance shall be compared to the contract performance standards and the PRST. The Government shall use a variety of surveillance methods to evaluate the contractor’s performance to determine if it meets the contract standards. The methods used on this contract are:

One hundred percent inspection of the output items.

Periodic inspection of the processes or output items.

Customer feedback, to include complaints.

2.3. Performance Evaluation. Performance of a service shall be evaluated to determine whether or not it meets the performance threshold of the contract. When the performance threshold is not met a Contract Discrepancy Report (CDR) shall be issued to the contractor by the contracting officer or if authorized by the COR. The contractor shall respond to the CDR by completing the form and returning it to the Contracting Officer (KO) through the COR within 15 calendar days of receipt.

2.4. Performance Requirement Summary Table

<u>Performance Requirement</u>	<u>Paragraph Numbers</u>	<u>Acceptable Quality Level</u>	<u>Surveillance Method</u>
Animal Care. Establish and maintain a world class animal care program. Follow all animal care SOPs and mandatory regulations.	All	No loss of animals due to contractor negligence 99% of the time.	Periodic Inspection and Customer Complaints
Receipt of Animals. Follow AC-04 and AC-06 series SOPs and Guide for the Care and Use of Laboratory Animals.	1 .3.B	No deviations to caging requirements. Same day reporting of discrepancies to COR so there is no loss to the	Periodic Inspection and Customer Complaints

		Government for discrepancies not reported on time.	
Feeding and Watering of Animals. All animals shall be fed and watered by end of shift. Follow AC-08 series SOPs.	1.3.C	100% compliance with food and water directions.	Periodic Inspection and Customer Complaints
Handling and Restraint of Animals. Cause no injury when handling or restraining animals due to negligence.	1.3.D	No loss of animals due to contractor negligence 99% of the time.	Periodic Inspection and Customer Complaints
Sterilization, Sanitation and Cleaning of Animal Caging, Equipment and Facilities. Follow AC-02, EQ-01 and FC-01 series SOPs. Run no washer or autoclave below required temperature or conduct 100% rewash/re-sterilize.	1.3.E	Note equipment failure and respond accordingly 100% of the time. Comply with cage and room sanitation SOPs 99% of the time.	Periodic Inspection and Customer Complaints
Animal Health Surveillance/Environmental Monitoring. Observe all animals twice daily. Monitor and record environmental conditions.	1.3.F	Observe animals twice daily 99% of the time. Monitor and record on a daily basis environmental conditions 98% of the time. Report problems immediately.	Periodic Inspection and Customer Complaints
General Animal Equipment Maintenance. Perform operator/user maintenance as required by operators manual or SOPs.	1.3.G	Repair or remove from service inoperable equipment within 1 day 99% of the time.	Periodic Inspection
Veterinary Support Service		No repeat customer complaints concerning any technical services; Veterinarian in charge satisfaction support – no repeat complaints.	
Optional Services. Perform animal monitoring, treatment and research support; environmental enrichment support services; and animal and sanitation quality control; as directed by COR and as per SOPs.	1.3.H.1	No repeat customer complaints concerning any technical services; no failures of providing service under the EEP; no positive animals allowed to enter the facility; all failed equipment QC tests are reported promptly to management.	Customer Complaints; at least 95% of all recurring suspenses for sentinel program testing are met; zero animals with positive tests allowed into facility without veterinarian approval.

Glassware Services. Clean, sterilize as required, and store glassware for investigator use.	1.3.I	Maintain stock of clean and sterile glassware 97% of the time. No repeat customer complaints.	Periodic Inspection and Customer Complaints
Emergency Services. Respond to emergency calls from COR.	1.3.J	100% response to emergency calls from COR during and after core working hours.	100% Inspection
Full Time Services. Provide cagewash and glassware services M-F. Provide caretaker services 7 days a week. Provide other services M-F and as requested for overtime.	1.3.K	No loss of performance quality due to personnel absences.	Periodic Inspection
Providing Administrative Information. Provide requested information in less than 1 week.	1.3.L	80% of the time. In two weeks, 98% of the time.	Periodic Inspection
Training of Personnel. Perform and document all required employee training.	1.3.M	80% of the time. Document training through QC plan. Follow the plan 100% of the time.	Periodic Inspection
Medical Requirements. Provide pre-employment physicals. Ensure required vaccinations are current. Perform PPD testing semiannually.	1.3.N, 4.11	100% of the time.	100% Inspection
Personnel Background Investigation. Obtain background checks on all personnel.	1.3.O, 4.9	NCIC and credit check initiated prior to work, NAC/NACLC initiated not later than first day of work 100% of the time.	100% Inspection
Security. Have a USAMRIID photo ID badge prior to work in all cases. Never open a secure area for others.	1.3 P, 4.9.2	Comply with security directives 100% of the time. No security violations.	Periodic Inspection and Customer Complaints
Repairs and Preventive Maintenance of Large Mechanical Equipment. Provide operator/user maintenance as required by equipment manuals or EQ-01 and FC-01 series SOPs. Clean screens and jets in cagewash equipment.	1.3.Q	No plugged drains or equipment malfunction due to contractor failure 95% of the time. No equipment misuse.	Periodic Inspection and Customer Complaints
Vehicle Operation. All Transport Services appropriately trained and licensed. Report vehicle problems immediately.	1.3.R	100% of the time.	100% Inspection
Contractor Management, Control and Supervision. Fully qualified key personnel supervisor on duty when employees are working.	1.3.S, 4.1.2.1	100% of the time.	100% Inspection

Contractor Quality Control. Quality Control Plan and metrics completed and current for all PRST items. Corrective actions on time and sufficient.	1.3.T	QC plan and metrics complete and current 100% of the time. Corrective actions on time and sufficient 90% of the time.	Periodic Inspection and Customer Complaints
Safety Programs and Safety Training. Safety plan developed and implemented prior to performance start.	1.3.U, 4.10	100% of the time.	100% Inspection
Accident/Injury Incident Reports. Immediate reporting of accidents and injuries.	1.3V, 4.10	100% of the time.	100% Inspection
Occupational Health and Safety. Ensure no employees on the job without full medical requirement compliance. Provide occupational health program for all employees. Ensure biocontainment employees comply with Special Immunization Program requirements.	1.3.W, 4.10	100% of the time.	100% Inspection
Logistical Support. Order all requirements so as not to have an out of stock or overstock condition. Rotate feed and items with a shelf life to use oldest, non-expired stock first. Comply with feed age and storage requirements.	1.3.X	95 % compliance for all items except direct-care items; 100% of the time for feed and other direct-animal care item (i.e., feed, water, bedding, enrichment support services).	Periodic Inspection and Customer Complaints
Provide Qualified Personnel. Contractor shall propose for work under this contract only qualified personnel. All replacements shall be fully trained to the required contract level within two weeks of reporting to work.	1.3Y, 4.1	100% of the time.	100% Inspection
Maintain AAALACi accreditation: Triennial inspection; Semiannual USAMRIID inspections Contractor-controlled areas	1.3.Z	100% of time	Not more than 3 minor deficiencies in any one Contractor controlled program area.
Following, Implementing, reviewing SOPs: Reviewing as requested by VMD Management, implementing new SOPs as required.	1.3.Z.1	100% of the time	No repeat SOP violations; Available for all SOP reviews.

Section Three
Government Furnished Facility
Animal Husbandry Services

3. The Government will provide space and furnishings identified in this section for USAMRIID animal facilities: Building 1425, Building 1412, Building 1408, and Large Animal Research Facility as required.

3.1. Administrative and Storage Areas

The Government will provide the facility space and furnishings identified in Section 3 of this PWS for the Contractor's use as office, supply, changing rooms, locker rooms and equipment storage spaces. No alterations shall be made to these facilities without the written permission of the COR. Each request shall be submitted to the COR in writing, for approval. Any such modifications or alterations shall be made at the expense of the Contractor. Upon completion or termination of the contract, the Contractor shall return all Government-furnished facilities and furnishings in the same condition and quality as received, fair wear and tear excepted.

All items are provided solely for the purpose of executing this contract. In addition to applicable Government Property clause in the contract, the Contractor shall comply with US Army and USAMRIID property book procedures for control of Government property. The Contractor and COR, within 30 days of start of contract performance, shall inventory all accountable Government property and submit a list of that property to the Contracting Officer (KO). The inventory shall be updated semiannually, or when changes are made, and within 30 days after termination of the contract period. The inventory shall list each item as a separate line item. The Contractor shall maintain the listing in correct USAMRIID format and ensure it is updated with the USAMRIID COR, VMD NCOIC and USAMRIID Property Book Officer whenever changes are made.

3.2. Equipment/Supplies

- a. A computer system shall be made available in the Contractor's office areas in Buildings 1412 and 1408. The Contractor shall be responsible for providing limited, external preventive maintenance of this equipment, (i.e., keeping equipment clean and dust and static free). The Government shall provide all hardware, support equipment and software for the system. The Government will replace Government-provided computer equipment as necessary, at least every four years, or as per Institute policy.
- b. Vehicles for movement of animals, and obtaining material, supplies and equipment.
- c. All animal caging, accessories, and parts, feed, bedding, and enrichment support services supplies; all cleaning supplies, cleaning equipment and chemicals.
- d. Key box and keys (including electronic employee passes) for areas to receive services.
- e. The following is a partial list of Government-Furnished Property that will be maintained by the Government. However, this equipment requires servicing and normal / routine Operator Maintenance by the Contractor:

- Rack and Tunnel Washers
- Waste management systems and animal room drainage
- Wet-dry vacuums
- High-pressure spray washers
- BioClean®, and other caging systems
- Laminar flow workbenches
- Biological safety cabinets
- Automatic watering system
- Autoclaves
- Glassware washers and dryers
- Glassware dry oven
- A variety of racks, dollies, and carts
- Ventilated rodent racks, all parts (to include casters)
- Automatic bedding dispenser
- Bedding dump stations

Cage jacks
Pallet jacks
Scales (various types)
Transport trucks, carts

3.3. Services

The Government is responsible to:

- a. Provide reasonable required utilities in all facilities in which work is conducted.
- b. Provide telephone services at the desks in the Manager's office. Commercial long distance service is included, with proper control logs for official business.
- c. Provide Military Police & Fire Protection, **Dial 911**.
- d. Remove trash and waste from bulk storage containers, provide carcass and animal waste pick up at designated locations.
- e. Provide insect & vermin control.
- f. Provide recycling collections.
- g. Provide all repairs to the facility that arises from other than Contractor's negligence.

3.4. Personal Protective and Safety Equipment

Except for that designated as Contractor-provided, the Government shall provide all other necessary safety equipment, and personal protective equipment IAW USAMRIID Safety Regulations. Animal Care personnel shall be required to wear the appropriate protective equipment, at all times, based on species housed and/or protocols supported IAW AC-06 series SOPs.

All animal care personnel shall wear Personal Protective Equipment as described in SOPs and directed by management. This includes, as a minimum, dust-mist masks, gloves, and body covering, but may range up to full-face eye protection, Tyvek suits, and double gloves and double boots in NHP areas.

Personnel working in containment areas (ABSL-3 and ABL-4) will be required to wear additional equipment as per USAMRIID SOP, up to and including a fully enclosed positive-pressure suit attached to an air supply.

The Contractor shall maintain a constant supply of basic PPE items (masks, booties, gloves, Tyvek suits, disposable lab coats) at gowning stations, to include non-latex options of gloves and N95 or higher respirator options at each PPE station. Exceptions to stockage levels only as specified and approved by the COR.

Additional protective wear shall be required from time to time according to Material Safety Data Sheets (MSDS) and as required by the Radiation Safety Office (RSO) and/or the Occupational Safety and Health Office (OSHO). Personal radiation badges, provided by the Government, are required IAW USAMRIID Safety Regulations. Additional protective equipment and procedures are required by the RSO when radioactive material is used. Personal protective equipment, provided by the Government on either a temporary or permanent basis, shall include:

- 1) Chemical Protective Clothing (lab coats, overalls);
- 2) Protective Eyewear (Safety Glasses, Goggles, or Face-Shield);
- 3) Gloves - Chemical protection gloves (latex exam, sterile surgical or nitrile gloves) and heat resistant gloves. Only Non-asbestos heat resistant gloves shall be worn when work requires heat resistant gloves.
- 4) NIOSH-Approved Respirators (Specific for anticipated hazards); and
- 5) Hearing Protection

3.5. Sanitation and Cleanliness

The Contractor shall maintain all furnished facility space in a neat, clean, orderly, and sanitary condition. All areas shall be subject to fire, safety, and health inspections at any time. The contractor shall correct cited violations within

the current shift or the next shift as shall be authorized by the COR. Serious violations shall result in a call back to work until corrected. Areas requiring significant work to become compliant shall be completed in 24 hours or one workday as authorized by the COR.

3.5.1. Equipment Standards

a. Sanitation. The Contractor shall ensure all original and replacement Government-furnished equipment introduced into USAMRIID is in proper working order, as specified by the equipment manufacturer, and shall be cleaned and disinfected prior to introduction into USMARIID. All equipment removed from a contaminated or designated use area shall be cleaned and disinfected prior to its removal from and/or reintroduction into the area.

b. Electrical Equipment. All Government-furnished electrically operated equipment shall be determined safe prior to use by the Contractor and be equipped with an appropriate length of Underwriters Laboratories (UL) approved three-conductor cord. The cord shall be permanently attached to the machine.

c. Safety and Inspections. The Contractor shall determine all other Government-furnished equipment is in good repair and complies with all Government safety standards. Any equipment which the Contractor reports to the COR considered by the Government to be in disrepair or unsafe shall be repaired prior to further use as specified by the Government or replaced with equivalent equipment that is in good repair and meets the specifications contained herein. All electrical equipment shall be inspected at least annually and after maintenance work is performed. An inspection sticker or other means of visible external identification that the inspection has been performed shall be affixed to each piece (or in a known, nearby area, in the case of log sheets) of the electrical equipment used in USAMRIID.

(End of Summary of Changes)