

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   19
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 24-Feb-2003	4. REQUISITION/PURCHASE REQ. NO. W68MD9-2337-3003	5. PROJECT NO.(If applicable)	
6. ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT P.O. BOX 3755 SEATTLE WA 98124-3755	CODE DACW67	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. DACW67-03-B-0007	
		X	9B. DATED (SEE ITEM 11) 06-Feb-2003	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<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)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
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.) Solicitation Number: DACW67-03-B-0007 Title: Storage and Management of Seattle District Inactive Records, Seattle, WA  SEE ATTACHED CONTINUATION SHEET				
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 _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 24-Feb-2003	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

- a. This amendment is issued to incorporate the Performance Surveillance Plan to the Performance Work Statement of this Solicitation.
- b. The attached Performance Work Statement (PWS), dated 21 February 2003, has been modified to incorporate at the end of the PWS, and to reflect the Performance Surveillance Plan.
- c. All other terms and conditions of this solicitation remains unchanged.
- d. The Bid Opening date and time remains unchanged as 6 March 2003, 2:00PM Local Time.
- e. There are no other changes as a result of this amendment.

(End of Summary of Changes)

STATEMENT OF WORK  
Storage and Management of Seattle District Inactive Records

1. *Introduction.* Seattle District, US Army Corps of Engineers (hereafter, COE) requires a professional records center to continue to accession, store, retrieve, deliver, provide limited information from (e.g., read an identified paragraph, or fax 1-2 pages, to requester), provide destruction services on demand, and re-file all records presently stored in the File Box, Incorporated's Warehouse, Lynnwood, Washington.

2. *Background.*

a. For the purpose of this statement, "records" refers to information stored in all media:

(1) Hard Copy: Paper (primarily), Mylar, vellum, and linen;

(2) Film: Roll microfilm, microfiche, jacketed microfilm, and aperture cards, all in diazo and/or silver halide; 16 and 32 mm reel film; photographic negatives and photos, aerial photography negatives and photos;

(3) Magnetic media: tape cartridges (0.25-inch, QIC, 4mm and 8mm), personal computer backup tapes, hard- and floppy disks (all sizes); video and audio tapes/disks; and magneto-optical disks.

(4) Optical disk: CD-ROM, CD-R, DVD, Write-Once-Read-Many (WORM) platters to include any size platters available on the market.

b. Retired Seattle District, Corps of Engineers (COE) records are presently managed at an off-site commercial records center. The overall management responsibility for these records lies with the District Records Manager (RM) in the Information Management Office (IMO). She/he is assisted by many record coordinators who have detailed knowledge of specific, departmental records and who are located in each division, in separate offices, and in all field offices. The retired records presently exist in several media (hard-copy, film, optical, and magnetic, as defined above). For the purpose of this document, film, magnetic, and optical-disk categories are consolidated under the category "Vault" due to the special handling and storage requirements of these media.

(1) Hard-copy Media:

(a) About 15,000 boxes of paper files requiring accession, storage, services, and management. About 14,750 of those are 1.5 cubic feet (CF); about 100 are 2.0 CF; about 100 are 2.5 CF; about 5 are 3.0 CF; about 43 are 3.5 CF; and about 1-2 are 5.0 CF.

(b) About 100 - 300 records requests are processed per month.

(c) About 10 - 130 boxes of records are retired (i.e., added to storage) per month.

(d) About 10 - 100 boxes are destroyed per month (shredded).

(e) Anywhere from 50 - 300 boxes are retired to the Federal Records Center (FRC) each year.

(2) Vault Media:

(a) About 1000 magnetic disks/cartridges require accession, storage, services, and management.

(b) About 15-20 magnetic disk/cartridge requests are processed per month, with multiple disks/cartridges required with each request. Estimate 150-175 disks/cartridges handled per month. Delivery/pickup will be scheduled, on-call by 8:00 a.m., for one daily service during regular working hours unless a special request is made.

(c) About 60 new magnetic disks/cartridges are archived per month.

(d) About 5 magnetic disks/cartridges are withdrawn each month.

3. *Statement of Contractor Services.* The Contractor shall furnish to the COE all services, labor, materials, and equipment to carry out work specified herein. Services shall be performed to standards and schedules described in the following paragraphs. All services and facilities shall comply with the most current NARA (including currently proposed rules in the *Federal Register*) and ACRC/PRISM standards and guidelines for Agency Records Centers and Storage of (Federal) Records: Media Vault Guidelines, Facility, Microforms, Magnetic Computer Media, and Hard Copy Records; and the most current editions of standards and guidelines (e.g., ANSI, NFPA, NBS, etc.) quoted therein.

4. *Description of Work.*

a. *Transfer of Records/Vault Media.* Should the present contractor not be awarded the contract for the next contracting period or should the contract be terminated by the Government, requiring transfer of records from the present facility to a new one, transfer of records shall be accomplished as follows:

(1) COE Contracting Officer's Technical Representative (COTR) shall request a complete inventory of all boxes and vault media stored at the present records center. COTR shall provide such inventory to new Contractor at initial conference. Contractor shall review inventory, make comments or ask questions, and return to COTR for final verification.

(2) After verification of inventory, COTR will request present records center to remove boxes and stack on pallets and to make space available for new Contractor to remove records. Similar procedures will be followed in the vault, except proper containers (i.e., hard plastic or some other non-collapsible case) will be used for each medium stored in vault, and computer-media/microform records will not be moved to same staging area as hard-copy records. Present vault manager (or representative) will give vault media to new Contractor as new Contractor requests. Hard-copy records and computer (vault) media shall be transported in an enclosed, locked vehicle and only contractor-bonded personnel shall handle them. Vault media will not be exposed to large fluctuations of temperature and humidity (i.e., not more fluctuation than 5-10 degrees F. and not to exceed 50 percent humidity; see also paragraph 4b(1) below) from that where the media were stored. Transport of vault media will be accomplished inside a passenger vehicle and constant temperature/humidity will be maintained during transport.

(3) Contractor shall proceed in this manner until all records on all media are transferred. Contractor shall annotate the inventory, checking off items as they are transferred, and return annotated inventory to COTR when transfer is completed.

(4) Contractor shall make records (all media) available to COE during the entire transfer process and Contractor shall track all check outs/ins during this time.

(5) When the records arrive, the Contractor shall assign each box and each vault item a location code (or barcode) and enter this information into databases on the Contractor's computer system. Index information for each box and vault item shall be cross-referenced to COE-unique identifiers (present records center uses barcode numbers) and shall include, at the minimum, the old box/vault-item number and new box/vault-item number or location code. COE must be able to cross-reference old box/vault numbers to new box/vault numbers from this information. Information shall be provided to COE in hard-copy format as well as on high-density floppy disks in a generic format (i.e., ASCII) or in a format compatible with existing COE standard applications (e.g., MS-Access, MS-Word, MS-Excel, Oracle).

b. *Storage Environment.* In addition to specific criteria listed below, the Records Center storage environment will comply with rules for commercial records centers proposed by NARA in the *Federal Register* dated April 30, 1999, in

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Part VII at page 23504, "Agency Records Centers"; and page 23510, "Storage of Federal Records"; and with all policy, procedures, standards, and guidelines cited therein.

(1) The Contractor's facility shall have in place temperature/humidity controls to assure that temperature is consistently maintained in the warehouse between 40 to 70 degrees F. and humidity is maintained between 40 to 50 percent and does not exceed 50 percent. In the vault, temperature will be maintained between 62 to 68 degrees F. and humidity between 40 to 50 percent. Further, the temperature/humidity shall remain relatively consistent, e.g., temperature/humidity shall fluctuate on a *seasonal* rather than daily basis. Acceptable daily fluctuation shall not exceed 5 degrees F. in the warehouse and 1 to 2 degrees F. in the vault. This shall prevent cycling, which could significantly deteriorate the media on which COE records are maintained.

(2) At any time after Contractor's receipt of COE records, the COTR shall visit Contractor's facility, measure temperature and humidity, and inspect the records to ensure that environmental conditions are being maintained at suitable levels.

(3) The Contractor's facility shall be constructed of fire-resistive materials and fully equipped with a fire protection system, which meets state, local, and national fire protection standards and guidelines (such as NARA, ANSI, NFPA, NBS, DPRC, SARA, and ACRC/PRISM). The facility shall be stand-alone, i.e., not attached to any other facility as in a strip configuration. No other unrelated businesses (i.e., businesses not owned by, or affiliated with, the Contractor's company and not related to the information industry) shall be housed in the same facility. The vault<sup>1</sup> shall have alarm systems for both intrusion and smoke/heat/fire, shall have a restricted entrance, and shall have a separate fire-extinguishing system using industry- and EPA-approved chemicals. In addition, the facility shall meet the following criteria:

(a) The hard-copy records facility shall have alarms, which are activated by smoke and/or heat and which activate the sprinkler system and alert the nearest fire station.

(b) Said sprinkler system shall be wet-pipe such that, in the case of fire, only the section involved in the fire shall be soaked. The water used to extinguish the fire shall be clean. In case of fire, no more than 300 CF of records shall be affected.

(c) Effective, appropriate fire extinguishing materials shall be on hand and automatically activated by smoke and/or heat detectors for fires involving vault media.

(d) Shelving for paper/vault media shall be attached to floor/ceiling/walls to ensure additional protection in case of earthquake or other catastrophic event.

(e) Facility must be inspected/have inspection certificate by a certified structural engineer to ensure maximum stability of facility.

(4) Contractor's employees, clients, any official inspectors, etc., shall not smoke or use any open-flame device in or around the storage area or in any area where records are held (such as, but not limited to, staging areas).

(5) No toxic or hazardous substances shall be stored in the same facility as, or adjacent to, COE hard-copy records and vault media.

(6) The storage facility (vault and warehouse) shall not be constructed on a flood plain.

(7) The storage facility (vault and warehouse) shall not be constructed on the same geologic fault as the COE office (4735 East Marginal Way, South).

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<sup>1</sup> Vault construction shall comply with NFPA Standards 232 and 232AM.  
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c. *Security.* In addition to specific criteria listed below, the Records Center security measures will comply with rules for commercial records centers proposed by NARA in the *Federal Register* dated April 30, 1999, in Part VII at page 23504, "Agency Records Centers", including Appendix A; and page 23510, "Storage of Federal Records"; and with all policy, procedures, standards, and guidelines cited therein.

(1) The Contractor shall prohibit his/her employees from maliciously disturbing and from any unauthorized handling of COE hard-copy files, film of any kind, computer tapes, disks, or COE information contained on any medium, even those not specified herein.

(2) Non-Contractor personnel shall not be allowed in the storage area or in any area where COE records and information are held (including, but not limited to, staging areas) unless accompanied by Contractor staff. Under no circumstances shall non-Contractor (or non-COE) persons be allowed access to COE records/information without written authorization from the COTR. The Contractor, from picture identification from the carrier, shall verify authorization letter.

(3) Contractor shall protect COE records from unauthorized access by locking them in secure areas and supplying 24-hour routine security patrol and/or electronic monitoring devices with appropriate detection system attached to an alarm. The alarm system shall be connected to the local police department or to a security system office, which will immediately notify the police in case of intrusion or other suspicious circumstances.

(4) Contractor shall ensure COE records are handled with care to ensure boxes/containers or contents are not damaged due to abuse, neglect, or improper moving and storage. Any obvious damage will be immediately explained, in writing, to the COTR. Extensive or repeat incidents could be a basis for contract termination. See paragraph 4e(5)(d), below, for explicit instructions.

(5) File boxes and vault media may be distributed in the storage area in any pattern in order to maintain Contractor's standard inventory system. Only Contractor personnel shall access the indices to COE hard-copy records and vault media locations.

(6) Contractor shall accept COE records requests only from a list of authorized personnel that shall be provided the Contractor by the COTR. The list will be updated periodically as COE staff change.

d. *Contingency Planning.* In the case of fire, flood, earthquake, riot, bomb, or other natural, national, or civil disaster, Contractor shall have a disaster recovery plan which will cover emergency procedures for continuity of operations during the emergency as well as procedures and specifications for the recovery of data from all media immediately following the disaster. All damaged media will be handled in accordance with NARA, the Society of American Archivists (SAA), the Special Libraries Association (SLA), disaster recovery associations/organizations, and the book, *Handbook for the Recovery of Water Damaged Business Records*, Julia Niebuhr Eulenberg; the *Guideline for Magnetic Diskettes-Recovery Procedures*, published by ARMA International Standards Committee will be also be followed for the recovery of magnetic disks. In all cases, the most recent guidance shall be followed. In addition to specific criteria listed in this subparagraph, the Records Center contingency plan will comply with rules for commercial records centers proposed by NARA in the *Federal Register* dated April 30, 1999, in Part VII at page 23504, "Agency Records Centers"; and page 23510, "Storage of Federal Records"; and with all policy, procedures, standards, and guidelines cited therein.

e. Contractor shall make the plan available for review by COTR within 90 days from the date of award. As a minimum, this plan will cover:

(1) If significant damage to the facility is sustained, how COE records (all media) will be moved to an alternate site and procedures for retrieval during the emergency and aftermath for as long as records are relocated. Temporary relocation to the Federal Records Center or to another facility meeting all conditions listed in this Statement of Work for both storage and transportation is acceptable, provided such arrangements are made in advance and procedures are set forth in the Contractor's Contingency Plan.

(2) In the case of water-damaged COE paper records, flash freezing will be available for paper records within 4 hours after initial fire/structural safety inspection conducted, i.e., as soon as Contractor's disaster recovery team is allowed into the building after the disaster. In any case, flash freezing shall not be delayed longer than 20 hours after disaster event.

(3) Vault media. All magnetic media will be handled in accordance the Eulenberg book, and NARA and ARMA standards, mentioned above. Media such as film, microforms, optical disk, mylar, vellum, linen, etc., will also be handled in accordance with the Eulenberg book mentioned above and the latest guidance available from disaster recovery organizations, NARA, SLA, and SAA.

f. *Records Retrieval.* In addition to specific criteria listed in this subparagraph, the Records Center retrieval and delivery procedures will comply with rules for commercial records centers proposed by NARA in the *Federal Register* dated April 30, 1999, in Part VII at page 23504, "Agency Records Centers" (including Appendix A); and page 23510, "Storage of Federal Records"; and with all policy, procedures, standards, and guidelines cited therein.

(1) *Availability.* Contractor shall make COE records available on a 24-hour basis as follows:

(a) Routinely, from 8:00 a.m. to 5:00 p.m. Monday through Friday;

(b) On a priority basis from 8:00 a.m. to 5:00 p.m. Monday through Friday; and

(c) On an emergency basis between 5 p.m. and 8 a.m. Monday through Friday and all hours on weekends and holidays. The Corps of Engineers has an emergency response mission to the Public and to the military; at no time will requests from authorized COE personnel be denied.

(2) *Method for Requesting.* Contractor shall accept either telephonic or written requests (including facsimile requests and e-mail, if available) for records/information stored on all media shipped by COE. Contractor shall accept requests from all authorized COE requesters. Contractor will ask for a password or other identification from COE requesters before shipping any records/information.

(3) *Timeliness.* COE hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday (except Federal holidays when COE will be closed). Contractor couriers should not expect to deliver records after 4:00 p.m. unless specifically requested to do so by an authorized requester.

(a) *Routine Requests.* Contractor shall consistently provide morning and afternoon turnaround time from request by COE to delivery by Contractor's staff. For example, if a routine request is received by Contractor between 3:00 p.m. on Monday and 10:00 a.m. the next day, Tuesday, the requested records will be delivered to COE before 3:00 p.m. Tuesday. If a routine request is received by Contractor between 10:00 a.m. and 3:00 p.m. Monday, the requested records will be delivered by 12:00 a.m. Tuesday. In other words, if a request is called in before 10:00 a.m., delivery will be that afternoon; if called in between 10:00 a.m. and 3:00 p.m., delivery will be the following morning; if called in after 3:00 p.m., delivery will be the following afternoon, (delivery times as specified above). An on-call delivery/pickup shall be tentatively scheduled for vault media to arrive no later than 12:00 p.m. each workday (i.e., Monday through Friday, except Federal holidays). A Government representative will contact contractor via fax or telephone by 8:00 a.m. each day to validate the need for delivery/pickup. If no contact is received, vault pickup/delivery is not required for that day

(b) *Priority Requests.* About twice each week, COE will require records to be delivered sooner than the normal turnaround. The authorized COE caller will identify the request as a "priority" request. The Contractor shall retrieve and deliver the records within 2 hours of receiving the request. For example, if the request is made at 10:45 a.m., the records will be delivered to the requesting office no later than 12:45 p.m.

(c) *Emergency Requests.* Between six to twelve times each year, COE will make emergency requests for files and/or vault materials after hours or on weekends or holidays. The Contractor shall accept these requests from COE authorized personnel only. COE will provide such list to the Contractor. The Contractor shall retrieve and deliver requested records within 3 hours from the time the request was received.

(4) *Deliveries/Pickups.*

(a) *District Office.* Because of the decentralized record keeping practices of the COE, Contractor will make deliveries and/or pickups to specific departments throughout the COE office at 4735 East Marginal Way South, Seattle, except for vault courier(s). Vault courier(s) shall deliver materials to one location *only*. Often, the Contractor courier will make multiple deliveries and/or pickups on one trip. A layout of the building with delivery points marked shall be furnished by the COTR. (See enclosure 1.) Drivers/couriers may drive into the warehouse and use the freight elevator to make deliveries/pickups. Drivers/couriers shall be prepared to show valid Washington State driver's license to Federal guards upon entering the COE compound, and to check out with the guard when leaving the compound.

(b) *Field Offices.* Some COE field offices are within commuting distance: Lake Washington Ship Canal Project Office (located at Hiram M. Chittenden Locks, 3015 NW 54th St., Seattle), Fort Lewis Resident Office (located in Bldg 9031, 6th and Dearborn, Ft. Lewis, by Madigan Army Medical Center), and Forest Resources Section (Building T-7985, North Fort Lewis). Contractor shall pick up and deliver directly to these offices, as requested. Otherwise, records will be shipped directly from the field office to the records center and requests will be shipped back from the records center directly to the field office. (See enclosure 2.) When records are shipped, a return receipt with signature shall be required from the recipient (e.g., when mailed, use Certified Mail; when freighted, require signed receipt). Receipts shall be maintained by Contractor until the records are returned to the Contractor for re-filing or Contractor is notified by authorized COE personnel that the records have been permanently withdrawn.

(5) *Other Services Required.* In addition to specific criteria listed in this subparagraph, the Records Center and Vault shall comply with rules for commercial records centers and vaults proposed by NARA in the *Federal Register* dated April 30, 1999, in Part VII at page 23504, "Agency Records Centers" (including Appendix A); and page 23510, "Storage of Federal Records"; and with all policy, procedures, standards, and guidelines cited therein.

(a) *Destruction.* Upon written approval from the COTR to destroy records, Contractor shall recycle or destroy records by any method normally used and accepted by the COE. COE will not store classified records at the Contractor's facility, nevertheless, some of the records contain information of a sensitive nature (e.g., Privacy Act) and must be more thoroughly destroyed than is possible through recycling. The Contractor shall always be instructed to shred these files before recycling or employing any further method of destruction. At no time shall any COE records be left in an open container (e.g., dumpster or burn barrel) accessible to non-Contractor personnel prior to destruction. An estimate of the amount of destruction is from 360 to 600 boxes per year.

(b) Vault media will be retrieved and reviewed periodically by COE. Vault media information shall not be reviewed or destroyed by Contractor unless so directed, in writing, by the COTR. Contractor will be required to maintain disposition information for destroyed media in their database.

(c) *Shipment to the Federal Records Center.* On receipt of written instruction from the COTR, Contractor shall prepare records for shipment to the Federal Records Center (FRC, 6125 Sand Point Way, NE, Seattle) per instructions contained in AR 25-400-2, The Modern Army Recordkeeping System (MARKS), and FRC instructions (both to be provided by COTR). Files will normally be shipped to the FRC in October and April of each year; and shipment may be requested by the Government at any time during the year. Before processing paperwork (Standard Form (SF) 135, Records Transmittal and Receipt) for shipment, Contractor shall check the inventory form for each box against actual contents to assure that they match. Any discrepancies will be reported to the COTR for resolution. When ascertained that inventories match contents, Contractor shall re-box files in correct order (according to paperwork provided by COE), in GSA-approved boxes furnished by COE (if records are not already contained therein), and/or re-tape existing GSA boxes as required by aforementioned FRC instructions. These boxes shall then be set aside in a holding or staging area. A copy of the SF 135 shall be placed inside the first box of each batch of records. Contractor shall forward SFs 135 to COTR who will act as liaison between FRC and Contractor. Upon written notification by COTR of acceptance of paperwork by the FRC, Contractor shall mark boxes in accordance with instruction package received with the acceptance notification from the COTR. This involves marking the FRC accession and location codes on the boxes in black marking pen. Contractor shall then transport the files to the FRC within 75 days of receipt of COE notification. An estimate of the number of boxes shipped to the FRC each year would be anywhere from 50 to 200.

(d) Damaged Boxes/Containers. Contractor shall, at all times, handle COE records and media with the utmost care. In addition to the environmental and security requirements set forth in paragraph 4a and 4c, contractor shall not throw boxes/containers, stack boxes improperly (so as to cause to damage), or in any other way, harm boxes/containers containing COE records/media. If damage inadvertently occurs, contractor shall take the following actions.

- i. Immediately re-box/re-containerize records/media (contractor shall assure adequate supply of Government boxes is on hand at all times, see paragraph 8, below);
- ii. Use the same barcode number on the box/container;
- iii. Notify intended recipient that damage occurred;
- iv. If damage is significant enough that Contractor cannot handle the materials without causing further damage or materials are utterly destroyed, Contractor shall immediately notify the COTR by telephone and follow up with a written report describing how damage was caused and what (if any) actions have been or will be taken to rectify the current situation and to prevent recurrence in the future.

5. *Reporting Requirements.*

(1) Contractor shall provide monthly invoices summarizing all actions taken on or with COE records, both hard-copy and all other media stored at Contractor's facility. Contractor shall also provide invoices broken out for each COE department (see enclosure 3). Contractor shall provide two (2) copies of these invoices to the COTR.

(2) Semi-annually, Contractor shall provide COTR two (2) copies of the complete inventory of COE records stored at records center and vault.

(3) Annually, Contractor shall provide COR a summary of anticipated costs for the upcoming contract year (only revisions to wage rates are allowed for option years), prior to contract renewal, but not later than 1 April (timeframe based on Government budget cycle).

6. *Certification Requirements.* Contractor shall provide all information necessary to COTR to assure Contractor's facility and procedures comply with NARA rules referenced earlier and throughout this document, so that COE may pursue certification requirements through NARA. (*Federal Register* dated April 30, 1999, in Part VII at beginning at page 23504, "Agency Records Centers" (including Appendix A); and beginning at page 23510, "Storage of Federal Records.")

7. *Contractor-Furnished Materials.* Contractor shall furnish any forms necessary for transaction of business, such as, transmittal forms delineating boxes being shipped, transaction forms showing boxes delivered and to whom, request forms, interfile forms, etc. Contractor shall use his/her own (or rental) equipment for transfer of records, such as a small forklift, truck with hydraulic lift, pallets, vault media containers, etc.

8. *Government-Furnished Materials.* The COE will provide copies of Standard Forms (SF) 135, Records Transmittal and Receipt, for all COE retired records; printouts of records being submitted for shipment to Contractor facility; AR 25-400-2, The Modern Army Recordkeeping System (MARKS) and any applicable local directives and policies; packing and marking instructions for FRC shipment; list of authorized COE requesters; building layouts for pickup/delivery (see enclosure 1); list of COE field offices and departments (see enclosures 2 and 3); and GSA records boxes. Contractor shall request the latter at least 30 days in advance of need.

9. *Initial Coordination.* Within 2 working days after contract award, Contractor's Project Manager and COE COTR will meet to discuss provisions of contract to assure both parties are clear on requirements of contract.

10. *Unscheduled Conferences.* Conferences to discuss specific aspects of work or any problems in completing contract work items may be requested by either the Contractor or the Government.

11. *Unscheduled Inspections.* COR or COTR may make unscheduled inspections of Contractor's facility at any time during normal working hours.

12. *Contract Renewal.* Government exercises the option to renew contract at 1 year intervals for up to four (4) years. At the end of the four years, contract bids must be re-solicited. Should contractor either not receive renewal or not be awarded new contract, Contractor shall cooperate fully with the Government and the new Contractor in providing final inventory of all COE records and computer media and in the physical removal and stacking of boxes on pallets, and shipping of computer media, assuring proper environmental conditions are met at all times. Contractor shall allow new Contractor's vehicles timely access to facility in order to make the transfer. COR and/or COTR will act as liaison between both Contractors.

13. *General Requirements.*

a. *Project Manager.* Promptly following award of the contract, the Contractor shall designate a Project Manager who shall be responsible for the conduct of the work. Changes in project manager may be coordinated with the COR. The Project Manager shall have the experience and capability for the following:

- (1) Be responsible for the execution and completion of the terms of the contract.
- (2) Be responsible for the supervision of work and its overall quality.
- (3) Serve as a liaison between the Contractor and the Government for all work required under this contract.

b. *Contracting Officer's Representative (COR).* The Contracting Officer (CO) for the Government will designate a COR who will supply Government-furnished contractual data and services and forward other necessary contractual documents and materials. Contract interpretation and associated guidance and direction from the Government shall not be official unless specifically provided by the COR or CO.

c. *Contracting Officer's Technical Representative (COTR).* The CO for the Government will designate a COTR who will act as the primary point of contact for all technical and operational aspects of the contract.

d. *Extra Services.* The Contractor is advised not to perform *any* services requested by any person in the COE, verbally or in writing, which could be considered to be a change in the terms or scope of this Contract necessitating an adjustment in contract price. Any changes to the contract will be accomplished by a modification issued by the contracting officer.

14. *Billing.* Contractor shall bill COE monthly, per paragraph 4f(1), "Reporting Requirements."

15. *Schedule.* The Contractor shall furnish sufficient resources and personnel to ensure that work is conducted in accordance with the following progress schedule. The Contractor shall keep the COTR fully advised at all times concerning delays or difficulties, which may prohibit completion of any part of the work by the established dates. The schedule is subject to adjustment by the COR, in writing, for material delays on the part of the Government and conditions beyond the control of the parties.

<i>Task</i>	<i>Work Days Following Award</i>
a. Award Contract.	0
b. Contractor meets with COE staff to initiate Work, discuss provisions of contract, and receive records and computer media inventory.	2
c. Contractor reviews inventory and provides comments to COTR.	10

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d. COTR returns verified inventory.	15
e. Contractor begins transfer of records and computer media to Contractor's records center.	20
f. Contractor completes transfer of records and computer media to Contractor's records center.	45
g. Contractor provides annotated inventory to COTR.	45
h. Contractor provides cross-reference data base(s) to COE.	60
i. Contractor begins regular retrieval and delivery service.	60

16. Delay in the initiation of the contract. Should the present contractor not be awarded the contract for the next contracting period, the initiation of the contract shall be delayed for six months. During that time efforts will be made to destroy as many boxes as possible with expired destruction review dates, and to transfer boxes to the Federal Records Center.

CENPS-IM-RP (715c)  
SUBJECT: Off-Site Storage and Retrieval of Seattle District Records

**DELIVERIES/PICKUPS WITHIN SEATTLE DISTRICT OFFICE**  
**4735 East Marginal Way, South**  
**Seattle, WA 98134-2385**

Attached schematic shows floor plan for the second floor of subject office. Deliveries/pickups are made to each of the circled areas, usually more than one stop per delivery (see SOW, para 4e(4)).

Main delivery/pickup points are:

*First floor:*

1A - CIVILIAN PERSONNEL ADVISORY CENTER/HUMAN RESOURCES OFFICE

1B - SAFETY OFFICE

1C – EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE

1D - INFORMATION MANAGEMENT OFFICE, COMPUTER OPERATIONS SECTION

1E – LOGISTICS MANAGEMENT OFFICE, SUPPLY

*Second floor (beginning at north end and working south):*

2A - TECHNICAL SUPPORT BRANCH

2B - REGULATORY BRANCH

2C - EMERGENCY MANAGEMENT BRANCH

2D - OFFICE OF COUNSEL

2E - LIBRARY

2F - CONTRACTING DIVISION

2G - RESOURCE MANAGEMENT OFFICE (Comptroller)

2H - PUBLIC AFFAIRS OFFICE

2I - INTERNAL REVIEW OFFICE

2J - CONSTRUCTION BRANCH

2K - REAL ESTATE DIVISION

2L - PSSDA (on drawing; proper name is Dredged Material Management Office or DMMO)

2M – PROGRAMS AND PROJECT MANAGEMENT DIVISION

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Enclosure 1

CENPS-IM-RP (715c)

SUBJECT: Off-Site Storage and Retrieval of Seattle District Records

**DELIVERIES/PICKUPS WITHIN SEATTLE DISTRICT OFFICE (Cont.)**

2N - ENGINEERING RECORDS & INFORMATION SECTION (Maps & Records)

2O - INFORMATION MANAGEMENT OFFICE (COTR/Records Manager)

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CENPS-IM-RP (715c)  
SUBJECT: Off-Site Storage and Retrieval of Seattle District Records

**SEATTLE DISTRICT, CORPS OF ENGINEERS, FIELD OFFICES**

	<i>Records Shipped By:</i>
ALBENI FALLS PROJECT OFFICE 2376 E Highway 2 Oldtown, ID 83822-9243	Freight & Mail
CHIEF JOSEPH DAM PROJECT OFFICE PO Box 1120 Bridgeport, WA 98813 (509) 686-5501	Mail
CHIEF JOSEPH DAM PROJECT OFFICE Highway 17, Pearl Hill Road Bridgeport, WA 98813	Freight
FAIRCHILD AFB RESIDENT OFFICE PO Box 1929 Airway Heights, WA 99001-1929 (509) 244-5571	Mail
FAIRCHILD AFB RESIDENT OFFICE 1100 West Wainwright Blvd, Bldg 286 Fairchild AFB, WA 99011	Freight
FOREST RESOURCES SECTION Building T-7985 North Fort Lewis, WA (206) 964-2100	Records Center courier
FORT LEWIS AREA OFFICE Building 9031, 5th and Dearborn Fort Lewis, WA 98432-5000 (206) 964-2969	Records Center courier
HIRAM M. CHITTENDEN LOCKS 3015 NW 54th St Seattle, WA 98107-4299 (206) 783-7001	Records Center courier
LIBBY DAM PROJECT OFFICE 17115 Highway #37 Libby, MT 59923-9703 (406) 293-4112	Mail or freight

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Enclosure 2

CENPS-IM-RP (715c)  
SUBJECT: Off-Site Storage and Retrieval of Seattle District Records

**SEATTLE DISTRICT, CORPS OF ENGINEERS, FIELD OFFICES (Cont.)**

	<i>Records Shipped By:</i>
MALMSTROM AFB PROJECT OFFICE PO Box 6570 Great Falls, MT 59406-6570	Mail
MALMSTROM AFB PROJECT OFFICE Bldg 1085 7520 4 <sup>th</sup> Ave North Malmstrom AFB MT 59402-7508	Freight
MCCHORD AFB RESIDENT OFFICE Bldg 1155 McChord AFB, WA 98438	Records Center Courier
MOUNTAIN HOME AFB RESIDENT OFFICE PO Box 4086 Mtn Home AFB, ID 83648-4086	Mail
MOUNTAIN HOME AFB RESIDENT OFFICE Bldg 1207 Liberator & Aardvark Ave. Mtn Home AFB ID 83648	Freight
MUD MOUNTAIN & HOWARD HANSON DAMS PROJECT OFFICE 30525 SE Mud Mountain Road Enumclaw, WA 98022-8010 (206) 825-3211	Mail or freight
YAKIMA RESIDENT OFFICE US Army Corps of Engineers ATTN: CENPS-EC-NW-FL-Y (Renick) PO Box 10 Selah, WA 98942 (509) 453-0294	Mail or freight

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**U.S. ARMY CORPS OF ENGINEERS, SEATTLE DISTRICT**  
*Departments*

**EXECUTIVE OFFICE**

Equal Employment Opportunity Office  
Security & Law Enforcement Office

**SAFETY & OCCUPATIONAL HEALTH OFFICE**

**OFFICE OF COUNSEL**

**PROGRAMS & PROJECT MANAGEMENT DIVISION**

Civil Projects and Planning Branch  
Environmental Resources Section  
Military Branch  
Environmental Management Branch  
Value Engineer

**PUBLIC AFFAIRS OFFICE**

**INTERNAL REVIEW OFFICE**

**NPD RESIDENT AUDITOR**

(This office no longer exists in Seattle, but we still hold their records.)

**CIVILIAN PERSONNEL ADVISORY CENTER/HUMAN RESOURCES OFFICE**

**LOGISTICS MANAGEMENT OFFICE**

**RESOURCE MANAGEMENT OFFICE**

Budget Branch  
Finance & Accounting Branch

**INFORMATION MANAGEMENT OFFICE**

Information Planning & Implementation Branch  
District Library  
Customer Services Branch  
Network Operations Group (includes Computer Operations, i.e., Vault deliveries)

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Enclosure 3

**U.S. ARMY CORPS OF ENGINEERS, SEATTLE DISTRICT**  
*Departments (Cont.)*

**OPERATIONS DIVISION**

- Technical Support Branch
- Emergency Management Branch
- Regulatory Branch
- Project Offices
  - Albeni Falls Dam
  - Libby Dam
  - Chief Joseph Dam
  - Lake Washington Ship Canal (LWSC) Project Ofc (Hiram M. Chittenden Locks)
  - Mud Mountain Dam
  - Wynoochee Lake Project (no longer our project, but we still hold records)

**REAL ESTATE DIVISION**

- Realty Services Branch
- Appraisal Branch
- Realty Operations Branch
  - Forest Resources Section (Ft. Lewis)
- Planning & Control Branch

**ENGINEERING AND CONSTRUCTION DIVISION**

- Construction Branch
  - Contract Administration/Cost Engineering Section
  - Small Projects Section
  - Technical Engineering/Review Section
- Design Branch
  - Architecture/Structures Section
  - CADD Unit
  - Civil/Soils Section
  - Electrical/Mechanical Section
  - Specifications Section
  - Survey Section
- Technical Services Branch
  - Engineering Records & Information Section
- Environmental Engineering & Technology Section
  - Geology and Instrumentation Section
  - Hydraulics/Hydrology Section
  - Northwest Area Office
  - Ft. Lewis Resident Office
  - Yakima Project Office
  - McChord Resident Office
  - Fairchild Resident Office
  - Malmstrom Project Office
  - Mountain Home Resident Office
  - Northwest Resident Office

**U.S. ARMY CORPS OF ENGINEERS, SEATTLE DISTRICT**  
*Departments (Cont.)*

**ENGINEERING AND CONSTRUCTION DIVISION** *(Cont.)*

**CONTRACTING DIVISION**

Contracts Branch

Purchasing Branch

**U.S. EIGHTH ARMY CIVILIAN RECRUITING OFFICE**

## Performance surveillance plan

Purpose. The purpose of this plan is to identify how the Government will monitor the Contractor's performance in the specific areas noted below. All areas will be monitored, as stated in the contract – this surveillance plan applies only to these specific areas.

### **Timeliness**

Records Coordinators will inform the Records Manager of late deliveries. E-mail messages will be ok. [Late deliveries meaning deviation from the agreed-on response time specified in the contract.]

After three late deliveries in a calendar quarter, the Government will request that any other late deliveries in that quarter not be billed to us. This will apply to box deliveries as well as vault deliveries.

### **Quality of service**

Any damage to or loss of records due to the negligence of the contractor could be subject to the Government's charge to reconstruct the records. The charge would be taken out of a monthly invoice.

### **Invoices**

Serious discrepancies in invoices will be brought to the attention of the COR [Contracting Officer's Representative] in writing [e-mail will be ok]. The COR will note the discrepancies and consider them at the time of next option renewal.

COTR will communicate continuously with the Contractor on performance issues. COR will notify Contractor in writing that we are invoking one or more of the above procedures after the conditions specified are reported.

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