

STATEMENT OF WORK
(SOW)
FOR
LOCAL COMMERCIAL
COMMUNICATIONS SERVICES
AT
Camp Murray (Everett) WA

1.0 Scope.

1.1 General Requirements. This Statement of Work (SOW) is a comprehensive description of local exchange access services, analog and digital access transport services, and intra-Local Access Transport Area (LATA) interconnect functions the Air Force requires a Contractor to be technically capable of providing in accordance with the SOW. Specific service requirements to be currently authorized and provided at the site are identified in Appendix 10 of this solicitation. The Contractor shall provide all transmission facilities, equipment, materials, maintenance, test equipment, and design layout needed to perform and provide local access and transport services and functions at the designated demarcation point. These services shall include any special items, equipment, wiring or infrastructure to ensure the Contractor's proposed solution is compatible with the government's current infrastructure. The contractor is responsible for troubleshooting and maintaining the operation of the circuit up to its termination point. Access to the local exchange shall include: operator assistance, directory assistance (DA), and emergency 911/E911 services and functions. These services shall not include residential/business services for non-Government entities or Government Contractors. Long distance services for Site Name are currently being provided under the Federal Technology Services (FTS) contract. The contractor shall follow all FCC, PUC, DOD, AF and industry standards for this requirement

NOTE: The definitions of the comprehensive set of services are described in this SOW even though these services may not be called out(initially) in Appendix 10. These services may be ordered at a later date by Site Name and the Contractor, when required, will have to provide the requested service(s) as defined below.

a. The local exchange access services at Camp Murray (Everett), WA are currently being provided by Verizon.

b. The base telephone switching system is a Avaya G5SI with R11 software version. The switching system is located in Building 505 at 2701 112nd St SW, Everett, WA 98204.

c. The primary long distance carrier serving Camp Murray (Everett), WA is under the Federal Technology Services (FTS) contract.

1.2 Competitive Economic Advantage Consideration. The local exchange or Dial Central Office services provided for under the pricing, terms, and conditions of this contract are principally intended to meet known installation service requirements and an estimate of the type of services that may be required during the term of the contract. Where the contracting officer determines usage of the contract to be cost effective and the contractor providing such services to the Government agrees and has the additional capability to provide services to other installations or agencies within 100 miles of the principal place of performance, orders may be placed for such additional services. When an order is placed and the contractor initiates performance, all terms and conditions of this contract shall apply.

2.0 Documents. The contractor shall provide a list of applicable industry standards that shall be followed in the performance of the contract. These documents shall be made available to the Government upon request.

3.0 Requirements.

a. The Appendix 10 will identify the Local Commercial Communications Services required, including characteristics, quantities, and locations, as applicable.

b. The Communications and Information Systems Officer (CSO) at the Government installation is responsible for telecommunications activities that will be identified in this SOW. The Contractor shall coordinate with the CSO prior to the installation, removal, expansion, and/or change out of equipment.

c. The Government will provide floor space for the installation of the Contractor's provided transmission equipment. The floor space shall be limited to accommodate Contractor-provided relay rack(s), 19 to 23 inches wide by 7 feet tall, as ceiling height permits at each designated demarcation. Space is available for 1 relay rack for Contractor equipment in Bldg 505. The Government will provide electrical power and room environment for the installation of the Contractor equipment. When additional rack space or floor space is required to support Government requirements, the Contractor shall coordinate with the CSO.

d. Organizational office symbol for the Communications-Computer Systems Officer (CSO):
DET 1 SC/TCO

3.1 Local Commercial Communications Services.

3.1.1 Installation and Cutover. The Contractor shall perform a site survey of the installation area. The Contractor shall develop an installation and cutover plan for provision to the Government no later than (NLT) 15 calendar days after contract award. The Government requires 15 working days to review and provide comments/acceptance. The Contractor shall provide a final plan, NLT 10 working days, after receipt of the Government comments. The Contractor shall not commence on-site installation and cutover until the Contractor receives a Government acceptance of the service installation and cutover plan. Installation of the initial required services for cutover of Local Commercial Communications Service requirements shall be as specified in Appendix 10. Installation, circuit assignments, all possible/applicable testing, records' management, cutover and Government acceptance shall be completed NLT one hundred and twenty (120) days after contract award. Deviations from the final Installation Plan will be coordinated with the Government prior to any work being accomplished in the affected area. The contractor shall ensure that all circuits and service provided by the incumbent, under the prior contract, are disconnected/discontinued upon successful cutover. In the event that the contract award is made to the incumbent Contractor, no installation/cutover plans will be required.

3.1.1.1. Installation Plan. The Installation Plan shall, at a minimum, contain the following site specific information:

- a. Description of new equipment to be installed (include any site support required to support this installation).
- b. Detailed location of equipment to be installed
- c. Reason equipment is being installed.
- d. Floor Plan Layout (space requirements shall not exceed the area defined in paragraph 3.0c).
- e. Installation schedule.

3.1.1.2 Cutover Plan. The Cutover Plan shall, at a minimum, contain the following site specific information:

- a. Conditions/Support required to be in place prior to the start of cutover.
- b. A detailed listing of actions/events that must occur for successful cutover of all items identified in Appendix 10.
- c. A listing of the contractor responsibilities.
- d. A listing of the incumbent contractor responsibilities.
- e. A listing of Government responsibilities

3.1.2 Commercial Subscriber Lines & Exchange Access Trunks.

3.1.2.1 Commercial Subscriber Line Quality of Service (QoS). Commercial subscriber line is defined as a traditional circuit switched voice network with its own dedicated bandwidth throughout the session of connection. The contractor shall provide as a minimum Quality of Service (QoS) equal to or greater than a traditional circuit switched voice network including service availability at 99.999%. QoS for packet switched circuits must meet the following criteria:

PARAMETER	REQUIRED
Bandwidth The average number of bits per second that can travel successfully through the network	≥ 89.2 kbs
Latency (End-to-end delay) The average time it takes for a packet to travel the network from a sending to receiving device	≤ 60 ms one way
Jitter The variation in end-to-end delay of sequentially transmitted packets	≤ 5 ms
Packet Loss The percentage of transmitted packets that never reach the	$\leq 0.05\%$

<i>intended destination</i>	
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3.1.2.2 Commercial Subscriber Lines. The Contractor shall provide subscriber lines as specified in Appendix 10. Local exchange access, as applicable, shall include commercial subscriber lines and foreign exchange (FX) lines.

3.1.2.3 Commercial Subscriber Line Basic Service (BS). BS of a line, as a minimum, shall include the following:

- dial tone
- direct inward dialing
- direct outward dialing
- Dual Tone Multi-Frequency (DTMF)
- local exchange and long distance accesses
- equal access
- call blocking for Numbering Plan Area (NPA) 900, 700, and NPA-976
- operator assistance (0+ & 00+)
- Directory Assistance (DA)
- E911/911 services, where available
- non-published directory number
- service disconnect with referral service (the referral service shall be at least three (3) months after a customer has been moved, changed, or disconnected)
- block Directory Assistance Call Completion (DACC)
- block third party billing
- Toll free access

3.1.2.4 Commercial Subscriber Line Optional Features. The Contractor shall provide optional line features as specified in Appendix 10. An optional feature could be an individual feature or a group of features.

3.1.2.5 Subscriber Line Relocation. The Contractor shall perform subscriber line relocation(s) and shall provide information needed for database updates for enhanced 911 service purposes when requested.

3.1.2.6 Exchange Access Trunks. The Contractor shall provide local exchange access service circuits for local trunks as specified in Appendix 10.

3.1.2.7 Exchange Access Trunks BS. BS of an (local or FX) access trunk, as a minimum, shall include the following:

- call blocking for Numbering Plan Area (NPA) 900, 700, and NPA-976
- direct inward dialing directionalization
- direct outward dialing directionalization

- two-way dialing directional
- channelization of digital trunks (as specified by work order)
- trunk busy tones
- DTMF, MF 2/6 and dial pulse (DP) address signaling
- access services
- trunk and/or trunk group establishment
- automatic trunk member selection (sequential, linear, most idle, etc.)
- automatic trunk group alternate route selection
- Toll free access

Access to and selection of the members within the trunk group between two telephone switching systems must be coordinated to provide optimum member selection and minimize glare conditions. When two or more trunk groups are established to provide services between the switching systems, the alternate route selection from one trunk group to the next provides users access to these trunk groups in a coordinated and predetermined routing sequence. The selection of members within a trunk group and the alternate route selection of two or more trunk groups are included as basic functions of trunks and their access.

3.1.3 Transport Services. The Contractor shall provide local exchange transport channel services as specified in Appendix 10. Local transport channel services include transport channel termination and transmission support, as applicable, for analog lines, ISDN lines, alarm circuits, data circuits up to 64 Kbps or aggregate N x 64 Kbps, High Capacity Data Subscriber Line (HDSL), Digital Signal level 1 (DS-1), DS-3, Optical Carrier Signal level 1 (OC-1), OC-3, and may be expanded to OC-12, OC-24 and OC-48.

3.1.4 Circuit Termination. Circuit termination at the Government installation includes the Main Distribution Frame (MDF) for analog signals, metallic cable pairs, Digital Signal Cross-Connect (DSX)-1 patch, cross connect panel for T-1 circuits, DSX-3 for electrical T-3 circuits, fiber optic patch and cross connect panels for optical interface equipment such as the optical carrier or SONET systems, optical multiplexer equipment, and Cat 3/5/6 RJ-45 jack fields. Other wall-mounted, punch-down, terminal blocks are used for isolation and termination of Contractor metallic facilities. The Contractor shall ensure that all circuits are clearly tagged in a permanent manner with the circuit identification number or telephone number assigned to the circuit, and the work order number. The contractor shall be responsible to provide all equipment, facilities and wiring up to the government demarcation point as specified in Appendix 10.

3.1.4.1 Analog and Low Data Rates. The Contractor shall terminate the analog and lower rate data circuits to the Contractor-provided terminal blocks. The Government shall provide frame space on the MDF for the installation of the Contractor provided protector vertical and horizontal blocks. All outside plant copper cables entering the demarcation location must be electrically protected (grounded, terminated on protector modules, etc.).

3.1.4.2 High Data Rates. The Contractor shall properly terminate digital circuits to the Contractor provided DSX-1, DSX-3, or fiber optic patch panel.

3.1.4.3 Circuit Testing. The Contractor shall provide the test results to the CSO after a new circuit is tested, approved, and activated. The notification shall be in a written or verbal format at the discretion of the CSO. The parameters of the circuit characteristics shall be documented in the Customer Service Records.

3.1.5 Local Exchange Access and Service Areas. The Contractor shall provide flat rate (FR) services within local calling areas. FR services apply for both lines and trunks. The local exchange access service areas shall, as a minimum, include the areas/zones coverage as currently defined by the incumbent local service provider(s) and/or the State Public Utilities Commission (PUC) for Camp Murray (Everett), WA and shall be applied under the scope of this contract. When the Contractor provides services to a Government installation, the LATA boundary shall not be limited or restricted to a Contractor's service area. Connection to intra-LATA exchange areas and with inter-LATA exchange carriers is required. Access to the local exchange shall include Operator Assistance, Directory Assistance, and 911 services and functions.

3.1.6 Number Portability. The Contractor shall provide number portability for commercial subscriber lines and local exchange direct-in-dial (DID) directory numbers. The consistent use of the same prefix exchange and directory numbers provides the Government installation with its commercial identity. The Government installation is also serviced by other Government switched networks (e.g., the Federal Telephone Service (FTS), and the Defense Switched Network (DSN)). These networks provide DID trunks and are directly dependent on the mutually assigned DID number to terminate into stations on the installation. Local exchange number portability and DID number growth is a critical factor in the ability of a Government installation to support its personnel and its missions. The Contractor shall comply with the Federal Communications Commission (FCC), and the State Public Utility Commission (PUC) mandates for number portability.

3.2 Demarcation. The demarcation points shall be as specified in Appendix 10 of this SOW.

3.2.1 Circuit Extension. The Contractor shall provide circuit extension of a local communications service or circuit beyond the established demarcation to a user designated termination point when required by the government.

3.2.2 Circuit Termination. Circuit termination shall include transmission equipment, termination hardware, and circuit conditioning equipment required to extend a circuit to a user location.

NOTE: Government data networks and end equipment will not be available for contractor use.

3.2.3 Contractor Owned/Leased Transport Cable. When Government cable is not available, the Contractor shall provide the circuit transport mileage by using the existing cable, either owned or leased from a third party, for a circuit extension.

3.2.4 Contractor Equipment and Cable Installation. The Contractor shall provide and install transmission equipment and cables for local exchange access and transport service circuits to the Government provided floor space at the demarcation location(s). The Contractor shall coordinate with the CSO for compliance with local procedures and requirements for equipment and cable installation. The Contractor shall install equipment and cables in accordance with national and local safety codes. The Contractor shall be responsible for wiring and connecting to Government provided power connection points, ground master connection points, and termination frames for terminal blocks. The Contractor shall coordinate with the CSO for installation details.

All new cable installations will be either underground or direct buried (i.e., NO aerial installations). Replacement of existing cable may be either underground, direct buried or aerial at the discretion of the CSO.

3.3 Restoration of Service and Maintenance. The Contractor shall respond and restore service outages. From the time of receipt of the notification, the Contractor shall respond within the time limits as indicated below to discuss the outage issue. If it is determined by the Contractor that the outage restoration time frames cannot be met, the Contractor will contact the CSO. The Contractor will prioritize and perform restorations IAW the Telecommunications Services Program (TSP). **The CSO will determine the prioritization of (multiple) outages for the base/site portion of the TSP.** The Contractor shall respond to the Government within one (1) hour of notification.

3.3.1 Emergency Outage. The CSO can declare any outage as an emergency outage if an outage significantly affects the mission of the Government installation. Restore service within four (4) hours from the time the Contractor responds to the Government's notification.

3.3.2 Catastrophic Outage. Restore service within eight (8) hours from the time the Contractor responds to the Government's notification.

3.3.3 Serious Outage. Restore service within twenty-four (24) hours from the time the Contractor responds to the Government's notification.

3.3.4 Routine Outage. Restore service within two (2) calendar days from the time the Contractor responds to the Government's notification.

3.4 911 Services. All 911 calls (including those from commercial subscriber lines) are routed to the PSAP at Everett to the city Police and Fire Departments. Emergency service assistance shall be provided for the hearing impaired.

3.5 Public Listings. The Contractor shall provide public listings, cross reference listings, and foreign listings for the Government installation. The listings shall be listed in the Government section and/or alphabetical section. The Contractor shall coordinate with the CSO to obtain a list and the contents of the Public Listings. The contents of each cross reference listing shall, as a minimum, include the organization title and a referral statement to the appropriate Government Agency. All other listings shall, as a minimum, include the Government title, organization title, address, and telephone number.

3.6 Telephone Directories. The Contractor shall provide local telephone directories for Camp Murray (Everett), WA. Presently, Camp Murray (Everett), WA is being provided 30 local telephone directories.

3.7 Service Orders. From the time of receipt of the work order, the Contractor shall complete the work order within the specified time limits. The work orders will be determined by the CSO as either emergency, priority, or routine services.

3.7.1 Emergency Services. The Contractor shall complete work orders within one (1) calendar day.

3.7.2 Priority Services. The Contractor shall complete work orders within five (5) calendar days.

3.7.3 Routine Services. The Contractor shall complete work orders within ten (10) calendar days.

3.8 Traffic Analysis. The Contractor shall perform traffic measurement and traffic analysis as required.

3.8.1 Traffic Analysis for City Trunks. The Contractor shall perform traffic analysis for city trunks as required. The Contractor shall provide a report NLT 15 calendar days after the Government request of the traffic study.

3.8.1.1 The Traffic Analysis for City Trunks report shall provide data concerning the use and congestion of the city trunks, and will be used to determine whether the city trunks provide adequate traffic capacity and whether existing facilities are adequate.

3.8.1.2 The Traffic Analysis for City Trunks report shall provide printed, tabulated data from the traffic measuring system and shall provide measurements for seven (7) consecutive business days, on an hourly basis, unless a shorter interval is requested.

3.8.1.3 The Traffic Analysis for City Trunks report shall contain an analysis of the traffic measurements and recommendations based on the analysis. Recommendations shall address expansion/reduction of the city trunks. The report shall, as a minimum but not limited to, include trunk group name, trunk group number, trunk type, working quantity within each group, average busy hour for 2-way/incoming/outgoing trunks, average usage in CCS or Erlangs, current grade of service at average usage, number of trunks recommended for each trunk group at a P.1 grade of service.

3.8.2 Traffic Analysis for Higher Bandwidth Transport Circuits. The Contractor shall perform traffic analysis for higher bandwidth transport circuits as required. The Contractor shall provide a report NLT 15 calendar days after the Government request of the traffic study.

3.8.2.1 The Traffic Analysis for Higher Bandwidth Transport Circuits report shall provide data concerning the use and congestion of the transport system, and will be used to determine whether the transport system provides adequate traffic capacity and whether existing facilities are adequate.

3.8.2.2 The Traffic Analysis for Higher Bandwidth Transport Circuits report shall provide printed, tabulated data from the traffic measuring system.

3.8.2.3 The Traffic Analysis for Higher Bandwidth Transport Circuits report shall contain an analysis of the traffic measurements and recommendations based on the analysis. Recommendations shall address expansion of the transport system hardware and software, and shall be specific for the transport type being analyzed. The report shall, as a minimum but not limited to, include transport circuit name (ID), description of transport circuit, circuit type (voice, data, point-to-point, broadcast, packet switch, frame relay, SONET, ATM, etc.) transmission rate (DS1, DS3, STS1, OC1, OC-3, OC-12, OC-24, OC-48, etc.) average maximum usage bandwidth, average minimum usage bandwidth, and average usage bandwidth.

3.9 Customer Service Records. The Contractor shall update customer service records no later than ten (10) working days after a service ordered has been activated.

3.9.1 Contractor format for the Customer Service Records (CSR) is acceptable, however the following information is required for each type of service circuit.

3.9.1.1 Direct-in-dial (DID) numbers: NPA-NXX-XXXX, non-recurring costs, and monthly recurring costs.

3.9.1.2 Subscriber Lines: User name/office symbol, user address, directory number, demarcation location, description of service type for each item or sub-item, optional features provided, quantity, non-recurring costs, monthly recurring costs, and activity date.

3.9.1.3 Trunks: Description of trunk/trunk group ID (DID, DOD, FEX, etc.), trunk access number (NPA-NXX-XXXX) demarcation location, trunk type (IC, OG, 2-way, 2-wire, 4-wire, etc.), digital (number of channels equipped) or analog, signaling type (loop, E&M, SF, ESF, etc.), address signaling (DTMF, MF 2/6, PRI, SS7, DP, NP, etc.), start dial signaling (GndSt, IM, DD, WS, etc.), answer supervision (loop, E&M, PRI, etc.), quantity, non-recurring costs, monthly recurring costs, and activation date.

3.9.1.4 Transport circuit: Description of transport circuit/ID (circuit name), circuit type (voice, data, point-to-point, broadcast, packet switch, frame relay, SONET, ATM, etc.) transmission rate (2.4/4.8/9.6/14.4/19.2/28.8/56/64 kbps, DS1/TT1, DS2, DS3, STS1, OC1, OC12, OC24, OC48, etc.), demarcation location, quantity, non-recurring costs, monthly recurring costs, and activation date.

3.9.2 The CSR will also include a total monthly cost for all services.

3.9.3 The Contractor shall provide one copy of all Customer Service Records to DET 1 SC/TCO NLT 30 calendar days following initial service cutover. After initial submission, the Contractor shall provide one copy of Customer Service Records annually or upon request.

3.10 Diversity/Diverse Routing. Not Applicable.

3.11 Contract Management.

3.11.1 Meetings. The Contractor's project manager shall be available from Monday to Friday, between 7:00 am to 5:00 pm local time, to meet the CSO on-site for technical interchange discussions. A meeting will be scheduled within ten (10) business days for a routine service requirement, five (5) business days for an essential service requirement that may need special attention, or two (2) business days for a mission essential requirement needing immediate attention.

3.11.2 Support. The Contractor shall assist Government representatives with testing and implementation of a new service circuit or expansion to existing circuits. The Contractor shall cooperate with the CSO or other Contractors who may be interconnecting with other related services. When expansion services entail Contractor support that requires additional equipment or testing to activate a circuit, the Contractor shall develop the installation and activation plans with the CSO.

3.11.3 Point-of-Contact. The Contractor shall provide a 24-hour point-of-contact telephone number for the notification of telephone/circuit outages and services.

3.12 Regulations and Policies. The Contractor shall follow all base regulations and policies regarding security, safety, and environment and federal, state, and local regulations, as applicable. The CSO will conduct a local regulation and policy briefing prior to the commencement of work.

3.12.1 Safety and Environmental. An environmental assessment is required at each site before the Contractor's work can begin. The Contractor will coordinate with the Environmental Management/Civil Engineering Personnel through the CSO to make sure the environmental assessment has been accomplished. The owning agency is responsible for performing environmental assessments for each communications site where work is to be performed, and this assessment must be accomplished prior to any task carried out by the Contractor.

3.12.2 Safety Training and Education. The Contractor must have a safety and health plan for the employees. The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

3.12.3 Safety and Health. The Contractor shall meet with the local safety and bioenvironmental personnel prior to work surveys to determine any potential problems with the projected work in areas that may contain asbestos, hazardous materials, and hazardous wastes.

The Contractor shall follow local procedures established by the local safety and health offices. Reference the instructions in CFR 29, Part 1926.58, Appendix G for proximate to asbestos containing materials. The Contractor shall meet with the local Civil Engineers to determine proper procedures for disposal of residue hazardous materials and empty hazardous materials containers.

3.12.4 Hazardous Material Reporting on Federal Installations. The Contractor (primary and sub) are required to provide Material Safety Data Sheets (MSDS) on each hazardous material/compound that will be used in the performance of work specified by Government contract. The MSDS will be provided to the federal facilities Environmental Management Office for approval of use prior to any use of the hazardous materials (paints, solvents, cleaners, encapsulating compounds, etc.). Hazardous materials are not permitted on any federal facility until approval has been processed and granted through the local Environmental Management. There are no exceptions to this requirement.

3.12.5 Ozone Depletion. No ozone depleting chemicals or compounds will be used during the performance of work. (EPA Clean Air Act, 1991 Revision).

3.12.6 Work Clearance Request. The Contractor shall obtain a Base Civil Engineering Work Clearance Request, AF Form 103, prior to trenching, digging, or modifying a facility. The Contractor will obtain direction from Base Civil Engineering for all excavations and trenching. In addition, the Contractor will adhere to Base Civil Engineering policy when working in confined spaces (i.e., entering manholes, tunnels, and unvented vaults) and shall be coordinated with the local safety and health offices prior to entry. Under no circumstances shall the Contractor handle, transport, or dispose of hazardous waste materials. This is solely the facility owner's responsibility.

3.12.7 Accident/Incident Reporting and Investigation. The Contractor shall record and report to the CSO all available facts relating to each instance of accidental damage to Government property or injury to either Contractor or Government personnel. The Contractor shall secure the accident scene and wreckage until released by the accident investigative authority through the CSO and contracting officer. If the Government elects to conduct an investigation of the incident, the Contractor shall cooperate fully and assist the Government personnel until the investigation is completed.

3.12.8 Subcontractors Safety. The Contractor shall be responsible for ensuring his/her subcontractors comply with all the provisions of this contract.

3.13 Special Service. When future requirements indicate that a special service is required, a separate proposal shall be negotiated with the Contracting Officer. No work shall be authorized until receipt of the contract modification signed by the Contracting Officer. In addition, the contractor shall not proceed with services until receipt of DD Form 1367 from DET 1 SC/TCO. Any special service requested shall comply with the paragraphs of Sections 3.0 through 3.13 of this SOW.

4.0 Security Requirements. Contractor must comply with the following security requirements.

4.1 Listing Of Employees. The contractor shall maintain a current listing of employees. The list shall include the employee's name, social security number and type of investigation if contract work involves unescorted entry to Air Force restricted areas or other sensitive areas designated by the installation commander. The list shall be provided to the CSO and sponsoring agency's Security Manager. An updated listing shall be provided when an employee's status or information changes.

4.2 Pass And Identification Items. The contractor shall ensure the pass and identification items required for contract performance are obtained for employees and non-government owned vehicles.

4.2.1 Before arrival, the contractor must mail or fax a *Visit Authorization Letter (VAL)* to the CSO, listing the name, social security number, date of birth, and clearance level of the individuals who will be visiting the installation. The VAL must provide the purpose of the visit, the dates of the visit, and a POC.

4.2.2 Upon receipt, the VAL will be given to the Visitor Control Center for issuance of an *AF Form 75, Visitor/Vehicle Pass*.

4.3 Retrieving Identification Media. The contractor shall retrieve all identification media, including vehicle passes from employees who depart for any reason before the contract expires; e.g. terminated for cause, retirement, etc.

4.4 Traffic Laws. The contractor and its employees shall comply with base traffic regulations.

4.5 Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately-owned vehicle while on base.

4.6 For Official Use Only (FOUO). The contractor shall comply with *DoD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program*, and requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

4.7 Physical Security. The contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

4.8 Controlled/Restricted Areas. The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work. *An AF Form 2586, Unescorted Entry Authorization Certificate*, must be completed and signed by the sponsoring agencies Security Manager before a Restricted Area Badge will be issued. Contractor employees must have a completed National Agency Check, Local Agency Check, Credit Check (NACLC) investigation before receiving a Restricted Area Badge.

4.9 Key Control. The contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government.

4.9.1 The contractor shall immediately report to the CSO any occurrences of lost or duplicated keys.

4.9.2 In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the contracting officer, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.

4.9.3 The contractor shall prohibit the use of keys, issued by the government, by any persons other than the contractor's employees and the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of contract work requirements in those areas.

4.10 Lock Combinations. The contractor shall control access to all government provided lock combinations to preclude unauthorized entry. The contractor is not authorized to record lock combinations without written approval by the CSO. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved containers.

5.0 Site Specific Special Requirements. Not Applicable.

APPENDIX 10

REQUIRED LOCAL COMMERCIAL COMMUNICATIONS SERVICES AT CUTOVER

10.0 Local services, required from the Contractor, are initial installation and cutover service requirements for the Government under the scope of this contract. The Contractor shall provide the following baseline of local commercial communications services for **Camp Murray (Everett) WA** at cutover. The quantity of these initial service requirements will be incorporated into the Schedule B. The installation service requirement will be identified here and the Schedule B.

10.1 Direct-In-Dial Directory Numbers.

NPA- NXX-XXXX	DID Directory Numbers
(425) 438-6000 to 6099	100

10.2 Exchange and Access Lines.

10.2.1 Commercial Subscriber Lines.

(NPA)-NXX-XXX	Type	Services and Optional Features	Demarcation	Organization & Location
(425) 347-8619 ♦ ♣	Analog	BS, FR	Bldg 505 2701 112 th St SW Everett, WA 98204	215th EIS 2701 112 th St SW Everett, WA 98204
(425) 347-8960 ♦	Analog	BS, FR	Bldg 505 2701 112 th St SW Everett, WA 98204	215th EIS 2701 112 th St SW Everett, WA 98204

♦ *IWMI Inside Wire Maintenance*

♣ *Non-Published Listing*

10.2.2 Hot Lines. Not Applicable

10.3 Local Exchange and Access Trunks.

10.3.1 Local Exchange Access Analog Trunks.

Circuit ID	Qty & Type	IC Channel Signaling: Supervision, Addressing, Start	OG Channel Signaling: Supervision, Addressing, Start	Demarcation
CITY DID: 47/DINA/425/438/6000/DI001 47/DINA/425/438/6000/DI002 47/DINA/425/438/6000/DI003 47/DINA/425/438/6000/DI004	4, 2-wire (IC)	E&M, DTMF, GS	N/A	Bldg 505 2701 112 th St SW Everett, WA 98204
CITY DID/DOD: 47/TKNA/425/348/3515* 47/TKNA/425/348/3602* 47/TKNA/425/348/3704* 47/TKNA/425/353/5705* 47/TKNA/425/353/5816* 47/TKNA/425/355/3030* 47/TKNA/425/355/3031* 47/TKNA/425/355/4807*	8, 2 wire (2-way)	E&M, DTMF, GS	E&M, DTMF, GS	Bldg 505 2701 112 th St SW Everett, WA 98204

* PBX Rotary Hunt
♦ IMWI Inside Wire Maintenance

10.3.2 Local Exchange Access Digital Trunks. Not Applicable

10.3.3 Local Exchange Digital (ISDN PRI) Trunks. Not Applicable

10.4 Foreign Exchange (FX) Lines/Trunks. Not Applicable

10.4.1 Analog FX Line/Trunks. Not Applicable

10.4.2 Foreign Exchange Digital Trunks. Not Applicable

10.5 Transport Channels. Not Applicable

10.6 Data Point-to-Point Circuits. Not Applicable

10.7 Circuit Extension. Not Applicable

10.8 Public Listings. Not Applicable

10.9 Diversity/Diverse Routing. Not Applicable