

PERFORMANCE WORK STATEMENT (PWS)

Fort Campbell, KY Traffic Signage

1. **General Information**

1.1. General: This is an Intergovernmental Service Agreement (IGSA) between the City of Hopkinsville (COH), and Fort Campbell, KY (FCKY) provide new traffic signs, posts, and hardware on the installation, to include the cantonment area and the rear training areas. This will be completed as a five-year IGSA. If specific quantities, products, etc., change during the course of this agreement, a modification to the IGSA will be issued.

1.1.1. All equipment and materials purchased as a result of this Agreement will be property of the COH.

1.2. Background: FCKY traffic signs are currently maintained by the Directorate of Public Works (DPW) Roads and Grounds division. The traffic signs are mounted on standard channel and square posts with breakaway bases. Some of the signs are past their life expectancy, damaged, or do not meet compliance via the Manual on Uniform Traffic Control Devices (MUTCD).

1.3. Objectives: The COH will replace all traffic signs on the installation and sign posts (as needed; decorative or standard) in accordance with this PWS, the MUTCD, and other applicable documents. This will be done over the course of a five year period; **Technical Exhibit (TE) 01 – Signage Rotation** maps out what areas the work will be performed in each year. All necessary data (number of signs/posts, types of signs, etc) will be provided for each year as an individual TE, as well as being inventoried in an ARCGIS file.

The COH shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform all work as defined in this PWS **Section 4**, except for those items specified as government furnished property and services. The COH shall perform in accordance with (IAW) the terms and conditions of the IGSA and shall consistently meet the established standards.

1.4. **Government IGSA Personnel:**

1.4.1. IGSA Manager (IGSAM): FCKY will designate, in writing, an IGSAM. The IGSAM will have authority to take certain actions specifically provided and within the limitations prescribed in the designation letter. A copy of the designation letter will be furnished to the COH. The IGSAM reserves the right to make adjustments to the Agreement, in coordination with the COH. The IGSAM will be in charge of reviewing all technical documents, submittals, logs, etc.

1.4.2. IGSA Technical Representative (IGSATR): FCKY will designate, in writing, an IGSATR. The IGSATR will have authority to take certain actions specifically provided and within the limitations prescribed in the designation letter. A copy of the designation letter will be furnished to the COH. In no event will the IGSATR, by virtue only of his/her designation as such, empowered to execute or agree to any IGSA modification thereof.

2. **Scope of Work**

2.1. **Work Rotation:**

Year 1: Town Center – Middle of cantonment, heavy traffic areas. Also includes overhead signage at all signalized intersections on the installation. Reference **TE 02 – Year 1 Binder** for complete breakdown and details.

Year 2: Main Post South – Area between Gates 1 and 3, also includes approximately 1/4 of training areas outside of cantonment

Year 3: Main Post West – Area extending from Town Center out to Market Garden ranges, also includes approximately 1/4 of training areas outside of cantonment

Year 4: Main Post North – Area extending from Town Center out to 59th St, including Gates 5 and 6, also includes approximately 1/4 of training areas outside of cantonment

Year 5: Campbell Army Airfield and surrounding areas, Clarksville Base and surrounding areas, Sabre Heliport, also includes approximately 1/4 of training areas outside of cantonment

***TE 01** includes all of this information in greater detail, and includes a labeled map depicting the areas.

- 2.2. Traffic Signs:** The COH shall install all traffic signs IAW MUTCD standards as well as the SDDCTEA Pamphlet 55-15. All traffic signs shall meet retro-reflectivity standards; a **minimum** of Type III High Intensity Prismatic (HIP) sheeting is required.

Overhead street name signs shall meet the specifications detailed in **TE 02**, and shall be mounted below the span wire/mast arm. All street name signs (roadside and overhead) shall incorporate a green background and white lettering with Highway Gothic font.

All signs removed shall be turned in to DPW – Roads and Grounds for disposal or use in temporary situations.

- 2.3. Sign Posts:** The yearly TEs will designate which sign posts need to be replaced, and which style will be used for the replacement. There will be two options for replacement posts: standard and decorative.

Standard posts shall be 2'' square channel posts with breakaway anchors, and shall use standard mounting hardware for traffic and street name signs. All standard posts shall be in accordance with KYTC KDOH Standard sections 830 and 832 and MUTCD.

Decorative posts shall be **Tapco** brand **Streetscape** assemblies. They shall include the following:

- 3''OD Smooth Black Aluminum Poles (SKU: 203-08010 and 203-00117)
- V-Loc Breakaway Post Anchors for 3'' post (SKU: 034-00002)
- Acorn Finials for 3'' post (SKU: 203-00740)
- Sign Mounting Kits for 3''OD Black Pole (SKU: 139914A) for regulatory and warning signs
- Metro Wing Brackets (SKU: 203-08379) for street name signs

Street name signs that are incorporated on decorative post assemblies shall have a 90 degree offset as well as a vertical offset (see **Figure 01** in **Appendix A** for example). The sign blades shall be pointing inwards toward the road.

All new posts (standard and decorative) shall be placed in the same location as the previous post, unless they need to be moved to meet MUTCD compliance. If post locations are moved, a dig permit will be required for each location. Also, due to the depth of the V-Loc anchors, **all** decorative posts will require a dig permit prior to being installed. See **Section 7.1** for more information on dig permits.

- 2.4. Temporary Signs:** In the event that a sign/post that has been installed by the COH is damaged/destroyed by a vehicle, storm, etc., a temporary sign will be placed by DPW – Roads and Grounds. The COH will be responsible for ordering the necessary materials and installing the permanent replacement. The additional materials and labor will require a modification to the agreement.
- 2.5. Addition/Removal of Signs/Posts:** As stated in **Section 1.3**, all necessary data will be provided for each rotation year as individual Technical Exhibits. These TEs will be provided a minimum of two months before the PoP starts for that year. In the case that signs/posts get removed or added (by DPW, Security/Police, etc.) during the PoP, a modification to the agreement will be required.
- 2.6.** Damage to any properly installed street signs shall be the responsibility of FCKY, and the COH may be asked to repair that damage based on the unit price provided in **Table 2** (See **Section 8**), and at the time and availability of the COH personnel.

3. Project Schedule and Coordination

- 3.1. Hours of Operation:** Normal installation operating hours are 8:00 AM to 4:30 PM Monday through Friday except Federal holidays or when the installation is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The COH is not required to confine services to these hours. Certain restrictions apply to designated Physical Training (PT) running routes on Fort Campbell during Physical Training hours (0630 – 0800 hrs). COH must coordinate a day in advance with the IGSATR to work on weekends and holidays. (Coordination is required to ensure facilities where COH wants to work are available (i.e. Ammo Supply Point). Areas which are unavailable will not be grounds for an extension of period of performance for that cycle). COH shall include in their request the exact locations where the crew will be working. Upon approval, the COH may work the weekend or holiday at no additional cost to the Government. As stated in **Section 3.5** of this PWS, all work schedules will be coordinated and approved through FCKY before work starts.
- 3.2. Federal Holidays:** When a holiday occurs on a Saturday, Federal employees are normally granted the previous Friday as the holiday observance. When a holiday occurs on a Sunday, Federal employees are normally granted the following Monday as the holiday. The COH shall work on the days the Government is scheduled to work.
- 3.3. Unforeseen Closures:** If an unforeseen installation closure occurs on a regularly scheduled work day, the COH will have the following options:
- 3.3.1. (a)** Schedule the work so it is performed the following day unless the following day falls on a weekend.
- 3.3.2. (b)** Schedule the work on any day that is mutually satisfactory.
- 3.4. Period of Performance:** The contract will provide a period of performance from 1 January (year) to 30 September (year). Specific work schedule will be coordinated between the COH and FCKY before work starts. Once the schedule is finalized, a Notice to Proceed will be issued to the COH to begin work.
- 3.5. Coordination:** Due to Mission priorities taking precedence over this work, scheduling and coordination with the Government must be done to ensure there is no conflict with the mission. This may lead to the potential for non-normal work hours. The IGSATR shall be notified of any incidents or issues that may affect the work schedule or contract. On critical issues, oral notification should be made immediately, followed by written notification as soon as practical. The COH's daily work schedule shall be confined to Monday through Friday except federal holidays. An expansion of these hours is possible if previously approved by the IGSATR at least 24 hours in advance.
- 4. COH Furnished Items**
- 4.1. General:** The COH shall provide all labor, equipment, tools, materials and supervision required to perform work under this agreement.
- 4.2. Vehicles:** The COH shall furnish a sufficient number of vehicles suitable for the transportation of personnel, materials, supplies and equipment for use in the performance of this agreement. The COH's vehicles shall meet applicable state vehicle safety standards, Army installation regulations, and shall be maintained in a serviceable and presentable condition. The COH shall display the city name and emblem on all vehicles to be used in the performance of this agreement.
- 4.3. Parking/Transportation:** The COH's personnel shall not drive privately owned vehicles (POVs) on the installation for purposes of this agreement unless authorized by the IGSATA or IGSATR.
- 4.4. Project Work Log:** The COH shall keep a detailed log of work accomplished. The log shall include the locations of the signs/posts installed and the dates/times that the work is completed. The COH shall, at a minimum, submit this log to the IGSATA and the IGSATR at the end of each month that work is performed.
- 4.5. Telephone/Communication Services:** The COH shall be responsible for establishing and providing commercial telephone service. The COH's Project Manager or alternate(s) shall be available by commercial telephone or cellular telephone during normal duty hours and non-duty hours. These phone numbers will be provided to the IGSATA and IGSATR. Pagers, beepers,

and answering machines are not an acceptable means of communication. The COH shall provide a sufficient means of communications between the COH and its employees for routine and emergency purposes. Also see **Section 7.2 “Radios”**.

5. Personnel

5.1. Program Manager (PM): The COH shall designate an on-site Program Manager who shall make decisions regarding normal operations relating to this agreement. The Program Manager will be a competent and experienced individual who is familiar with the FCKY Installation, the scope of work required to maintain each project area, and is qualified to operate on FCKY Installation. The Program Manager shall be available by being stationed on the premises of the installation during normal duty hours (Monday – Friday 8:00 AM – 4:30 PM Central Time Zone). The Program Manager shall be equipped with government-capable communication devices and have email capability to facilitate rapid communications with the Government. The COH shall designate an Alternate Program Manager who shall be authorized to act on behalf of COH in the absence of the Program Manager. COH shall provide the names and telephone numbers and/or cellular numbers for the Program Manager and Alternate Program Manager, in writing, to the IGSAM prior to commencement of services under this agreement. COH shall verbally notify the IGSTA and IGSATR of changes as they occur and provide written notification within one (1) working day following the effective date of the change. The Program Manager shall be a separate person from the Quality Control person.

5.2. Crew: Crews will be fully qualified on all equipment required for the project. The COH shall be responsible for ensuring all personnel performing work under this Agreement possess and maintain specified qualifications during the execution of this Agreement.

5.2.1. COH personnel performing work under this Agreement shall be able to read, write, speak, and understand the English language to effectively carry out all Agreement requirements. They shall have a command of both the written and spoken English language to properly clearly, and effectively communicate in person or via electronic devices (telephone or Email) with co- workers, customers, and the general public.

5.2.2. COH personnel performing work under this Agreement shall be U.S. citizens unless the provisions of Army Regulation 25-2, Information Assurance have been fully completed and approval has been granted by the Government for the non-U.S. citizen to perform the required support.

5.2.3. COH Vehicle and Equipment Operator Certifications and Licenses: IAW Department of Defense Directive (DODD) 4500.36-R, COH personnel shall comply with licensing requirements of the state and local motor vehicle laws. The COH shall document all operator qualifications and provide this documentation to the IGSATR before any COH employee engages in any mode of equipment operation. The IGSATR shall verify that all COH equipment operators’ certifications to operate equipment are accurate.

5.2.4. All vehicles and equipment are to be inspected, and maintained in operating order, per EM385-1-1.

5.2.5. Safe Operating Vehicles: The IGSATR is authorized to inspect COH’s work vehicles at any time to ensure they are in a safe operating condition.

5.2.6. Fire Extinguishers: Fire Extinguishers are to be mounted in COH’s vehicles while working on this IGSA.

5.3. Employee Conduct: The COH personnel’s conduct shall not reflect discredit upon the Garrison, the Department of the Army or the Government. The COH shall ensure that personnel present a professional appearance. COH personnel shall observe and comply with all local policies and procedures concerning fire, safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substances. The COH is responsible for ensuring that any COH employees providing services under this agreement conduct themselves and perform services in a professional, safe, and responsible manner. The COH shall notify the IGSATR and the Directorate of Emergency Services (DES) immediately of any criminal misconduct by an employee. The COH shall remove from the job site any employee for reasons of misconduct or security violations. The removal from the job site of such a person shall not relieve the COH of the requirement to provide sufficient personnel to perform adequate and timely service. In accordance with DOD Directive 5500.7-R, “Joint Ethics Regulation”, COH employees must avoid being improperly influenced in the execution of their duties under this agreement.

Particular attention should be paid to acceptance of gifts/gratuities, and on non-disclosure of sensitive or classified information. The COH shall ensure no COH employees conduct political related activities or events on the Fort Campbell Facilities.

The Government has the right to remove any COH employee from the installation and to deny access to the installation by any COH employee who poses a potential threat to the health, safety, security, general wellbeing, or operational mission of the installation or its population. It is essential that all COH personnel meet the highest standards of professionalism and personal integrity. As a minimum, personnel shall comply with the following guidelines while performing work under this agreement:

5.3.1. Appearance of Personnel: It is essential that all COH personnel meet the highest standards of professionalism and personal integrity. The COH shall ensure their personnel do not perform work under the influence of alcohol, marijuana, illegal prescribed drugs or any other incapacitating agents.

COH personnel shall be dressed appropriately for the work being performed to present a professional appearance at all times. No open-toed shoes or sleeveless shirts are allowed, and full-length pants must be worn at all times.

5.3.2. Personal Protective Equipment (PPE): COH shall provide all PPE required for performance under this agreement. COH shall ensure employees possess and have had required training in the use of and wear all PPE as required by OSHA standards. Issue of and training on PPE shall be documented IAW OSHA requirements. COH shall ensure employees utilize protective equipment, in compliance with EM385-1-1, while working to include at a minimum: high-visibility/reflective shirts (with short sleeves at a minimum, i.e. no cut-off shirt sleeves) with COH emblem clearly legible, hardhats, and safety boots. Shirts to be replaced when Logo is unserviceable and/or unreadable.

5.3.3. Interference: COH personnel shall not interfere with Government activities.

5.3.4. Weapons: COH personnel shall not transport, possess, or use privately owned weapons on the Installation, including all forms of firearms, bow and arrow, switchblade or automatic blade knives, knives with blades in excess of three inches, ammunition and pyrotechnics, fireworks, bludgeons, brass knuckles, shooting pens or similar devices. State permits for weapons or concealed weapons are invalid on the Installation.

5.3.5. Safety Hazards/Injuries: The COH shall have competent personnel trained and capable of dealing with minor personnel injuries. The COH shall stock each vehicle with first aid kits complying with OSHA and other federal and state requirements to care for minor injuries normally sustained while performing custodial services. The COH or their employees shall immediately notify their supervisor of any accident requiring emergency medical treatment. The COH will, in turn, notify the IGSATA or IGSATR within 30 minutes of the incident. In no case should there be a delay in summons of medical assistance due to inability to contact a supervisor.

For Emergency Services, call 911. Police and fire protection is provided by the Government.

The COH shall train their personnel to recognize fire and safety hazards and encourage personnel in the performance of their duties to report fire, safety hazards, and unsafe conditions to their supervisor. The COH shall take corrective action to remedy reported deficiencies in accordance with the terms of this agreement. The IGSATR shall be notified of deficiencies beyond the terms of this agreement.

- 5.4. Identification of COH Employees:** All Agreement personnel attending meetings and working in situations, where their COH status is not obvious to third parties, are required to identify themselves as such, to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by the COH are suitably marked as COH products or that COH participation is appropriately disclosed.
- 5.5. Access and general protection/security policy and procedures:** The COH shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. The COH workforce shall comply with all personal identity verification requirements Federal Acquisition Regulation (FAR) clause 52.204-9, Personal Identity Verification of Contractor Personnel as directed by Department of Defense (DoD), Headquarters, Department of the Army (HQDA) and/or local policy. In addition to the changes otherwise authorized by the changes clause of this IGSA, should the Force Protection Condition

(FPCON) at any individual facility or installation change, the Government may require changes in COH security matters or processes.

The COH shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), in accordance with (IAW) status of forces agreements and other theater regulations.

The COH shall immediately report any lost government issued identification cards to the IGSATR and Military and/or DOD police agencies. The COH shall immediately collect the government issued forms of identification upon termination of employee, or at the end of the agreement performance period. Government issued forms of identification shall be returned to the IGSATR within one (1) hour of employee termination, or at the end of agreement performance period, whichever comes first. (The following is IAW PARC Policy Alert 14-33, Homeland Security Presidential Directive 12 (HSPD-12) issued 31 Dec 13.) The COH shall ensure all access cards issued to employees are returned to the government that are released and the employee name is to be stricken from the roster maintained by Directorate of Emergency Services and Security & Intelligence Division immediately upon release.

- 5.6. Gate Access:** In order to gain access to Fort Campbell, KY non-Federal Government and non-DoD issue Identification (ID) cardholders require identity proofing and vetting to determine fitness and eligibility for access. Specifically, a check of records through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the Army's minimum background check for the entrance onto Army installations for non-Common Access Card (CAC) holders, to include entrance of visitors.

Fort Campbell applies the following non-Federal Government cardholder criteria to determine the authorized type of access control credentials:

COH	RAPIDGate or 1-Day Pass
Sub-Contractors	RAPIDGate or 1-Day Pass
Vendors	RAPIDGate or 1-Day Pass
Suppliers	RAPIDGate or 1-Day Pass
Service Providers	RAPIDGate or 1-Day Pass
Visitors (Case-by-Case Basis):	1-Day Pass
Privatized Business Partners:	Air Assault Card

(The following are Privatized Business Partners: IHG, Campbell Crossing, and University/College faculty, Fort Campbell Credit Union, Bank of America and Home Health Care)

- 5.7. Contractor Common Access Card (CAC) Eligibility:** Authorized contractor personnel requiring access to two (2) or more DoD-controlled installations/facilities on a recurring basis for a period of six (6) months or more; OR an individual requiring both access to a DoD-controlled installation/facility and onsite/remote access to DoD or Army controlled information networks on behalf of the Army REQUIRE a favorable NACI background investigation. Buildings or activities where special security measures (i.e., Controlled Access Areas) are employed may be considered a "separate facility" from the installation, IAW the determination of the command leadership for the particular building/activity.

5.7.1. Initial issuance of a CAC requires the completion of a Federal Bureau of Investigation (FBI) fingerprint check with favorable results and the successful submission of a National Agency Check with Inquiries (NACI) (equivalent or higher) background investigation to the Army's investigative service provider, the U.S. Office of Personnel Management (OPM), via the U.S. Army Personnel Security Investigation Center of Excellence.

(i) To process the NACI, a Background Investigation Worksheet, (FC FM 255), and proof of citizenship is required. The following are the only documents allowed for citizenship verification: birth certificate, certificate of citizenship-INS, certificate of naturalization, certification of birth-Form DS-1350, certification of birth-Form FS-545, passport and the report of birth abroad-Form FS-240.

(ii) The IGSATR is responsible for completion and submission of the “Initiation Packet” consisting of each individual completed FC FM 255 and citizenship documentation.

(iii) The IGSATR submits the completed packet to the DPTMS Security & Intelligence Division (SID) for review. Following review by the SID, the IGSATR will be contacted by the SID to have the individual make an appointment for fingerprinting. At the appointment, the SID representative will verify the information provided by the individual, take and submit digital fingerprints, and explain the remaining process.

5.7.2. After the contractor's appointment with SID, Fort Campbell Installation Access Control will issue the individual a 30 day installation pass to allow for processing of the NACI background investigation. The NCIC III must be favorable prior to issuance of the 30 day pass.

- 5.8. **Other Credentials:** Contractor personnel who are ineligible for a Common Access card (CAC) will be required to either obtain daily visitors pass or participate in the RAPIDGate Program. RAPIDGate is a voluntary program due to associated costs.

RAPIDGate Credential Holders

Vendors, suppliers, contractors, sub-contractors and service providers with RAPIDGate credentials may enter the installation operating single rear axle small to medium vehicles through any Access Control Point (ACP). Single axle trailers may be towed by RAPIDGate ID card holders that are operating small to medium vehicles through the above mentioned ACPs. RAPIDGate credential holders operating large multiple rear axle commercial vehicles or towing multiple axle trailers of any type are required to access the installation through ACP 7 or ACP 10. A large commercial vehicle is generally greater than 27 feet in length (cab and cargo area), generally has multiple rear axles and is designed for large load transportation and delivery. Examples include, but are not limited to: semi-trailers, delivery trucks, heavy equipment movers and other vehicles of similar size, shape or design.

Non-RAPIDGate Credential Holders

Vendors, suppliers, contractors, sub-contractors and service providers operating small to medium single rear axle privately owned passenger type vehicles may obtain a one day pass at the Gate 4 or Gate 7 Visitor Control Center. Hours of operation are 0500-2100, seven (7) days a week. Personnel operating the abovementioned vehicles may use the one (1) day pass for access at any ACP. All occupants of the vehicle must have either a one (1) day pass or an installation approved DoD issued identification card. All visitors and contractors will be vetted with an NCIC III check.

Vendors, suppliers, contractors, sub-contractors and service providers operating commercial vehicles or towing trailers of any type may obtain a one (1) day pass at the Gate 7 Commercial Vehicle Inspection checkpoint. The Gate 7 Commercial Vehicle Inspection checkpoint is operational 24 hours a day, seven (7) days a week. Personnel operating the abovementioned vehicles may only enter the installation at the Gate 7 Commercial Vehicle Inspection checkpoint. All occupants of the vehicle must have either a one (1) day pass or an installation approved DoD issued identification card.

Access procedures for all personnel may change at any time due to installation security requirements.

- 5.9. **iWATCH Training:** The COH and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Anti-Terrorism Training Officer (ATO)). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the IGSATR. This training shall be completed within 30 calendar days of IGSA award and within 30 calendar days of new employees commencing performance with the results reported to the IGSATR NLT 30 calendar days after IGSA award.
- 5.10. **Eligibility Verification for Employment:** E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The U.S. Department of Homeland Security is working to stop unauthorized employment. By using E-Verify to determine the employment eligibility of their employees, companies become part of the solution in addressing this problem. All U.S. employers must complete and retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, the employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the

document(s) reasonably appear to be genuine and relate to the individual and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. E-Verify is mandatory for employers with federal agreements that contain the Federal Acquisition Regulation E-Verify clause.

5.11. Anti-Terrorism (AT) Level I Training: Pursuant to DoD Instruction 2000.16, DoD Antiterrorism (AT) Standards, dated October 2, 2006, each COH employee requiring access to a federally controlled installation, facility and/or federally controlled information systems shall complete AT Level I awareness training on an annual basis and receive a certificate of completion. The training is accessible from any computer, and is available at <http://jko.jten.mil/>, see “Special Instructions” below. The COH is responsible for ensuring that all employees have completed antiterrorism awareness training and shall certify that their workforce has completed the training through the submission of certificates of completion to the IGSATR prior to access to a federally-controlled installation.

5.11.1. Special Instructions:

(i) Use a search engine such as GOOGLE, and search for “Joint Knowledge Online” or “JKO” to begin the process. The browser address should look like <http://jko.jten.mil/>. Once at the website follow the below instructions:

(ii) Clicks:

(iii) Select “No DoD CAC”

(iv) Then choose “I am a US mil, government civil servant, or contract employee”

(v) Click on “I’ve been directed to take required training on JKO”

(vi) Click on “Courses”

(vii) Select “I do not have a .MIL, .GOV, or .NDU.EDU address or I am a Multi-National Student”

(viii) Fill out the contact sheet and email to sponsor (This is the IGSATR)

(ix) Sponsor will email to the JKO help desk. (This is the IGSATR) Approval process.

5.11.2. Help desk sends non-CAC user an email with User ID

5.11.3. Help desk will send a separate email with an electronic token to register a new password (token is good for 24 hours)

5.11.4. New User follows the instructions in the email and enters a new password

5.11.5. User will need to enroll in Course # JS-US007-14 (User has up to 30 days to complete the course)

5.11.6. In the event that the automated system at <http://jko.jten.mil/> not available (e.g., server problems), Level I AT Awareness Training can be provided by a qualified instructor. However, if the training is not completed online, the Level I AT Awareness instructor qualification must be coordinated with the installation Antiterrorism Officer or (installation security equivalent) and the resultant name(s) of approved instructors shall be provided the IGSATR along with all associated cost or schedule impacts to the Agreement.

5.12. Installation Physical Security:

5.12.1. Access and General Protection/Security Policy and Procedures. The COH and all associated subcontractors’ employees shall comply with applicable installation, facility, and area commander installation/facility access and local security policies and procedures (provided by a Government representative). The COH workforce must comply with all personal identity verification requirements as directed by DOD, Headquarters Department of the Army (HQDA), and/or local policy. In addition to the changes otherwise authorized by the changes clause of this agreement, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in COH security matters or processes.

5.12.2. A check of records through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the Army minimum baseline background check for entrance onto Army installations for non-CAC (Common Access Cards) holders to include entrance of visitors. The COH will identity-proof all employees using e-verify and ensure that no illegal immigrants are employed under the umbrella of this Agreement.

5.13. Installation Operations Security (OPSEC):

5.13.1. In accordance with AR 530-1, Operations Security (OPSEC), dated 26 September 2014, and DoDM 5205.02-M, DoD Operations Security (OPSEC) Program Manual, dated 03 November 2008, COH personnel shall receive initial OPSEC Level I training which consists of initial and continual awareness training. Within the first 30 days of arrival on Fort Campbell. COH personnel shall receive initial OPSEC training at the Defense Security Services website at: <http://cdsetrain.dtic.mil/opsec/index.htm>

5.13.2. The COH shall ensure all applicable employees have completed OPSEC initial training and annual refresher training and shall certify that their workforce has completed the training through the submission of completion certificate(s) to the IGSATR within 30 days of arrival on post.

5.14. Legal Compliance: Government rules, regulations, laws, directives and requirements, in place or issued during the performance period, shall apply to all COH/Contract personnel. Violation(s) by COH/Contract personnel shall be grounds for removal from the work site and/or denial of Installation access.

5.15. Search and Seizure: COH personnel and property are subject to search and seizure, at any time while on the Installation, IAW, AR 190-22, paragraph 2-2, and AR 27-10.

5.16. Photography: Photography is prohibited on the Installation without prior authorization of the Directorate of Emergency Services (DES).

5.17. Emergency Medical Services: Medical services for COH/contractor personnel are the responsibility of the COH. However, the Government will provide, on an emergency basis, medical services for job-related injuries while an employee is performing under this agreement on a reimbursable basis. Emergency medical care is available to the COH employees at Blanchfield Army Community Hospital (BACH). For emergency ambulance service, call 911 (Cell phone users call (270) 798-1221/1224). Charges for medical care will be at the prevailing rate and at COH's expense. COH shall have competent personnel trained and capable of dealing with minor personnel injuries.

5.18. Personnel Orientation: COH shall orient personnel prior to commencement of work. This orientation shall include, as a minimum, the following:

5.18.1. Scope of work and its relation to individual functional areas

5.18.2. COH's Operational Plans and procedures

5.18.3. Installation layout, including COH facilities

5.18.4. COH's Safety Plan

5.18.5. COH's Environmental Management Plan

5.18.6. COH's Spill Contingency Plan

5.18.7. Emergency notification procedures

5.18.8. COH's standards of conduct

5.18.9. Applicable Installation regulations and directives

5.18.10. COH's Security Plan

5.18.11. Conflicts of interest

5.18.12. Ethics, sexual harassment and EEO issues

5.18.13. Installation smoking, weapons, and photography policy

6. Quality Control and Quality Assurance

To ensure work outlined in this agreement is performed and completed IAW **Section 2**, quality control and quality assurance personnel and procedures will be implemented.

- 6.1. **QA/QC Representatives:** Fort Campbell will designate a QA Representative (IGSATR), and the COH will designate a QC Representative, for services in this agreement.
- 6.2. **QA/QC Procedures:** QA and QC representatives will provide oversight of site conditions and workmanship at all times during the task. The QA rep (IGSATR) will evaluate the COH's performance under this agreement, and will record all observations.
- 6.3. **IGSA Discrepancy Report (IDR):** If the IGSATR observes unsatisfactory performance, an IDR may be issued. The COH shall reply in writing within five (5) working days from the date of receipt of the IDR, giving the reason(s) for unsatisfactory performance, corrective action(s) taken, and procedures to preclude recurrence.
- 6.4. **Work Areas:** The COH shall keep the work area clean of all debris on a daily basis. The COH shall dispose of wastes at the end of each work day and under no circumstances allow them to accumulate. See **Section 7.3 "Housekeeping"**.

7. **Other Information:**
 - 7.1. **Dig/Excavation Permit:** If at any time the contractors and their subcontractors shall be required to obtain a dig permit prior to performing rock or soil excavation or other ground disturbance. The Contracting Officer (KO) will discuss the excavating policy at the construction pre-work conference. Contractor shall contact Tennessee One Call and follow the requirements and procedures and will maintain a current, valid permit. A copy shall be available on site during excavation processes. A valid copy shall be provided to the COR and any time a permit may be extended or updated. Should the policy not be addressed during the pre-work, the Contractor shall still be responsible for obtaining the excavation permit. The government reserves the right to assess monetary damages against any Contractor for repair of damage to underground utilities when excavations are performed without the referenced permit. Contractor shall contact Tennessee One call for underground locates at "811", 800-351-1111 or email - tnocs@tncall.com
 - 7.2. **Radios:** If mobile/hand radios are being utilized on the installation, the COH is required to register their frequency with Regional Network Enterprise Center; (RNEC), telephone 270-412-0211.
 - 7.3. **Housekeeping:** In accordance with EM385-1-1, Section 14 D; all work areas and means of access shall be maintained safe and orderly. All debris, trash, rubbish, and scrap material shall be disposed of at the end of each work day. Stairways and passageways will be clear of obstructions at all times. Tools, materials, extension cords etc. will be stored/placed to prevent tripping. No accumulation of combustible materials.

8. **Task Order Services**
 - 8.1. The COH will provide traffic signage services for areas of FCKY within this scope, per **Table 1 – Task Order Matrix**
 - 8.2. If the materials increase and exceed materials requested in each Task Order, the following unit prices will apply, per the **Table 2 - Unit Cost Matrix**. Any work outside of the standard annual rotation shall be completely based on the COH and materials availability. (See also **Section 2.6.**)

Table 1 – Task Order Matrix

Task Order	Unit	Year/Task Order				
		1	2	3	4	5
		Cost				
Traffic Signage		\$475,000.00	\$385,000.00	\$430,000.00	\$435,000.00	\$340,000.00

Table 2 – Unit Cost Matrix

Unit Cost Matrix		
	Line Item	Cost
Post/Hardware	10' Post	\$100.00
	12' Post	\$120.00
	L-Bracket	\$50.00
	V-Lock Anchor	\$55.00
	Sign Mount Kit	\$35.00
	Acorn Cap	\$65.00
Signs	30" Stop Sign	\$50.00
	36" Stop Sign	\$75.00
	Standard Street Header 24" or less	\$75.00
	Street Header >24"	\$125.00
	Custom Single-Sided 18" x 24" or less Sign	\$75.00
	Custom Single-Sided >18" x 24" Sign	\$125.00
	Other Standard MUTCD signage	\$75.00

9. **Acronyms:**

ACP	Access Control Point
ANSI	American National Standards Institute
AR	Army Regulation
CAC	Common Access Card
CFR	Code of Federal Regulations
COH	City of Hopkinsville
DA	Department of the Army
DES	Directorate of Emergency Services
DPW	Directorate of Public Works Division
FCKY	Fort Campbell Kentucky
IAW	In Accordance With
IGSAM	Intergovernmental Support Agreement Manager
IGSATA	Intergovernmental Support Agreement Technical Advisor
IGSATR	Intergovernmental Support Agreement Technical Representative
MUTCD	Manual on Uniform Traffic Control Devices
N/A	Not Applicable
OSHA	Occupational Safety and Health Administration
POC	Point of Contact
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QC	Quality Control
QCP	Quality Control Program
RNEC	Regional Network Excellence Center
SDDCTEA	Surface Deployment and Distribution Command Transportation Engineering Agency
SID	Security and Intelligence Division
TE	Technical Exhibit

Appendix A – Supporting Figures and Tables

Figure 1

