



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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PEARL HARBOR HI 96860-5102

JBPHHINST 4280.1

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JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 4280

Subj: JOINT BASE PEARL HARBOR-HICKAM FACILITY SUPPORT SERVICES

Ref: (a) Naval Supply Systems Command Instruction 4200.81G
(b) Naval Facilities Acquisition Supplement (Nov 2012)

Encl: (1) CNIC Common Output Level Standards for Custodial Services
(2) CNIC Common Output Level Standards for Grounds Maintenance

1. Purpose. To establish procedures and responsibilities for requesting and funding Facility Support Services and executing Facility Support Contracts (FSC) onboard Joint Base Pearl Harbor-Hickam (JBPHH) in order to maximize operational capabilities, ensure proper management and align services with resources.

2. Background. Facility Support Services to include, but not limited to, custodial, grounds maintenance, refuse collection and pest control are procured utilizing FSC and support JBPHH and other entities in the Navy Region Hawaii (NRH) and Marine Corps Base Hawaii (MCBH) Area of Responsibility. All facilities with a NRH Maintenance Unit Identification Code (UIC) are funded by Commander, Naval Installations Command (CNIC) at the prescribed level of service. The prescribed level of service is normally promulgated via the CNIC annual Operations and Maintenance, Navy (OMN) Base Operations Support (BOS) and Military Personnel, Navy (MPN) Operations Plan. Enclosure (1) provides custodial Common Output Level Standards (COLS) and enclosure (2) provides grounds maintenance COLS.

3. FSC Contracting Vehicles.

a. Firm Fixed Price (FFP) contracts. FFP contracts cover specified facility support services funded for a specific period. The period of performance is typically 365 days with Options to continue services for additional periods.

b. Indefinite Delivery/Indefinite Quantity (IDIQ).

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(1) FFP contracts include IDIQ capacity to facilitate execution of work not specified at the time of contract work. IDIQ work is executed using the Department of Defense Electronic Mall (EMALL) or Task Order.

(2) EMALL is an online ordering system with a list of pre-priced items for purchase by customers using the Government Purchase Card (GPC). EMALL services include custodial, grounds maintenance and solid waste collection/disposal.

(a) In accordance with references (a) and (b), when utilizing EMALL the use of GPC is authorized to procure support services above the micro-purchase threshold, but not exceeding the Simplified Acquisition Threshold (SAT). Specific authorization amount for each GPC is determined by applicable Approving Officer (AO).

(b) Non-NAVFAC GPC holders shall confirm EMALL procured support service purchase authorization limits with applicable AO.

(c) Solid Waste Collection/Disposal. JBPHH Port Ops shall initiate requirements for all U.S. Navy homeported and visiting ships through EMALL. All requirements for Military Sealift Command, U.S. Coast Guard, and foreign ships are provided on Logistics Request to the NAVFAC Ship Boarding Officer and services are procured through EMALL.

(3) Task Orders are used for one-time facility support services not covered by EMALL.

(4) Pest control services are covered under a stand-alone IDIQ contract and include bird control services, localized treatment for wood treatment, consultation services, colony elimination, bait system elimination, termite tent/fumigation and soil treatment. Pre-priced pest control services below the SAT are procured through EMALL. A task order is required if the requirement is above the SAT or if the requirement is not a pre-priced item.

c. GPC. GPC holders may purchase support services under \$2,500 directly from contractors.

4. Roles and Responsibilities.

a. Assistant Public Works Officers (APWO).

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(1) Lead for all facility services in assigned geographic area.

(2) Identify and mitigate infrastructure degradation and life, health, safety issues caused by grounds maintenance.

b. Facility Operations Specialists (FOS). Direct engagement with Building Managers and Supported Commands in assigned geographic area to identify and coordinate services.

c. Building Managers.

(1) Trained representative for a specific facility which serves as command facility liaison. Coordinates with respective APWO/FOS team on facility requirements and submits FSC requirements above CNIC directed COLS through work induction process.

(2) Responsible for establishing policing and oversight of grounds within 50 feet of assigned facility or half the distance to adjacent buildings if closer than 50 feet.

d. FSC Branch. Provides pre-award and post-award contract management and contractor compliance assessment of all facility service support contracts. Specific functions include:

(1) Specification Writer. Drafts technical portion of contracts, modifications and task orders; develops government estimates and determine technical acceptance of contractor proposals.

(2) Performance Assessment Representative (PAR). Assesses contractor performance and delivered services as detailed below.

(3) Contracting Officer. Award Facility Service contracts, modifications and task orders; and provide contract management for duration of contract.

e. First Lieutenant. Provide grounds maintenance for special events, emergent requirements and for items outside the scope of contracted services.

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f. Housing. The Public Private Venture (PPV) contractor acquires, manages and oversees all facility service support contracts for JBPHH housing. These contracts include, but are not limited to, custodial, grounds maintenance, tree trimming and shrub/hedge maintenance.

5. Work Induction.

a. FSC Branch initiates new contracts, exercises options or modifies current contracts in accordance with CNIC prescribed COLS. No action is required for activities located in facilities with a NRH Maintenance UIC.

b. Building Managers for Activities in non-NFH Maintenance UIC facilities or for Activities which desire to fund a higher level of service shall develop detailed scope of work and provide to respective APWO/FOS.

6. Funding.

a. New Facility Support Requirements. NFH must receive contract funds or a signed Letter of Authorization in order to solicit a proposal from a contractor. To ensure timely execution of contract actions, non-NRH funded activities shall provide funds in accordance with prescribed funding timeline for associated contract. Adequate time is required to process the funding document, conduct negotiations with the contractor, finalize contract documents, and award the contract for support services. NLT 30 days prior to soliciting a proposal for a new contract, FSC Branch will request funds from each non-NRH funded activity for their portion of the contract. Activities that do not provide funds by the funding deadline will have their respective scope removed from the contract proposal.

b. Contract Options. All custodial and grounds maintenance contracts have option years which allow the government to extend services beyond the base year of the contract. No later than ten weeks prior to exercising an option period, FSC Branch will request funds from all non-NRH funded activities for their portion of the contract. Activities that do not provide funds by the funding deadline will have their respective scope removed from the contract option.

7. Contractor Performance Assessment.

a. FSC are performance-based contracts, not schedule-based, requiring continual assessment to ensure compliance with

contract specifications. Contractor performance is documented by PAR the on Performance Assessment Worksheets (PAW) and the Monthly Performance Assessment Summary. Non-compliance is mitigated as follows:

(1) Non-compliance observed and PAR notified.

(2) The PAR notifies the contractor and requests validation of compliance within 24 hours

(a) Substantiated non-compliance. Contractor shall correct deficiency within 48 hours and inform PAR of mitigation.

(b) Unsubstantiated non-compliance. Contractor shall provide PAR basis for compliance.

b. All personnel can support compliance by notification of potential non-compliance to applicable APWO / FOS.

8. The POC for this instruction is the JBPHH Public Works Officer who may be reached at 808-448-2724.



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