

**Performance Work Statement
Procurement and Delivery of Industrial Shredder**

1. GENERAL OVERVIEW:

- A. The Humphreys Engineer Center Support Activity provides classified and unclassified document destruction services to HQUSACE as well as USACE tenants located on the Humphreys Engineer Center. Unclassified document destruction is contracted out while classified document destruction will remain a government controlled function. An industrial shredder is needed to accomplish classified document destruction.
- B. Technical point of contact for questions or project visit (recommended) is Don O'Leary, 703-428-6974, room 2B06 in building 2593. Contractual POC is HECSA Contracting Office, 703-428-7153, FAX 703-428-8181

2. PERFORMANCE OF WORK

- A. The contractor shall procure and deliver one industrial shredder meeting the specifications of this PWS to the loading dock of the Kingman Building on the Humphreys Engineer center located at 7701 Telegraph Road, Alexandria, Virginia 22315 within 30 days of contract award.
- B. The contractor shall provide all supplies needed for initial usage of the shredder to include air filters, bags and containers.
- C. The contractor shall provide all manufacturer warranty documentation, user manuals, installation instructions and safety instructions.
- D. Any Government property damaged by contractor shall be repaired to a condition acceptable to the Government at no additional cost to the Government.
- E. Delivery shall be complete during daytime hours, 0730 to 1600, Monday through Friday unless schedule is pre-negotiated and approved prior to start date. Vendor requesting to work outside the stated daytime hours, shall receive approval in advance from Technical POC. Escort is required and shall be coordinated through the technical POC.

3. SHREDDER MINIMUM REQUIREMENTS

- A. Must be new and unused.
- B. Must be rated to shred 500 sheets at a time.
- C. Must meet NSA/CSS Specification 02-01 for crosscut shredders or NSA/CSS Specification 02-02 for Disintegrator type shredders.

- D. Shredder must not require oil or lubrication of blades to operate.
- E. Must have the minimum of a one year manufacturer's warranty.

4. GENERAL SECURITY REQUIREMENTS

- A. All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also 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. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.
- B. All contract employees, including subcontractor employees who are not in possession of the appropriate security clearance, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.
- C. The Contractor must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than 3 business days after the initial contract award. *When contracts are with individuals, the individuals will be required to complete a Form I-9, Employment Eligibility Verification, with the designated Government representative. This Form will be provided to the Contracting Officer and shall become part of the official contract file.

5. LOCAL SECURITY POLICY:

- All contractor employees who require physical access to government controlled facilities or logical access to government information and or information systems are subject to a fitness determination and appropriate vetting. To assist in the vetting process, the contractor must submit a notice of visit form for each employee who will perform work on the contract, including at the minimum, the name, social security number and date of birth of each employee performing work on the contract that need physical and or logical access.

- Documents containing personally identifiable information may only be submitted via encrypted email, by first class mail or it may be hand carried to the security office. Notice of visits must be submitted through the government contracting officer representative (COR) or technical representative who will deliver them to the security office. All notice of visits must be received three business days in advance of the contractor reporting for work.
- The contractor will work through the COR or technical representative for the contract who will serve as the liaison between the security office and the contractor. Contractor employees who are not sponsored by a government employee will not be granted access to any facilities under HECSA control nor will HECSA security approve logical access to information systems if a notice of visit containing either the DOD ID number or the social security number is not provided to the security office.
- Contractor personnel who do not require a common access card may be granted physical access based on favorable results of an NCIC III records check. Contractors who need a common access card must have the minimum of a favorably adjudicated NACI. If no investigation is on file the CAC will not be issued until a favorable FBI fingerprints check is received by the security office and the NACI has been initiated in PSIP. HECSA Security will initiate all NACI investigations. Contractors who require access to classified information must be performing work on a classified contract and the contract company is responsible for initiating all required investigations for the appropriate security clearance.
- If an employee has been the subject of a previous favorably adjudicated investigation, it may be reciprocally accepted if there has not been a two year break in service and there is no presence of new and potentially unfavorable information that casts doubt about the subject's suitability. When a background check is reciprocally accepted but is more than 5 years old, the security office may initiate an NCIC III check to ensure no new unfavorable information exists.
- Contractor employees whose access to classified information has been suspended or revoked will not be authorized logical access to government information systems IAW AR 25-2 paragraph 4-14 b (2) until that investigation is favorably adjudicated. These personnel will also not be allowed unescorted access to government facilities until the investigation has been favorably adjudicated by the Command Security Manager. OPM Final Credentialing Standards allow agencies to deny a CAC or PIV card to any individual who has had their access to classified information denied or revoked. Further due process is not required in these situations. The contractor must provide employees who can be cleared to perform work and must immediately provide replacement employees for those who cannot be cleared.

- Please submit your quote to Shuna Ross at shuna.k.ross@usace.army.mil NLT than Monday, 8 September 2014.