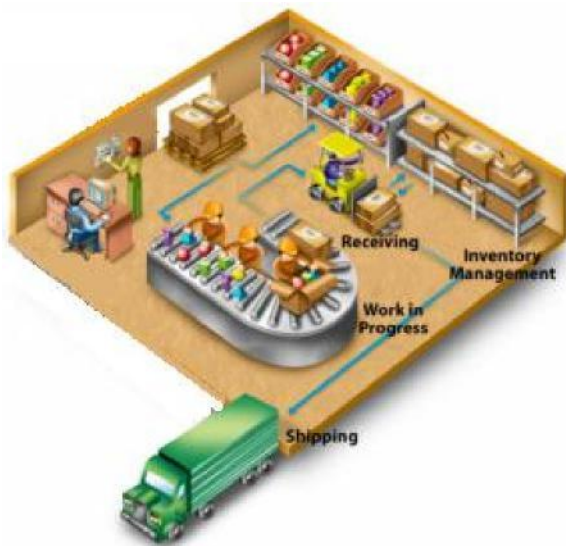




General Services Administration
Federal Acquisition Service
Heartland Supply Operations Center
Acquisition Division (QSDKA)

GSA Eastern Distribution Center Logistics Support Services QSDM-D8-110006-N



eBuy

SIN 874 501, Supply and Value Chain Management

Logistics

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I. Performance Work Statement

1. Background

The General Services Administration (GSA) is a Federal agency that provides logistics support for the missions of the military and civilian Government agencies. In support of GSA's mission, the Eastern Distribution Center (EDC) in Burlington, New Jersey provides an integrated pipeline that sustains GSA's armed forces and civilian customers around the world with innovative and tailored logistics services that are ever improving in terms of cost, timeliness, and relative value.

The EDC's primary mission is to plan, program, manage and execute efficient and effective receiving, storage, inventory, packaging, stock control, stock selection, issue processing, packing and shipping of items handled by GSA. In addition to distribution, EDC performs as a cargo consolidation and shipping point for materials received via direct vendor delivery and consolidates and segregates shipment from multiple sources for onward shipment directly to the customer by the appropriate conveyance.

The EDC's Strategic Plan for Fiscal Years 2007-2012 charts a course for GSA to provide superior supplies, services, and workplace solutions at best value to its customer agencies, and to achieve excellence in the business of government.

2. Facilities

The EDC is a leased facility that was opened/accepted in 1990. The EDC is strategically located with easy access to Northeast Coast ports for overseas customers, along with close proximity to Philadelphia, New York, Washington D.C., and the DLA Distribution Depot in Susquehanna, PA. The EDC is composed of approximately 962,363 sq. ft. of warehouse space; including 20,000 sq. ft. temperature controlled storage, with 76 powered truck and rail doors. There are 31,020 rack locations, 10,700 floor locations and 7,707 module locations. The amount of floor storage (pallets) is approximately 1,435,800 cu. ft., and the approximate racking storage (pallets) is 1,397,250 cu. ft. There is a towveyor system of 512 carts and 34 spurs; and a conveyor system with 4 laser scanners running at 120 cartons per minute maximum speed.

To support its customers, the EDC operates under two guiding principles: velocity and flexibility. Velocity relates to maximizing the speed at which items are moved through the facility. Flexibility relates to reconfiguring the EDC's lanes and inventory to fulfill changing customer requirements and surges in demand. The EDC's space is reconfigurable such that lane staging, storage (both fixed and random) can be changed to maximize responsiveness. In addition, all doors at the EDC are fungible and can be used for shipping and/or receiving.

3. Capacity

The EDC handles approximately 5,000 commodities including: safety equipment, hardware/tools, paints and solvents, office products, janitorial supplies and dining facility equipment and supplies (hazardous materials are included). As examples of business volume, October 2009 through September 2010 there were over 1.9 million lines

shipped; October 2009 through September 2010 there were 82,000 tons shipped. There is an average of 36 daily, outgoing trucks. There is an average of 42 daily, inbound trucks. The inbound weight for October 2009 through September 2010 was 97,000 tons.

4. Emergency and/or Disaster Support

The EDC is a designated emergency and/or disaster response facility. Because some emergencies involve matters critical to the public interest, there is a presumption that failure to perform or delayed performance will result in damage to contain the emergency. Fulfilling time sensitive supply requests is critical.

The EDC supports Federal Emergency Management Agency (FEMA), state agencies and international disaster relief efforts.

5. Communication

Workload is communicated to the Contractor via several methods. The majority of the workload is transmitted to the EDC from the Phoenix Warehouse Management System (WMS) via FSS-19. However, each morning, the day's workload will be available to the Contractor in FSS-19. Additional workload is transmitted via the "Lightning Bolt" system for emergency (off-line) orders.

6. Reporting Requirements

Weekly and monthly production reports will be required to depict tasks and qualitative/quantitative data. The report components will be used to measure work achievements in salient components of the GSA supply chain. Reports are sent to the Contracting Officer and the Contracting Officer's Representative (COR). Daily reports may be requested occasionally. See Section [8.45](#).

7. Objective

Contractor shall perform warehousing and administrative supply chain services at GSA's EDC.

8. Tasks

The following constitute the work descriptions, specifications, and Performance Work Statement (PWS) to define task requirements for performance. See [Performance Metrics Chart](#) below for Performance Expectations, Acceptable Quality Level (AQLs), and Method of Surveillance for each of the tasks/deliverables.

8.1 Mezzanine Operation for Domestic Shipping (Day and Night shifts)

Contractor shall be responsible for:

- Ensuring that Mezzanine coverage is provided for 100% of day and night shift;
- Maintaining steady flow of cartons to the proper lane assignments;
- Ensuring proper lane assignments are entered into computer;
- Ensuring cartons have labels and are properly positioned for scanning (re-cert);
- Reporting cartons with no label to COR or Government-designated representative;

- Reporting all mechanical problems to the building maintenance personnel for repairs (including conveyers, scanners, etc); and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.2 WWX/FedEx Overnight Processing for Domestic Shipping (Day and Night Shifts)

Contractor shall be responsible for:

- Weighing and labeling FedEx packages;
- Entering required information into the FedEx computer;
- Maintaining an effective flow of work;
- Completing all "WWX" orders prior to 3:00 PM daily;
- Processing emergency orders immediately;
- Processing regular overnight orders; and
- Completing 100% of the day's workload with **no carry over** to the next day.

8.3 Staging Motor Freight Orders and "Marriaging" for Domestic Shipping

Contractor shall be responsible for:

- Matching manifests to corresponding DD-1348s ("marriaging");
- Moving and staging outbound domestic motor truck orders;
- Maintaining an effective flow of freight;
- Ensuring pallets are stacked safely;
- Maintaining required production during towveyor system breakdowns; and
- Completing 100% of each day's work by day's end, with carry over acceptable only during the last quarter of the fiscal year. Reasonable carry over will range from 0% to 20% of available work with the carry over to be completed the next day along with 100% of the next day's work.

8.4 Storage—Put-away and Bulk Storage Management for Zones H20 thru H27, H41 thru H48, J24 thru J32, N23 thru N34, P&W (all) HazMat rooms (all) (Day Shift)

Contractor shall be responsible for:

- Processing receipts from receiving area to storage locations in Phoenix system;
- Ensuring accuracy of complete National Stock Number (NSN), UNPK, damaged material checks, and carton count;
- Reporting receipts that are unable to be processed in Phoenix to the COR or Government-designated representative;
- Scanning the put-away label on each pallet;
- Verifying number of cartons per pallet, weight, cube, and bulk pack;
- Entering location to the put-away screen along with the number of containers on each pallet and the bulk pack;

- Placing pallets into bulk locations; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.5 Locator Accuracy Management for Storage (Day Shift)

Contractor shall be responsible for:

- Performing bulk storage location maintenance, including proper shelf-life rotation;
- Maintaining all pick locations at lower levels;
- Assisting Domestic/Export Bulk, Shipping, Quality Inventory Surveillance Branch, and Quality Control in retrieving their freight;
- Ensuring all freight is stored in a safe manner; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.6 Put-away, Bulk Storage Management, and Reworking for Storage (Night Shift)

Contractor shall be responsible for:

- Processing in the Phoenix system, all receipts coming from the receiving area to the storage location;
- Ensuring accuracy of complete NSN, UNPK, and damaged material, if any;
- For all receipts which cannot be processed in the Phoenix system, reporting this to the COR or Government-designated representative;
- Performing bulk storage management and Reworking for areas G20 thru G29, H20 thru H48, J24 thru J32, N23 thru N34, and all P&W floor locations; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.7 Receipt Processing for Receiving (Day and Night Shift)

Contractor shall be responsible for:

- Thoroughly verifying:
 - Material identification
 - Condition (damages, shortages, overages);
 - Paperwork (Bill of Lading, Packing Slip, MSDS); and
 - Item information (clarity, variance, and accuracy);
- Entering receiving data into Phoenix;
- Tagging Purchase Orders for location; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.8 Receipt Running for Receiving (Day and Night Shift)

Contractor shall be responsible for:

- Transporting freight from areas that freight has been off-loaded;
- Transporting freight to the following zones: H, J, and N, racks, and G, F, P, W, and U floor locations to include the security cage;
- Placing freight directly into a floor storage location when practicable; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.9 Mark & Charge for Receiving (Day Shift)

Contractor shall be responsible for:

8.9.1 Remarking of Stock Received With Discrepancies

- Placing new (corrected) labels on stock, ensuring that any pertinent information **isn't** covered over and that wrong information **is** covered over;
- Palletizing and wrapping material; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.9.2 Repacking of Damaged and/or Deficient Boxes

- Repacking freight to ensure material is not damaged during storage, selection, and shipping; and
- Completing 100% of all mark and charges under 8.9.2 on a daily basis with **no carry over** to the next day.

8.10 Administrative Support for Receiving Function (Day Shift)

Contractor shall be responsible for:

- Processing all rail car orders and correspondence for large delivery orders into the facility;
- Coordinating with Quality Control Representative the execution of accurate Marking and Repacking charges to vendors;
- Ensuring accurate data entry;
- Maintaining and providing proper documentation to vendors, Contracting Officers, and financial representatives of GSA;
- Resolving vendor disputes, inaccuracies, and issues regarding billing charges, shortages, damages, mark-and-charges, or other issues;
- Researching GSA Bills of Lading;
- Preparing and filing necessary OS&D reports;
- Analyzing, monitoring, and preparing receipt actions;

- Reporting returns and transfers based on analysis of receipt actions;
- Ensuring receiving information has posted accurately in GSA systems, editing and correcting errors as necessary;
- Coordinating with appropriate GSA personnel on credit requests;
- Answering phones;
- Coordinating, facilitating, and documenting all material returns and pick-ups to vendor, including Quality Control related materials;
- Generating spreadsheets for back-ordered material and distributing as necessary using paper or electronic means;
- Ordering supplies for the department via email, utilizing appropriate GSA ordering form;
- Delivering year-end report for submission to appropriate management personnel;
- Preparing and compiling on a daily basis the following reports:
 - Daily Consolidated Report
 - Exception Report
 - Pending Receipt Report
 - No show/cancellation report
 - Discrepancy report
 - Out of balance report (Monthly)
 - Laptop Report (Weekly)
 - Negative Report (Monthly)
 - Project removal Report (Created for removing old/bad freight on the receiving floor)
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.11 Bin, Wholesale Distribution Center (WDC) & (CSC): Selecting for Security Cage (Day Shift)

Contractor shall be responsible for:

- Filling orders from the security cage;
- Utilizing proper size cartons based on items to be selected;
- Confirming NSN and quantity shown on selection documents;
- Labeling cartons;
- Selecting multi-documents at one time;
- Packing cartons properly to avoid damage in transit;
- Taking completed cartons to pack line;
- Placing pick documents in packing list envelopes;
- Contacting the COR or Government-designated representative as necessary for items not in stock; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.12 WDC & CSC Break Bulk: Selecting, Packing for Bin Function (Day and Night Shift)

Contractor shall be responsible for:

- Selecting and packing oversized products for customer orders with pick-tickets; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.13 WDC & CSC Bin Function: Selecting, Packing/Stuffing, and Sealing (Day and Night Shift)

Contractor shall be responsible for:

- Adding cushioning material to cartons to ensure non-movement of items while in transit;
- Ensuring cartons are properly labeled, sealed, and sent down the conveyor.
- Reporting discrepancies to COR or Government-designated representative; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.14 Bin, WDC & CSC Selecting for Special / Rush Orders (Day Shift)

Contractor shall be responsible for:

- Issuing to the selector the documents to be selected;
- Selecting Z-docs, FedEx overnight, and specific rush orders upon receipt;
- Delivering completed orders immediately to the shipping area;
- Completing 100% of all Z-docs, FedEx overnight and specific rush orders on a daily basis; and
- Completing 100% of the day's workload with **no carry over** to the next day

8.15 WDC & CSC Receipt Processing for Bin Function (Day Shift)

8.15.1 Security Cage

Contractor shall be responsible for:

- Examining receipts (for items) that have been verified and logged in by the COR or Government-designated representative;
- Ensuring order accuracy and entering into Phoenix;
- Placing items into the correct bin location;
- Ensuring all receipts are inside the Security Cage by 4:45pm; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work; and

8.15.2 Main Bin

Contractor shall be responsible for:

- Ensuring receipt accuracy and entering into Phoenix;
- Notifying Bin Replenishers that the material is ready to be placed into bin location;
- Completing all receipts within 2 hours of delivery to the Bin Section; and
- Completing 100% of all receipts on a daily basis (leaving no overflow into the next day).

8.16 Bin, WDC, and CSC Replenishment of Main Bin: Zones I, K, and O (Day Shift)

Contractor shall be responsible for:

- Selecting bulk cartons from the warehouse;
- Placing cartons in designated bin slots for replenishment; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.17 Bin, WDC & CSC Selection, Main Bin: Zones I, K and O (Night Shift)

Contractor shall be responsible for:

- Annotating employee number on shipping document and labels;
- Closing full/heavy cartons, affixing labels, and documenting items in each carton;
- Confirming item information, such as Bin Location, NSN, and Quantity, according to the DD-1348;
- Labeling, packing, closing, moving, and selecting cartons;
- Selecting appropriate size carton or shipping envelope to limit damage in transit; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.18 Bin, WDC & CSC Packing / Stuffing and Sealing (Night Shift)

Contractor shall be responsible for:

- Stuffing, packing, cushioning, inspecting, and sealing cartons to prevent damage in transit; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.19 Bin, WDC & CSC Replenishment, Bin Security Cage (Day Shift)

Contractor shall be responsible for:

- Selecting items from the Bulk area in accordance with (IAW) Bin Replenishment Request (BRQ) and confirming the NSN;

- Marking bin location on cartons;
- Transporting material to the bin area, and for:
 - Materials for bin locations T^{III} and T^{KII}, keeping items in original bulk carton.
 - Materials for bin location T^{OII}, removing from bulk cartons and putting in respective locations.
- Locating material in a bulk location and replenishing short bins;
- Filling or cutting all shortages upon notification; and
- Completing 100% of the day's workload with **no carry over** to the next day

8.20 D-Room: Export /Domestic Hazmat Function Bin Operations—Selecting, Packing, and Replenishing (Day Shift)

Contractor shall be responsible for:

- Selecting and picking stock for customer orders;
- Verifying order information;
- Labeling manifests;
- Replenishing Bins;
- Ensuring stock selected receives most current MSDS;
- Counting and maintaining records of orders selected;
- Reporting quantities of orders selected;
- Packing and preparing boxes;
- Placing completed packages on designated skids;
- Moving skids;
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work; and
- Completing Special orders, Z-Doc's, Rush Orders, and Expedites on demand with **no carry over** into the next day.

8.21 D-Room: Box Making / Paper-Machine Operating

Contractor shall be responsible for:

- Folding, taping, and stacking cartons;
- Running, loading, and maintaining the paper machine;
- Supplying packers with full bins of paper;
- Ensuring a reserve of 600 cartons at all times;
- Maintaining a reserve of 6 to 8 full carts of paper at all times; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.22 D-Room: Export Bin Preparing, Domestic Bin Preparing (Hazmat Function)

Contractor shall be responsible for:

- Preparing stock and selected customer orders;
- Verifying order information to ensure accurate fulfillment;
- Delivering prepared export orders to the Export Bin Packer;
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work; and
- Completing Special orders, Z-Doc's, Rush Orders, and Expedites on demand with **no carry over** into the next day.

8.23 D-Room: Export Packing, Domestic Bin Packing (Hazmat Function)

Contractor shall be responsible for:

- Preparing, packing, packaging, marking, and labeling customer orders;
- Verifying order information for accurate fulfillment;
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work; and
- Completing special orders, Z-Doc's, Rush Orders, and Expedites on demand with **no carry over** into the next day.

8.24 D-Room: WWX Orders

Contractor shall be responsible for:

- Marking and labeling WWX orders;
- Recording number of pieces, weight, cube, date packed, and employee initials on marking labels; and
- Completing 100% of the day's workload with **no carry over** to the next day

8.25 D-Room: Regulated Surface Orders and Limited Quantity Orders

Contractor shall be responsible for:

- Marking, labeling, and recording order information; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.26 B and D-Rooms: Non-Regulated Surface and Air Orders

Contractor shall be responsible for:

- **For either Surface or Air orders:**
 - Recording order information on marking labels and/or on top of boxes;
 - Preparing and affixing pack list envelopes; and

- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.
- **For Air Orders only:**
 - Completing special orders, Z-Doc's, Rush Orders, and Expedites on demand with **no carry over** to the next day allowed.

8.27 D-Room: Bin Replenishing

Contractor shall be responsible for:

- Stocking bins IAW short order, Shelf Life Codes, and First In First Out (FIFO);
- Verifying stock number, purchase order, quantity, bulk pack, unit issue, bin location, bulk location, shelf life code, date of manufacture, date of re-inspection, and update (update date) of customer orders;
- Pulling stock from Bulk Storage IAW the Bulk NSN Sequence Report;
- Notifying COR or Government-designated representative of any needed updates to Bulk Storage;
- Reporting all location changes /exhaustions in Bulk Storage and submitting to the COR or Government-designated representative;
- Placing bulk cartons in bin racks; and
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work.

8.28 D-Room: Disposing of Damaged Hazardous Materials

Contractor shall be responsible for:

- Reporting any spills and any damaged products to Spill Coordinator or Safety Officer;
- Responding as directed by the Spill Coordinator or the Safety Officer, including removing any damaged hazardous product to the directed location, evacuating the area, or cleaning/remediating the spill (see also Task [8.44](#)); and
- Performing—at the time of occurrence—hazmat incident spill remediation, write-ups, labeling, and recording.

8.29 B-Room: Export, Bin Operations—Selecting, Packing, Preparing, and Replenishing (Day Shift)

Contractor shall be responsible for:

- Selecting and picking stock for customer orders;
- Verifying order information;
- Labeling manifests;
- Replenishing Bins;
- Ensuring stock selected receives most current MSDS;
- Maintaining and reporting counts and records of all orders selected;

- Packing and preparing boxes;
- Placing completed packages on designated skids and moving skids;
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work; and
- Completing Special orders, Z-Doc's, Rush Orders, and Expedites on demand with **no carry over** into the next day.

8.30 B-Room: Export Bin Packing

Contractor shall be responsible for:

- Preparing, packing, marking, and labeling stock for customer orders;
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work; and
- Completing special orders, Z-Doc's, Rush Orders, and Expedites on demand with **no carry over** into the next day.

8.31 B-Room: Export Bin Write Ups

Contractor shall be responsible for:

- Marking and labeling customer orders;
- Verifying order information for accuracy;
- Determining method of shipment for customer orders;
- Completing 100% of the available work each day, with reasonable carry over ranging from 0% to 20% of available work, with the carry over to be completed the next day along with 100% of the next day's work; and
- Completing special orders, Z-Doc's, Rush Orders, and Expedites on demand.

8.32 B Room: Export—Bulk Selecting and Packing

Contractor shall be responsible for:

- Picking, packing, packaging, marking, sealing, and labeling stock for customer orders;
- Verifying order information for accuracy;
- Counting and maintaining records of orders selected;
- Reporting quantities of orders selected;
- Placing completed packages on designated skids;
- Moving skids;
- Performing 100% of the day's work, with reasonable carry over ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work; and
- Completing Special orders, Z-Doc's, Rush Orders, and Expedites on demand with **no carry over** into the next day.

8.33 Export: Selecting, Staging, and Loading Sea Van/Trailers for Strategic Inventory Partnership (SIP) Stores (Day Shift)

Contractor shall be responsible for:

- Selecting throughout warehouse on heat treated or plastic skids for Hazmat, Security Cage, and Bin section;
- Consolidating freight on pallets, labeling, and verifying paperwork/quantities requested;
- Shrink-wrapping pallets and staging loads for containers;
- Labeling all HazMat freight;
- Ensuring order accuracy for all selected Z-Doc freight prior to shipping;
- Taking Z-Doc freight to FedEx for shipping;
- Providing paperwork and tracking number to CSC office and to COR or Government-designated representative;
- Loading containers from staging lanes;
- Handling all White House shipments on a priority basis;
- Receiving all incoming freight Direct Delivery (DD) and purchase orders for store loads and staging freight;
- Distributing paper to appropriate offices; and
- Performing 100% of the day's work, with reasonable carry over ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work.

8.34 Bulk, WDC, & CSC: Selecting and Repacking of Odd-Ball Items, Special Print-Packages, Copy Paper Items, Fiberboard Items, and Selecting Non-HazMat Liquid Items (Day Shift)

Contractor shall be responsible for:

- Selecting items;
- Ensuring order accuracy;
- Labeling, packaging items and transporting to proper shipping lane;
- In addition, for Copy Paper:
 - Selecting copy paper, taping, and labeling for orders;
 - Taping lids to prevent separation.
- For Cardboard:
 - Banding bundles;
 - Palletizing and transporting orders to proper shipping areas.
- For Box Shop—Odd-size Items:
 - Packing items to prevent damage during shipping and prevent injury to employees handling the items.
- For Special Print Packages—Germany, Linden State Department, ETC:
 - Stacking freight to maximize ease of checking.

- For all areas under Task 8.23, completing 100% of the each day's available work on that day for quarters one through three of the federal fiscal year. During the fourth quarter, a reasonable carry over is allowed in the range of 0% to 20% of available freight with the carry over to be completed the next day along with 100% of the next day's work.

8.35 Bulk, WDC, and CSC: Selecting Motor Freight Orders for Zones F, G, N, P, U, and W (Night Shift)

Contractor shall be responsible for:

- Picking up and signing for work;
- Marking towveyor carts for proper dropping sequence;
- Ensuring order and selection accuracy, notifying COR or Government-designated representative for corrective actions as needed;
- Transporting orders to towveyor cart; and
- Performing 100% of the day's work, with reasonable carry over ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work.

8.36 Bulk, WDC, and CDC: Selecting Small Package Carrier (SPC) Orders in Bulk Pick Modules, Zones Q and R (Night Shift)

Contractor shall be responsible for:

- Ensuring order accuracy;
- Placing orders on conveyor;
- Signing DD-1348s; and
- Performing 100% of the day's work, with reasonable carry over ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work.

8.37 Bulk, WDC, and CSC: Replenishing Bulk Pick Modules (Night Shift)

Contractor shall be responsible for:

- Ensuring all pick locations are filled with the correct freight in the designated location;
- Pulling pallets from bulk pick locations;
- Maintaining proper stock levels to maintain workflow;
- Removing all empty pallets from pallet return location and placing pallets throughout the warehouse for the bulk selector's use; and
- Completing 100% of the day's workload with **no carry over** to the next day

8.38 Bulk, WDC, and CSC: Towveyor Operation (Hangmen) (Night Shift)

Contractor shall be responsible for:

- Following the production schedule, setting tempo, and assigning cart spaces along the towveyor line;

- Maintaining spacing for sequencing following freight as indicated by the production schedule, including counting cart spaces and identifying the space and sequence for the following-Hangmen by marking the carts;
- Arranging towveyor carts for the next day's work; and
- Performing 100% of the day's work, with reasonable carry over during second and fourth quarters ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work. For the first and third quarters of the fiscal year, 100% of the day's available lines shall Completed.

8.39 Mixed Tasks

Listed in the chart below are tasks that are shared between Government and Contractor. For tasks that are shared by Government and contractor, Contractor shall be responsible for the amounts indicated below by section. Government and contractor shall each measure, respectively, its share of the work performed (by lines) on a weekly basis to ensure percentages are completed as prescribed. The work history provided is a guide only and does not represent a fixed requirement:

Bin Section					
Mixed Task #	Bin Section / Task-Description	Shift	Work history Oct thru June	Work history July thru Sept	Contractor is responsible for
8.39.1	Bulk - Selecting Bulk Security Lines; Forming pick-tickets for customer orders with Fork-lift	Day	80/ day	100/ day	<p>70 - 80% of the work.</p> <p>Contractor shall perform 100% of (contractor's portion) of each day's work, with reasonable carry over ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work.</p>

Export					
Mixed Task #	Export Section / Task-Description	Shift	Work history Oct thru June	Work history July thru Sept	Contractor is responsible for
8.39.2	<p>N3 Operations: Selecting Bulk Export Orders Using Government pick-tickets and Fork-lifts throughout the distribution center; Consolidating, checking, & confirming smaller size orders as boxes arrive to the export shipping floor via an auto-direct conveyor system; Packing, labeling, and staging skids of export orders for loading onto trailers and sea vans; and Loading trailers for overseas shipments; and Using the WMS, Phoenix.</p> <p>N4/Hazmat Operations Receiving and processing Direct Deliveries, (DD) and Expanded Direct Deliveries (EDD); Processing Hazmat FedEx packages; Selecting bulk orders; Packing, Stamping of Hazmat information to shipping documents; Processing waste & spills; Operating fork-lifts; and Using the WMS, Phoenix.</p>	Day	30,000 / month	40,000 / month	<p>70 - 80% of the work.</p> <p>Contractor shall perform 100% of (contractor's portion) of each day's work, with reasonable carry over ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work.</p>
8.39.3	<p>N3 Operations: Selecting Bulk Export, Bulk Orders (Night Shift) Using Government pick-tickets; Operating fork-lifts throughout the distribution center; Consolidating, checking, & confirming smaller size orders as boxes arrive to the export shipping floor via an auto-direct conveyor system; Packing, labeling, and staging skids of export orders for loading onto trailers and sea vans; Loading trailers for overseas shipments; and Using WMS, Phoenix.</p>	Night	11,000 / month	12,500 / month	<p>60-70% of the work.</p> <p>Contractor shall perform 100% of (contractor's portion) of each day's work, with reasonable carry over ranging from 0% to 20% of available lines with the carry over to be completed the next day along with 100% of the next day's work.</p>

8.40 Safety and Security

Contractor shall be responsible for:

- Ensuring that a designated contractor employee is an active member of the site safety committee;
- Identifying and evaluating hazardous conditions or practices in the facility;
- Conducting accident investigations and developing corrective actions;
- Performing administrative support of an accident and injury prevention program at the distribution facility;
- Collecting safety workplace data;
- Complying with physical security requirements; and
- Ensuring contractor employees display all required Government credentials.

8.41 Emergency and/or Disaster Support

Contractor shall be responsible for:

- Receiving workload communications from "Lightning Bolt" Program, manual GSA Form 3222, and any other necessary means;
- Performing work outside of normal business hours at no additional cost to the Government;
- Completing time-sensitive work within specified timeframes;
- Performing receiving and put away of items;
- Retrieving product(s);
- Assembling order(s);
- Loading items for shipment; and
- Recording, retrieving, and monitoring transaction(s) in the WMS.

8.42 Yard Tractor

Contractor shall be responsible for:

- Receiving workload communications verbally;
- Moving full or empty government-owned vans to and from the warehouses' doors;
- Keeping daily records of inventory of empty trailers and outbound staged locations of loaded trailers; and
- Ensuring all drivers have a valid Commercial Driver's License (CDL).

8.43 Rewarehousing Activities

Contractor shall be responsible for:

- Receiving workload communications verbally; and
- Moving boxes and pallets to new locations.

8.44 Work Area Cleaning

Contractor shall be responsible for:

- Cleaning up spills or leaking commodities, except hazmat spills greater than 5 gallons. A hazmat spill less than 5 gallons may be designated by the Safety Officer or Spill Coordinator as outside the scope of the contractor's responsibility. The remediation process will be determined by the Safety Officer or Spill Coordinator. All safety rules will be followed under OSHA, RCRA, and EDC property disposal policies; see also [8.28](#)
- Maintaining a high level of housekeeping in all assigned areas and Tasks/ Functions in this PWS, unless specifically stated otherwise.
 - Ensuring no personal affects visible,
 - Emptying trash;
 - Sweeping at least once per shift;
 - Ensuring the following areas are dust free: cat walk, staircase, desk, equipment, all railings, and floors.

8.45 Deliverable Reports

Contractor shall be responsible for:

- Electronically submitting weekly reports by 12 noon Wednesday of the following week;
- Electronically submitting monthly reports as invoice supporting documentation;
- Transmitting the report to the Contracting Officer (CO), Contract Specialist (CS), and the Contracting Officer Representative (COR);
- Reporting actual weekly performance against performance metrics;
- Reporting all accident/injury reports to EDC Safety Manager; and
- Reporting training completion documents to the EDC Safety Manager

8.46 Meetings

8.46.1 Workload Prep Meetings

Contractor shall be responsible for:

- Participating in meetings with the COR and Government-designated representatives daily for workload prep and forecasts, IAW Section I.5, Communications, of this RFQ; and
- Participating in weekly, monthly, and quarterly meetings for appropriate review.

8.46.2 Performance Evaluation Meetings

Contractor shall be responsible for:

- Participating in bi-annual performance evaluation meetings with the CO and the COR;
- Reviewing for agreement the meeting notes prepared by the CO; and
- Immediately addressing any items of non-concurrence with the CO.

8.47 Theft, Fraud, Waste, and Abuse

Contractor shall be responsible for:

- Immediately reporting any theft, fraud, waste, and abuse directly to the COR.

II. Performance-Based Services

This task order will be performance-based, IAW the policies and procedures outlined in Federal Acquisition Regulation (FAR) subpart 37.6. These policies can be accessed electronically at <https://www.acquisition.gov/far/index.html>. As noted in FAR 37.6, a performance-based contract contains, “Measurable performance standards (in terms of quality, timeliness, quantity, etc.) and the method of assessing contractor performance against performance standards.” Required measurable performance standards will be separately identified for each task in the metrics below that indicate the minimum threshold of satisfactory performance. Contractor shall report performance against expectations (see Performance Metrics Chart) weekly. The government will validate and evaluate the Contractor’s performance in the approved Quality Assurance Surveillance Plan.

1. Quality Assurance – Performance Expectations

Performance standards define desired services. The Government performs surveillance to determine if the contractor exceeds, meets, or does not meet these performance expectations. The nature of the warehousing industry is fluctuating workloads. The Acceptable Quality Level refers to accuracy of deliverables upon initial submission to the COR. Generally, workload cannot be forecasted and communicated in advance. However, each morning, the day’s workload will be available to the Contractor in FSS-19. In addition, a morning meeting will be held with Contractor and Government to discuss the day’s workload.

If the Performance Expectations increase in response to Emergency and/or Disaster Support, the services will be performed at no additional cost to the Government. The Contractor will not be held accountable, if opportunities to meet a specific task(s) AQL were not provided by the Government. Performance expectations are defined in the table below:

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance
Mezzanine Operation for Domestic Shipping (day and night shifts)	8.1	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
WWX/FedEx Overnight Processing for Domestic Shipping (day and night shifts)	8.2	Tasks to be completed as prescribed in the Performance Work Statement.	100% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Staging Motor Freight Orders and "Marriaging" for Domestic Shipping	8.3	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Storage—Put-away and Bulk Storage Management for Zones H20 thru H27, H41 thru H48, J24 thru J32, N23 thru N34, P&W (all) HazMat rooms (all) (day shift)	8.4	Average expectation for this function is 5,234 lines /mo.	100% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Locator Accuracy Management for Storage (day shift)	8.5	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Put-away, Bulk Storage Management, and Reworking for Storage (night shift)	8.6	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Receipt Processing for Receiving (day and night shift)	8.7	Average expectation for this function is 5,234 receipts /mo.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance
Receipt Running for Receiving (day and night shift)	8.8	Average expectation for this function is 5,234 receipts/mo	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Mark & Charge for Receiving (day shift)	8.9	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Administrative Support for Receiving Function (day shift)	8.10	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bin, Wholesale Distribution Center (WDC) & (CSC): Selecting for Security Cage (day shift)	8.11	Daily average expectation for this function is 1,200 lines/day	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
WDC & CSC Break Bulk: Selecting and Packing for Bin Function (day and night shift)	8.12	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
WDC & CSC Packing / Stuffing and Sealing for Bin Function (day and night shift)	8.13	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bin, WDC & CSC Selecting for Special / Rush Orders (day shift)	8.14	Tasks to be completed as prescribed in the Performance Work Statement.	100% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
WDC & CSC Receipt Processing for Bin Function (day shift)	8.15	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance
Bin, WDC, and CSC Replenishment of Main Bin: Zones I, K, and O (day shift)	8.16	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bin, WDC & CSC Selection, Main Bin: Zones I, K and O (night shift)	8.17	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bin, WDC & CSC Packing / Stuffing and Sealing (night shift)	8.18	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bin, WDC & CSC Replenishment, Bin Security Cage (day shift)	8.19	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
D-Room: Export /Domestic Hazmat Function Bin Operations— Selecting, Packing, and Replenishing (Day Shift)	8.20	400 lines/mo These numbers do not include: Special Orders, Z- Doc's, Rush Orders, or Expedites.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
D-Room: Box Making / Paper-Machine Operating	8.21	For box making – a reserve of 600 cartons at all times; for paper-making – a reserve of 6 to 8 full carts of paper at all times.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance
D-Room: Export Bin Preparing, Domestic Bin Preparing (Hazmat Function)	8.22	320 lines/month for Export; 350 lines/day for Domestic (Hazmat Function)	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
		These numbers do not include: Special Orders, ZDoc's, Rush Orders, or Expedites.		
D-Room: Export Packing, Domestic Bin Packing (Hazmat Function)	8.23	300 lines/day export; 300 lines/day domestic	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
		These numbers do not include: Special Orders, Z- Doc's, Rush Orders, or Expedites.		
D-Room: WWX Orders	8.24	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
D-Room: Regulated Surface Orders and Limited Quantity Orders	8.25	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
B and D-Rooms: Non Regulated Surface and Air Orders	8.26	D-Room Non-Regulated Air – 400 lines/day; B-Room Non-Regulated Air—80 lines/day	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
D-Room: Bin Replenishing	8.27	90 lines/day	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
D-Room: Disposing of Damaged Hazardous Materials	8.28	Tasks to be completed as prescribed in the Performance Work Statement	100% accuracy as required by this contract and IAW DEP, EPA, & RCRA	COR monitoring and random sampling.

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance
B-Room: Export, Bin Operations—Selecting, Packing, and Replenishing (Day Shift)	8.29	120 lines/day These numbers do not include: Special Orders, Z- Doc's, Rush Orders, or Expedites.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
B-Room: Export Bin Packing	8.30	120 lines/day These numbers do not include: Special Orders, Z- Doc's, Rush Orders, or Expedites.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
B-Room: Export Bin Write Ups	8.31	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
B Room: Export—Bulk Selecting and Packing	8.32	80 lines/day These numbers do not include: Special Orders, Z- Doc's, Rush Orders, or Expedites.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Export: Selecting, Staging, and Loading Sea Van/Trailers for Strategic Inventory Partnership (SIP) Stores (Day Shift)	8.33	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bulk, WDC, & CSC: Selecting and Repacking of Odd-Ball Items, Special Print-Packages, Copy Paper Items, Fiberboard Items, and Selecting Non-HazMat Liquid Items (Day Shift)	8.34	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance
Bulk, WDC, and CSC: Selecting Motor Freight Orders for Zones F, G, N, P, U, and W (Night Shift)	8.35	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bulk, WDC, and CDC: Selecting Small Package Carrier (SPC) Orders in Bulk Pick Modules, Zones Q and R (Night Shift)	8.36	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bulk, WDC, and CSC: Replenishing Bulk Pick Modules (Night Shift)	8.37	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Bulk, WDC, and CSC: Towveyor Operation (Hangmen!) (Night Shift)	8.38	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling of WMS productivity reports.
Mixed Tasks	8.39	Between 60% and 80% of the workload, depending on Task. See Chart under PWS Task 8.39, Mixed Tasks.	99.4% accuracy rate	Contractor shall be responsible for completing the percentage ranges indicated in the Task description. Both Government and contractor shall each measure, respectively, its share of the work performed (by lines) on a weekly basis to ensure percentages are completed as prescribed.

Performance Metrics Chart				
Task	ID	Performance Expectations Performance expectations may be increased or decreased on a task by task basis, according to workload forecasts (cf. Section 5).	Acceptable Quality Level	Method of Surveillance
Safety and Security	8.40	Tasks to be completed as prescribed in the Performance Work Statement and within timeframes prescribed by the COR.	99.4% accuracy rate	COR monitoring and random sampling.
		Accident/injury reports submitted within 1 day of incident.		
Emergency and/or Disaster Support	8.41	Tasks to be completed as prescribed in the Performance Work Statement.	100% accuracy rate	COR monitoring and random sampling of WMS productivity reports, customer feedback.
Yard Tractor	8.42	Van is moved and spotted within 20 minutes of receiving a request.	99.0% accuracy rate	COR monitoring
Rearhousing Activities	8.43	Meeting required timeframes as prescribed by the COR	99.4% accuracy rate	COR monitoring
Work Area Cleaning	8.44	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring through random daily warehouse inspection.
Deliverable Reports	8.45	Progress reports due 12 noon Wednesday of the following week.	100% accuracy rate	COR monitoring and random sampling of reports and submission dates
		Training completion reports submitted within 2 days of training end.		
Meetings	8.46	Tasks to be completed as prescribed in the Performance Work Statement.	99.4% accuracy rate	COR monitoring and random sampling.
Theft, fraud, waste and abuse	8.47			

III. General Information

1. Task Order Period of Performance

The contract is anticipated to be a firm fixed price service task order against Federal Supply Schedule 874V (LogWorld) SIN 874 501 with one twelve (12) month base year and up to four (4) – twelve (12) month option periods. Options are exercised at the Government's discretion. Contract performance start date is anticipated to be December 1, 2011. If all options are exercised, it is anticipated that full performance ends November 30, 2016.

The Government anticipates a two (2) week transition period to begin approximately November 14, 2011 through November 30, 2011.

A (4) week outgoing transition period will be performed during the last month of Task Order performance.

2. Place of Performance

Places of performance are:

GSA, FAS, Eastern Distribution Center
1900 River Road
Burlington, NJ 08016
(609) 499-7000

3. Government Points of Contact

Address, telephone number, and email address of the Contracting Officer (CO)

[Redacted contact information for the Contracting Officer (CO)]

Address, telephone number, and email address of the Contract Specialist (CS)

[Redacted contact information for the Contract Specialist (CS)]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Address, telephone number and email address of the Contracting Officer Representative (COR):

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

4. Invoice Submission

Monthly invoices shall be submitted to the following address:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Invoices shall be submitted no later than the fifth (5th) business day after the monthly invoice period ends. Invoices may be submitted electronically in pdf format, and must have an original signature.

IV. Special Conditions

1. Hazardous Materials Marking

Many items stocked at the CSCs are labeled with hazardous material markings. Handling of these items shall comply with the Occupational Safety and Health Administration: <http://www.osha.gov/dsg/hazcom/standards.html>, Department of Transportation: <http://www.fmcsa.dot.gov/safety-security/hazmat/hm-theme.htm>, Military Marking for Shipment and Storage (MIL-STD-129): <http://www.acq.osd.mil/log/rfid/MIL-STD-129PCH4.pdf>, and applicable federal, state, and local laws. For New Jersey, reference <http://www.state.nj.us/dep/rules/>

2. Packaging Hazardous Materials for Shipment

Hazardous items have specific instructions for packaging, labeling, marking, and handling when preparing for shipment. Each hazardous item has Material Safety

Data Sheets (MSDS), intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data, storage, disposal, protective equipment, and spill-handling procedures. The hazardous materials being handled are in limited quantities of combustible, flammable and non-flammable, corrosives and oxidizers.

3. Homeland Security Presidential Directive 12 (HSPD-12)

HSPD-12 requires all Federal Executive departments and agencies to conduct personnel investigations, adjudicate the results, and issue Personal Identity Verification (PIV) credentials (also referred to as HSPD-12 cards) to all contractors who require routine access to their building facilities for more than six months (180 days) and/or for access to government information technology (IT) systems. This Standard may have additional Department of Defense Base access and conduct requirements.

3.1 Building Facilities – Physical Access

- GSA contractor employees who require regularly scheduled access to one or more GSA-controlled facilities shall be treated as having routine access to GSA facilities.
- Routine access to GSA-controlled information systems is defined as unescorted access to GSA information systems that requires a minimum of a National Agency Check with Written Inquiries (NACI) background investigation. Escorted access to GSA-controlled information systems does not require a background investigation and is not routine access. A
- GSA-controlled facility is defined as an occupied building housing Federal operations under space assignment by GSA. A GSA-controlled facility is leased or owned by GSA and may be “partially occupied” or “fully occupied” by Federal agencies.

3.2 Information Technology (IT) Systems – Access

- Access to GSA information systems and networks is granted in two phases: initial and full.
 - 3.2.1** “Initial” access for contractors typically includes access to a workstation, e-mail, the Internet, and low-impact systems needed for their work.
 - 3.2.2** “Full” access typically includes access to any moderate or high-impact systems needed for the contractor’s work that had been excluded from their initial access.
- Initial and full access shall be defined by the COR.

3.3 General

- The maximum expiration date for a GSA Personal Identity Verification (PIV) card is five (5) years from the date of issuance.
- GSA will not require a new personnel security investigation for previously cleared employees of new contractors, provided:

- The individual has undergone the same level or higher investigation than the one required for the new contract.
 - The investigation was completed and the adjudication results were favorable.
 - It has been less than two (2) years since the contractor employee last had routine access to GSA with the same level or higher investigation.
 - Contractor employees shall display all required Government issued credentials including locally issued identification badges and military issued vehicle decals.
- Requirements for GSA contractors differ according to whether the contractor employee's tenure is expected to be long-term or temporary.
 - Long-term contractor employees are those employed for more than six (6) months. All long-term contractor employees requiring routine access to GSA facilities and/or IT systems must have a personnel investigation appropriate for their job responsibilities in order to be issued a PIV card. The agency must initiate a minimum of a National Agency Check with Written Inquiries (NACI) and must have received favorable results on the Federal Bureau of Investigation (FBI) fingerprint check before access to GSA facilities is granted and a PIV card is issued. During this time, the contractor will be permitted access to GSA facilities and commence work while the PIV card is in the process of being issued and the final adjudication results are still pending.
 - Temporary contractor employees are those employed for six (6) months or less. Generally, temporary contractor employees (those working for six (6) months or less) do not receive a GSA PIV card unless they require access to GSA IT systems. Temporary contractor employees needing issuance of a GSA PIV card and/or access to IT systems must abide by the same personnel investigation requirements as those for long-term contractors.
 - Contractors with legacy non-PIV cards will need to replace their cards with PIV cards if they will require long-term access, even if the legacy non-PIV card has not yet expired. Temporary contractors need not do so.

3.4 Contractor employees who are not US Citizens

- As established by the Office of Personnel Management (OPM) final guidance on their credentialing standards in memorandum "Final Credentialing Standards for Issuing Personal Identity Verification Cards Under HSPD-12" issued on July 31, 2008, GSA will not request background investigations for non-US citizens who have not been a US resident for three consecutive years. Instead, GSA will request the

following checks to receive initial access or an enter on duty determination:

- FBI Fingerprint and Name Check
 - National Crime Information Center (NCIC)/Interstate Identification Index (III)/National Law Enforcement Telecommunications System (NLETS)/Wanted Person Check
 - Citizen and Immigration Services Check (CIS)/e-Verify
- Non-US citizens who do not meet the three-year resident requirement and receive a favorable result on the required checks for initial access or entry of duty (enter on duty) determination will receive a PIV card.
 - When a non-US citizen who previously did not meet the three-year resident requirement meets that requirement, the written inquiries portion of the NACI is required to be performed and a final determination decision made.

3.5 PIV Card: Credentialing GSA Contractors

- The PIV card requesting official is responsible for determining whether a contractor meets the criteria for requiring a PIV card. The PIV card requesting official makes all personnel investigation and credentialing requests for all contractors on contracts they are designated to support.
- The COR shall be responsible for making determinations regarding whether a contractor is a long-term contractor or a temporary contractor.
- The COR shall be responsible for monitoring the duration of projects, and should a temporary contractor later become a long-term contractor requiring routine access for more than 6 months, the temporary contractor must be required to submit the personnel investigation documentation required of long-term contractors.

3.6 Requirements for all long-term contractors who require a PIV

- **card** Contractor personnel who require routine access to GSA-controlled facilities for more than six months and/or access to government information technology (IT) systems must receive a favorable HSPD-12 security background investigation.
- The following information is provided to assist the contractor in estimating the costs associated with this requirement. The contractor will be expected to utilize the nearest credentialing site to their offices or place of contract performance. The credentialing station may be a mobile station in the area or credentialing stations may be located through the following: <http://www.fedidcard.gov/centerlocator.aspx>. Credentialing centers that are listed as "Open to all Agency personnel" means that they are open to personnel from any GSA Managed Service Office (MSO)

customer agency including GSA contractors. Credentialing centers that are listed as "For use by personnel from this Agency only" means that they are only open to personnel of the agency that is hosting that credentialing center.

- Currently a minimum of two visits to a credentialing center are required to enroll and activate the card once received. Travel distance to a credentialing center will vary based on availability of enrollment and activation stations. If there is a problem activating the PIV card, one additional visit to the credentialing center may be required. Additional visits to a credentialing center may also be required if the card holder needs to: renew a PIV card that has expired or will expire within 60 days; have new certificates downloaded to the PIV card because the current certificates on the card have expired or will expire within 60 days; or replace a lost, stolen, or damaged PIV card. Each visit to a credentialing center is scheduled for 15 minutes. Filling out the form for a NACI clearance takes about 4 hours on average. Individual contractor employee involvement in processing, getting questions answered, fingerprints, etc. takes another 3 hours on average. Times may vary depending on individual circumstances and the level of clearance required.
- If an HSPD-12 credential is required, the contractor is responsible for all travel and labor costs associated with fingerprinting to meet background investigation requirements and PIV Card enrollment and activation to meet HSPD-12 requirements. Travel costs are comprised of mileage, vehicle rental or other modes of transportation, per diem, and lodging.

4. Safety

- 4.1** The government does not assume responsibility for ensuring the protection of contract workers. That responsibility rests clearly on the contractor IAW section 5(a)(1) of the Occupational Safety and Health Act.
- 4.2** The Contractor has a legal duty to ensure that its personnel are provided proper OSHA training, safety equipment, and physical examinations under the OSHA "general duty" clause. [29 USC 654(a)(1) and 29 USC 652(5)]
- 4.3** Contractor shall utilize machinery, equipment, vehicles, and tools in a manner covered by manufacturers' instructions.
- 4.4** Contractor shall utilize machinery, equipment, vehicles, and tools IAW applicable training, certifications and licenses. Forklift operators shall be certified.
- 4.5** The Contractor may be held liable for damages resulting from willful misconduct in the operation of Government owned or leased equipment.

4.6 Occupational safety and health information is available at:

<http://www.osha.gov/index.html>.

4.7 Contractor shall comply with physical security requirements. Specific areas of concern for physical security include, but are not limited to, site layout, security cages, barriers, entry control points, and individual protective measures.

5. Nonpersonal Services

5.1 The Government will neither supervise contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to or prepare work schedules for individual contractor employees. It shall be the responsibility of the Contractor to manage their employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the Contractor feels that any actions constitute or are perceived to constitute personal services, it shall be the Contractor's further responsibility to notify the CO immediately.

5.2 These services shall not be used to perform work of a policy/decision-making or management nature, i.e., inherently Government functions. All decisions relative to programs supported by the EDC Contractors will be the sole responsibility of the Government. Support services will not be ordered to circumvent personnel ceilings, pay limitations, or competitive employment procedures.

6. Contractor Equipment

It is not the intent of the Government to pay direct costs for or retain title to contractor furnished equipment.

7. Contractor Training

Contractor shall attend EDC-provided training program on topics such as

- Fall protection;
- Emergency procedures;
- Heat stress;
- Other safety-related work practices;
- Maintaining documentation of training for compliance auditing purposes;
- OSHA;
- Right to Know;
- Warehouse Management System (WMS) training;
- HAZCOM;
- RCRA.

Contractor shall maintain documentation of training for compliance auditing purposes.

8. Contractor Support

Contractor support may increase to support emergency and/or disaster relief requirements and troop deployment readiness support and fleet week. **When** there is an emergency and/or disaster and troop deployment readiness support and fleet week, and the Government requires Contractor support outside of normal duty hours, the CO or COR are authorized to communicate the forecast information to the Contractor to enable them to provide the additional support during non-duty and duty hours, if necessary. Also, during the life cycle of the task order and fluctuating needs of the customer, there could be potential decrease in the amount of service provided by the Contractor.

9. Successor Contractor

- 9.1** This contract represents a continuing need of the government, as such, it is anticipated that, upon completion or termination of this contract, another contract for substantially the same effort will be executed. In the event that another contractor is selected as the successor contractor, it is mutually agreed and understood that the Government interests in such a case may be best served through employment by the successor Contractor of Contractor employees who may be acceptable to the successor Contractor and who otherwise elect to accept employment with the successor Contractor.
- 9.2** The Contractor agrees to preserve and make available to the CO, if requested, copies of all records and other documentation, developed or acquired under this contract or preceding contracts for this effort, regarding performance of the work required by this contract.
- 9.3** The Contractor agrees to cooperate fully with the Government and any successor Contractor to ensure an orderly transition at the end of this contract.
- 9.4** Contractor shall:
- Make available to the Contracting Officer, upon request, the names, job titles, and duties of all employees who have worked on this contract.
 - Permit current employees to be interviewed for possible employment by a successor Contractor.
 - Provide, as requested, an orientation of the successor Contractor employees during the final thirty (30) days of this contract.
 - In the event the requirement is recompeted, at the end of the Period of Performance or any time prior, including the end of any Option periods, fully cooperate in the transition plan of a new incoming contractor.

10 Hours of Operation and Contract Holidays

- 10.1** Contractor shall provide services during EDC standard hours of operation, which are 7:15 am thru 3:45 pm (day shift) and 4:15pm through 12:45 am

(night shift), Monday through Friday, except for Federal holidays, unless an exception is communicated by the COR or CO.

Activity in the facility ceases during break times, which are observed in all areas at the following times:

10.1.1 Day Shift: 10:00am – 10:15am, 12:00pm –12:30pm, and 2:15pm – 2:30pm

10.1.2 Night Shift: Nightshift 7:00pm – 7:15pm, 9:00pm-9:30pm and 11:15pm – 11:30pm

10.2 The following days are contract holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Day

11 Options

CLAUSES INCORPORATED BY REFERENCE

52.217-8	Option to Extend Services	Nov 1999
52.217-71	Notice Regarding Option(s)	Nov 1992

- The contract is anticipated to be a firm fixed price service task order against Federal Supply Schedule 874V (LogWorld) SIN 874 501 with one twelve (12) month base year and up to four (4) – twelve (12) month option periods. Options are exercised at the Government's discretion. Contract performance start date is anticipated to be December 1, 2011. If all options are exercised, it is anticipated that full performance ends November 30, 2016.
- Prior to exercising an option, the Government will perform a review to determine whether the task order is still considered a Best Value to the Government for an extension of each of the four (4) one –year option periods. Best Value includes a determination that the Government's minimum needs are being satisfied, funds are available, and the vendor is meeting all performance expectations, and pricing is still considered fair and reasonable. Contractor performance will significantly contribute to the option evaluation, if necessary, with regard to this task order.

12 Government Furnished Property

CLAUSES INCORPORATED BY REFERENCE

52.245-1	Government Property	Aug 2010
52.245-9	Use and Charges	Aug 2010

- 12.1** The Government shall provide computers, office equipment, telephones, packing material, and packing equipment, and general supplies and safety equipment (including gloves). The Government shall provide Government owned vans for deliveries only. The Government shall provide internet connections, and access to a photocopier and fax machines. The Government shall provide access to a time clock. The Government will provide dust masks, brooms, mops, buckets, dustpans, hand brushes, and goggles.
- 12.2** The Government will provide furnished work space, break and lunch room space, restroom facilities, and parking.
- 12.3** When a Contractor employee is no longer employed on this contract or at the end of contract performance, the following items shall be returned to the Government:
- Government issued identification badges
 - Government issued vehicle decal
 - Government issued keys
 - Any other Government issued property.

12.4 The Government shall provide material handling equipment such as forklifts.

The Government owns electric Reach Lifts, electric Order Selectors, propane and electric forklifts. These are charged nightly in the MHE Charging Room and staged in designated areas at the EDC, 1900 River Road, Burlington, NJ.

13. Definitions

- 13.1. Bill of Lading (BOL)** is a legal tender shipping document produced by GSA and used by the carrier to ship, identify, and bill for the process of transporting freight by LTL (Less than Truckload) and TL (Truck Load).
- 13.2. Carry Over.** Any work for the day that is left unfinished at the end of the day is called "carry over". The goal is to have no carry over, however carry over of certain percentages is sometimes allowed, as defined in the Task descriptions.
- 13.3. Divorcing.** Separating documents from packing at incoming to maximize selection.
- 13.4. DD FORM 1348.** This is a requisition system document used for ordering and receiving material from U. S. Government sources. It has specific blocks to

be filled out using MILSTRIP codes. It gives all the specific documentation on the order such as the requisition number, the ship to address code, the NSN, the quantity ordered, etc.

- 13.5. EDC Universal Shipping Label.** Label utilized at the EDC for all shipments (domestic and export).
- 13.6. Emergency Order** is an order placed through the emergency ordering system (usually Fort Worth, but also the NY and Auburn, WA requisition centers) instead of through Customer Supply Center (CSC), Advantage, or MILSTRIP ordering (FSS19). These are the documents that begin with a control number beginning with "Z", and referenced throughout this PWS as -Z-Docs.¶
- 13.7. GSA Form 3186.** Order for Supplies or Services form. It is often referred to as a -purchase order.¶
- 13.8. Hangmen.** Hang loaded carts on the towveyor line by physically moving them from the staging area to the towveyor line at indicated intervals.
- 13.9. Marriaging.** Matching manifests to corresponding DD-1348s.
- 13.10. Non-Conveyable (Oddballs)** are Items, due to size, hazardousness, fragility, or weight that will not effectively or efficiently be transported by the conveyor system.
- 13.11. Picks** are when products are retrieved from items stored in fixed locations, static shelving, gravity flow racks, or floor location. Order pickers may use forklifts, pick-to conveyor, or pick-to-carton depending on the size, configuration, or characteristic of an item.
- 13.12. Receiving Report.** A report showing all the receipts posted for incoming stock. This is a consolidated list that comes down daily from FSS 19. Report also shows exceptions which need additional research to complete receipt process.
- 13.13. Resource Conservation and Recovery Act (RCRA)** - enacted in 1976, this is the principal Federal law in the United States governing the disposal of solid waste and hazardous waste.
- 13.14. Transportation Control Movement Document (TCMD)** is used similar to the BOL except it is for freight moved by ocean van instead of by truck.
- 13.15. WWX.** Worldwide Express. FedEx orders to military customers, current carrier for EDC is FedEx.
- 13.16. Z-Doc- Z documents. High priority, emergency orders.**

14. System Software Applications

Multiple applications are used to support EDC business requirements, such as the following:

- 14.1 FSS19/CSC.** Federal Supply Service application and Customer Supply Center application are primary legacy operating systems used to support, receiving, shipping, ordering, billing, and status queries.

14.2 Phoenix. This application supports emergency order processing, shipping documentation, and billing confirmation.

14.3 Radio Frequency Identification (RFID)

14.4 Transportation Management Services Solution (TMSS). This application supports carrier information, BOL process, and related transportation functions.

14.5 Virtual Information Systems (VISS). This application supports customer information, customer orders, and customer discrepancies.

14.6 Warehouse Management System (WMS) is designed to control the movement and storage of materials within a warehouse. It facilitates work processes associated with shipping, receiving, put away, picking, shipping, and delivery. The WMS at the EDC is also known as Phoenix.

15 Key Personnel

15.1 The quoter agrees to assign to this contract those key personnel listed below. No substitutions shall be made except as prescribed herein.

Project Manager

- Duty station shall be on-site at the EDC.
- Shall have a minimum of five (5) years supply chain experience in comparable size, scope, and complexity, i.e., Warehouse Management Systems, inbound/outbound transportation, and export shipping. Experience shall have been earned during the past eight (8) calendar years.
- Shall have a minimum of five (5) years experience with producing successful results with a diverse and large work staff in a fast paced work environment. Experience shall have been earned during the past eight (8) calendar years.

Warehouse _____ Lead

- Duty station shall be on-site at the EDC.
- Shall have a minimum of five (5) years supply chain experience in comparable size, scope, and complexity, i.e., Warehouse Management Systems, inbound/outbound transportation, and export shipping. Experience shall have been earned during the past eight (8) calendar years.
- Shall have a minimum of five (5) years experience with producing successful results with a diverse and large work staff in a fast paced work environment. Experience shall have been earned during the past eight (8) calendar years.

- 15.2** The quoter agrees that during the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph 15.3 below. All proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. These substitutions requests shall provide the information required by paragraph 15.3 below.
- 15.3** All requests for approval of substitutions under this contract must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this contract must have qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.
- 15.4** If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for cause or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage.

16. Attachments

The following attachments are included at the end of the document.

Attachment A	EDC Historical Data
Attachment B	DD Form 1348
Attachment C	EDC Universal Shipping Label
Attachment D	GSA Form 1544
Attachment E	GSA Form 3222
Attachment F	SF-361
Attachment G	SF-364
Attachment H	SF-368
Attachment I	EDC Basic BookII, Selected Pages
Attachment J	Standard Operating Procedures
Attachment K	SF-1449

17. Contractor Task Order Requirements

- All Contractor personnel working on-site at EDC shall wear a GSA approved Contractor logo shirt. The GSA approved Contractor logo shirt shall be worn during each individual's scheduled tour of duty;
- The Government shall not provide safety shoes, but they are required for the performance of this contract;
- All contractor personnel shall be able to communicate in English; and
- Contractor shall provide liability Insurance for all workers/all situations.

V. Historical Contract Data

Historically, Monday is the busiest day of the week at the EDC, and Wednesday is the least busy day of the week. High-level historical volumes are provided in Attachment A. The data in Attachment "All" is provided for informational purposes only and are not contractually binding.

VI. Quote Submission Guidance

Quotes are due 12:00 pm noon, Central Standard Time, on Tuesday, October 18, 2011.

Any and all questions about this RFQ are due no later than 12:00 pm noon CST, Wednesday, October 12, 2011. Questions received after that time will not be accepted.

1. Site Visit

1.1. The Government intends to hold a site visit at the Eastern Distribution Center, 1900 River Road, Burlington, NJ on Tuesday, September 27, 2011. The tour will last approximately 3 hours and will give an overview of EDC warehousing and logistics operations including areas like bulk, mezzanine, pick and pack, conveyor belt systems, hazmat, and export.

1.2. The visit will begin at 8:00 am EST. The schedule is:

- Site Visit attendees need to be at the EDC by 7:30 am.
- When going to EDC, site visit attendees enter from River Road. Drive in approximately 1 block and stop at the guard shack/gate. Bring identification, such as a valid driver's license or a Government-issued identification card. Drive up to visitor parking in front of the southwest corner of the building.

1.3. The amount of time (3 hours) needed to conduct the Site Visit is an estimate only. Depending on number of attendees and other factors, please set aside the entire day for this Site Visit.

- 1.4. Quoters may send only two (2) attendees.
- 1.5. Quoters must have confirmed attendance no later than Wednesday, September 21, 2011 by 4:00 PM CST. The Government will not allow participation in the site visit, if attendance was not confirmed in writing (via email) by the prescribed timeframe. Only Schedule contract holders *whose contract contains SIN 874 501* and their designees are permitted to participate in the site visit. Role will be taken at the beginning of the site visit. If the attendee is not the same person whose name was submitted in the RSVP, that attendee will not be admitted. (RSVP early to avoid last minute changes; however, in the event of sudden changes in plans, contact the Contract Specialist as soon as possible).
- 1.6. The Government will not be answering questions during the site visit. The Government will supply note cards for quoters to document questions and submit to the Government at the conclusion of the site visit. After the site visit, the Government will accept questions via email up to Thursday, September 29, 2011 by 3:00 PM Central Standard Time (CST).
- 1.7. Questions and answers from the site visit will be posted on E-buy by an estimated date of October 5, 2011.
- 1.8. The Government assumes no responsibility for any expense incurred by a quoter to attend the site visit.
- 1.9. This is a Government installation. PHOTOGRAPHS ARE NOT PERMITTED. VIDEO RECORDING DEVICES ARE NOT PERMITTED. SOUND RECORDING DEVICES ARE NOT PERMITTED.
- 1.10. GSA EDC's on-site Government contact:

Teresa Kirk-Junod, Deputy Director, Eastern Distribution Center
Phone: (609)499-7000

- 1.11. Additional Government contacts:

Stacy Lowe, Contracting Officer
GSA, FAS, Heartland Supply Operations Center
1500 E. Bannister Rd
Kansas City, MO 64131
Phone: (816) 926-8360

Steve Kinsella, Contract Specialist
GSA, FAS, Heartland Supply Operations Center
1500 E. Bannister Rd
Kansas City, MO 64131
Phone: (816) 823-1296

- 1.12. Please wear appropriate shoes as the warehouse tour will be in an industrial environment. No open-toed shoes.

2. Information to Quoters

- 2.1. Point of Contact. The Contracting Officer (CO) and the Contract Specialist shall be the sole points of contact for this acquisition once the RFQ is released. Address any questions or concerns to the CO and CS. Written requests for clarification (email communication is preferred) may be sent to the following:

Stacy Lowe
Contracting Officer
GSA, FAS, Heartland Supply Operations Center
Retail Operations Branch (QSDKAD)
1500 E. Bannister Rd
Kansas City, MO 64131
Phone: (816) 926-8390
Fax: (816) 926-1863
Stacy.lowe@gsa.gov

AND

Steve Kinsella
GSA, FAS, Heartland Supply Operations Center
Retail Operations Branch (QSDKAD)
Contract Specialist
1500 E. Bannister Rd
Kansas City, MO 64131
Phone: (816) 823-1296
Fax: (816) 926-3678
Steve.kinsella@gsa.gov

- 2.2. If a quoter believes the requirements in this guidance contain an error, omission, or are otherwise unsound, the quoter shall immediately notify the CO via email with supporting rationale;
- 2.3. The quoter is reminded that the Government reserves the right to award based on the initial quote, as received, without communications;
- 2.4. Quotes will be evaluated using factors and sub-factors described herein. Non-compliance with the RFQ may be grounds to eliminate the quote from consideration for award. Quoters are advised that their quotes are presumed to represent their best efforts and most complete response. Cursory responses or responses which merely reiterate the Performance Work Statement (PWS) will be considered unacceptable. Demonstration of capabilities and qualifications clearly supporting the quoter's claims are

essential. The absence of such evidence will adversely influence quote review; and

2.5. Quotes shall not contain classified information.

3 Quote Format and Preparation Guidance

3.1. Quotes must include all data and information requested and must be submitted IAW these instructions. The quote should include all information requested in the following subparagraphs. Quotes shall sufficiently document performance and price in a complete, orderly, detailed manner that will enable the Government to perform a thorough and fair evaluation. **Failure to submit a Quote IAW the instructions prescribed within Section VI will result in the Quote being deemed technically unacceptable and will not be considered for award.**

3.2. Quotes shall be clear and concise and include sufficient detail for effective evaluation substantiating the validity of stated claims. Quotes should not simply rephrase or restate the Government's requirements but rather provide convincing rationale to address how the Quoter intends to meet requirements. Quoters shall assume the Government has no prior knowledge of their facilities and experience and will base its evaluation on information presented in the quote.

3.3. Quote acceptance period is 90 days after the date set for receipt of quote. The quoter shall make a clear statement that the quote is valid until this period has ended. **Failure to include the statement that Quote acceptance period is 90 days will result in the Quote being deemed technically unacceptable and will not be considered for award.**

3.4. The Quote including all volumes and attachments shall be submitted outside of the E-buy system. All documents shall be emailed directly to the following:

Stacy Lowe, Contracting Officer: Stacy.lowe@gsa.gov; and
Steve Kinsella, Contract Specialist: Steve.kinsella@gsa.gov

3.5. Elaborate brochures or documentation, binding, detailed artwork, and other embellishments are unnecessary and not desired. Elaborate formatting is unnecessary and undesirable. The cover page will clearly identify the Quoter's name, volume number, RFQ number, RFQ title (e.g., Company A, Vol. I, RFQ: QSDM-D8-110006-I, EDC Warehousing and Logistics Services).

3.6 Each volume of the quote shall be complete in itself. Unless otherwise specified, any form of presentation, such as narrative, pictures, tables, graphs, schematics, logic, and other functional block diagrams may be used to provide a concise description of information.

3.6.1 A page is defined as each face of an 8 1/2 x 11-inch sheet of paper containing information. Page margins shall be a minimum of 1- inch each for the top, bottom, and sides. Page headers and footers are permitted but should be minimal and purposive. All material must be contained within the page limit identified for each volume. The background color of each page of the quote submission shall be white.

3.6.2 Text type should be Times New Roman or Arial, no smaller than 12 point with normal proportional spacing. Text lines will be no less than single-spaced.

3.6.3 Each volume shall be written on a stand-alone basis so that its contents may be evaluated with minimal cross-referencing to other volumes of the quote. Information needed for evaluation not found in its designated volume will be assumed to have been omitted from the quote.

4. Restrictions on Disclosure and Use of Quote

A quote may include data, such as management plans and report formats that the Quoter does not want disclosed to the public for any reason, or used by the Government for any purpose other than evaluation and award. If a Quoter wishes to restrict certain information, the Quoter shall mark the information as restricted.

5. Evaluation

Quotes will be evaluated using the factors and sub-factors found in Section VII. **Failure to comply with the RFQ will render the quote technically unacceptable, and will eliminate the quote from consideration for award.**

6. Volume Format

6.1 Page Limitations

Page limitations shall be treated as maximums. **Failure to adhere to the maximum page number of each volume of the Quote will result in the Quote being deemed technically unacceptable and will not be considered for award.** All information shall be written clearly. Each volume shall contain a detailed table of contents to delineate what is in the respective volume, which will not be counted in the page limits. Attachments to the Technical Volume such as report formats, any position descriptions, letter of commitment, and suggested Quality Assurance Surveillance Plan (QASP) shall have a page limit of 10.

6.2 Glossary of Terms

Each volume shall contain a glossary of all abbreviations, acronyms and/or terms used, with explanation corresponding definition for each. Glossaries do not count against the page limitations for their respective volumes.

6.3 Pricing Information

All pricing information shall be addressed ONLY in the Price Volume. Trade off information may be used in other volumes only as appropriate for presenting rationale for alternatives or trade off decisions.

6.4 Required Volumes and Page Limits

Offers will consist of four (4) separate volumes.

1. Volume I: Technical Capability; page limit 40
Volume I: Attachments, page limit 10.
2. Volume II: Past Performance; **comprised solely** of 2 fully completed past performance questionnaires submitted by past performance references.
3. Volume III. Price; no page limit.
4. Volume IV: Signed SF-1449

7. Volume I: Technical Capability (Factor 1)

The purpose of Technical Capability is to provide the Government the ability to evaluate the management and technical approach of the Quoter to perform the Government's requirements. The Quoter's technical capability shall be specific and complete.

Legibility, clarity, and coherence are very important. The Quoter's technical capability shall provide as specifically as possible the actual methodologies and approach that will be used to accomplish/satisfy the Government's requirements. All the tasks specified in the RFQ are mandatory. Through quote submission, the Quoter represents that it will fulfill the requirements specified in the RFQ; therefore, it is not necessary or desirable for a Quoter to state this in their submission. Quoters shall not merely reiterate the objectives or reformulate the tasks specified but shall demonstrate a clear and concise approach to meet the requirements. Technical capability shall not include price information, classified information, or "For Official Use Only" information. Evaluation will be against the following Technical Capability sub factors:

- i. Socioeconomic Business Status
- ii. Technical Solution
- iii. Management Approach
- iv. Quality Control

The format of Volume I: Technical Capability shall adhere to the structure provided below for each technical sub factor and its elements. The Technical volume shall strictly follow the subject area numbering and sub numbering organization as presented below.

Failure to adhere to the formatting structure subject area numbering and sub numbering organization will result in the Quote being deemed technically unacceptable and will not be considered for award.

1 General Information

The Quoter shall provide the address and DUNS code. Teaming Arrangements will not be considered for this RFQ. The Government intends to award to one Prime Contractor. If subcontracting, the subcontractor must have map ability to the Prime Contractor's SIN 874 501 Contract labor categories and pricing. **If the Prime Contractor proposes that a subcontractor will complete work outside**

of the scope of the Prime Contractor's SIN 874 501 Contract, it will be deemed open market, and the quote will be considered technically unacceptable and will not be considered for award. The relationship between the Prime Contractor and the subcontractor shall be seamless to the Government.

Regarding prime contractor/sub contractor Quote submissions: a Sin 874 501 Contractor cannot submit a Quote as the Prime Contractor and be a sub contractor on another quote submission. Conversely, a Sin 874 501 Contractor cannot be a sub contractor on a Quote and submit a Quote as a Prime Contractor. **All Quotes that have converse Prime contractor/ sub contractor relationships will be deemed technically unacceptable and will not be considered for award.**

2 Technical Sub factors

2.i Socioeconomic Status

The Quoter shall provide the company's Socioeconomic Status. The Contracting Officer will compare your self-certification against what is designated for your firm within CCR, and your company's Socioeconomic Status as provided on its SIN 874 501 Contract via eLibrary. In the event of a conflict, the CO may refer any final Small Business determinations to the Small Business Administration. If the size status listed in CCR is different than the size status in the Schedule contract, this difference should be explained in narrative form. This submission shall not exceed two pages in length.

2.ii Technical Solution

At a minimum, the Quote shall address the following:

1. Demonstrate an understanding of the tasks, and a technically adequate approach for accomplishing the PWS tasks.
2. A proposed organizational chart identifying performance of each task, showing proposed mix of labor
3. Explain how your company plans to adjust to increases and decreases in workload quantities for both routine work and emergency and disaster support.

2.iii Management Approach

At a minimum, the Quote shall address the following:

1. Proposed key personnel used to support this task order and their specific experience and skills relevant to this effort. Provide nameless resumes to fulfill this requirement. **Failure to provide resumes that contain the minimum skills specified in Section IV.15.1 will result in the Quote being deemed technically unacceptable and will not be considered for award.** Include key personnel letters of commitment for work on this task order. **Failure to provide letters of commitment will result in the Quote**

being deemed technically unacceptable and will not be considered for award.

2. Describe plans for acquiring personnel security clearances to prevent service interruption during task order performance.
3. Provide corporate experience in managing task orders or contracts of similar size and experience.
4. Provide key milestones to reflect how your company will use the transition period of 2 weeks. **Failure to provide a transition plan with key milestones will result in your Quote being deemed technically unacceptable and will not be considered for award.**

2.iv Quality Control

The Quote shall describe the system for assuring the quality of work performed under this task order. At a minimum, address the following:

1. Explain how quality checks of the tasks are to be accomplished.
2. Explain how performance requirements will be tracked and reported.
3. Provide a suggested Quality Assurance Surveillance Plan (QASP) for the Government to use in creating its formal plan to ensure the Contractor performs all tasks and meets all deliverables. **Failure to provide a suggested QASP will result in your Quote being deemed technically unacceptable and will not be considered for award.**

8. Volume II: Past Performance (Factor 2)

The Quoter's Past Performance references shall provide past performance information for evaluation, which is comprised **solely** of two (2) fully completed past performance questionnaires, submitted by Quoter's references. In evaluating the Quoter's past performance record the Government will use present and past performance information gathered from various sources, which may include but is not limited to, the Past Performance Information Sheets submitted, information contained in the Past Performance Information Retrieval System (PPIRS), questionnaires, and interviews.

8.1 Past Performance Questionnaires

Prime Quoters shall have their previous and/or current customers submit on their behalf past performance questionnaires on 2 contracts that the Quoter considers most relevant in demonstrating ability to perform the proposed effort. Past performance questionnaires shall be provided for the Prime Contractor only. Past Performance of subcontractors will not be considered. Teaming Arrangements will not be considered for this RFQ. Past performance questionnaires shall be completed in full and accurate. **Failure to provide 2 entirely completed past performance questionnaires on the Prime Contractor only will result in the Quote being deemed technically unacceptable and will not be considered for award.**

Past Performance Questionnaire

We are currently in the process of preparing our quote for the General Services Administration, FAS, Solicitation Number QSDM-D8-110006-N, Eastern Distribution Center Logistics Support Services, including warehouse management and logistics support.

As part of our quote, we have listed you as a reference on our performance for this type of service with your agency under the previous/current contract listed below. Your input on our performance is therefore requested.

Please complete this Questionnaire and e-mail (email preferred) or fax to Steve Kinsella, e-mail steve.kinsella@gsa.gov FAX: 816-926-3678.

Questionnaire is due to Mr. Kinsella no later than **12:00 PM noon Central Standard Time on Wednesday, October 18, 2011.**

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE QUOTER

NAME OF QUOTER:

POC:

Phone:

E-Mail:

Contract or Identifying Number of Project Referenced:

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE QUOTER'S REFERENCE

PROJECT REFERENCED:

1. Brief description of scope of work:

- 2. Total Contract Value (or estimate):

- 3. Period of Performance:
- 4. Name of Person Completing Questionnaire:

Agency/Company:

Title:

Phone:

E-mail:

EVALUATION. Please rate the quoter utilizing the guide below. Explanatory narratives for as many responses as possible would be appreciated. These narratives need not be lengthy, just detailed. Attach additional pages if more space is needed.

1. QUALITY OF SERVICE: The quality of service can be measured by how well the contractor complied with contract requirements/operating procedures; accuracy of reports; appropriateness and adequacy of personnel assigned; technical excellence of delivered services; conformance with standards of good workmanship; conduct at work; adequacy of inspection performed; adequacy of facilities, equipment and tools; supervision exercised over personnel; and effectiveness of contractor’s quality control plan or process.

Exceptional [1 Very Good [1 Satisfactory [1 Marginal [1 Unsatisfactory [1

2. SCHEDULE: Schedule can be measured on responsiveness to technical directions or “change”; adherence to work or delivery schedule; completed work on time; met response time; and submitted required reports/documents.

Exceptional [1 Very Good [1 Satisfactory [1 Marginal [1 Unsatisfactory [1

3. BUSINESS RELATIONS: Business relations can be measured by the Contractor's work relationship with the Contracting Officer, Contract Specialist, Contracting Officer’s Representative, Government Inspectors, etc.; effective management personnel; businesslike correspondence; prompt notification of problems; pro-active action remedies; effective contractor recommended solutions; responsiveness to contract administrative requirements; and oriented toward customer satisfaction.

Exceptional [1 Very Good [1 Satisfactory [1 Marginal [1 Unsatisfactory [1

4. MANAGEMENT OF PERSONNEL: Management of personnel can be measured by the contractor's performance in selecting, training, retaining, supporting, and replacing, when necessary, personnel.

Exceptional [] Very Good [] Satisfactory [] Marginal [] Unsatisfactory []

5. CONTRACT DISCREPANCY REPORTS (CDRs):

a) Were there any CDRs issued? If so, why and when? Yes [] No []

b) Did the contractor correct the problem(s)? Yes [] No []

6. Were any Cure Notices or Show Cause letters issued? If so, why and when? Yes [] No []

7. What is your overall and final rating for this Contractor?

Exceptional [] Very Good [] Satisfactory [] Marginal [] Unsatisfactory []

8. ADDITIONAL COMMENTS:

9. Volume III Price Proposal (Factor 3)

Prices shall be submitted in the following format. Firm Fixed Pricing tables shall include all labor categories proposed for this requirement. IAW FAR 8.405-4, the Government requests price reductions. **Failure to adhere to the price formatting structure presented below will result in the Quote being deemed technically unacceptable and will not be considered for award.**

Quotes with open market items (labor categories) shall not be accepted. **If the Quoter’s SIN 874 501 Contract does not include the appropriate labor categories to perform the PWS tasks, the Quote will be deemed technically unacceptable and will not be considered for award.**

If the Quote contains SIN 874 501 Contract Hourly Rates that are higher than the authorized price list posted on GSA eLibrary, the Quote will be deemed technically unacceptable and will not be considered for award. If a modification to the SIN 874 501 Contract has recently been executed, but is not yet available on eLibrary, the Price Volume shall include a copy of the fully executed modification with the updated authorized price list.

If your Quote contains SIN 874 501 weighted/averaged schedule contract rates, the Quote will be deemed technically unacceptable and will not be considered for award.

If your Quote contains the number of hours your price is based upon, then your Quote will be deemed technically unacceptable and will not be considered for award.

If your Quote includes monthly fixed prices, then your Quote will be deemed technically unacceptable and will not be considered for award.

1. Base Year Firm Fixed Price

Labor Category	SIN 874 501 Contract Hourly Rate	Discounted Hourly Rate	Base Year Fixed Price
Base Year Cumulative Firm Fixed Price			

2. Option Period 1 Firm Fixed Price

Labor Category	SIN 874 501 Contract Hourly Rate	Discounted Hourly Rate	Option Period 1 Fixed Price
Option Period 1 Cumulative Firm Fixed Price			

3. Option Period 2 Firm Fixed Price

Labor Category	SIN 874 501 Contract Hourly Rate	Discounted Hourly Rate	Option Period 2 Fixed Price
Option Period 2 Cumulative Firm Fixed Price			

4. Option Period 3 Firm Fixed Price

Labor Category	SIN 874 501 Contract Hourly Rate	Discounted Hourly Rate	Option Period 3 Fixed Price
Option Period 3 Cumulative Firm Fixed Price			

5. Option Period 4 Firm Fixed Price

Labor Category	SIN 874 501 Contract Hourly Rate	Discounted Hourly Rate	Option Period 4 Fixed Price
Option Period 4 Cumulative Firm Fixed Price			

6. Two (2) week in-coming transition period Firm Fixed Price

Labor Category	SIN 874 501 Contract Hourly Rate	Discounted Hourly Rate	Base Year Fixed Price
Four (4) week in-coming transition period Cumulative Firm Fixed Price			

7. Four (4) week out-going transition period Firm Fixed Price

Labor Category	SIN 874 501 Contract Hourly Rate	Discounted Hourly Rate	Base Year Fixed Price
Four (4) week out-going transition period Cumulative Firm Fixed Price			

8. Full Period of Performance Cumulative Firm Fixed Price Plus incoming & out-going transition period Firm Fixed Prices

Full Period of Performance Cumulative Firm Fixed Price Plus Incoming & Out-Going Transition Period Firm Fixed Prices	
----------------------------------------------------------------------------------------------------------------------	--

10. Volume IV SF 1449

Signature by the Quoter on the Standard Form (SF) 1449 constitutes a quote the Government may accept. The original copy shall be clearly marked as a separate attachment. This section shall include the acceptance period of no less than 90 days during which the Government may accept the quote to create a binding contract. **Failure to submit a signed SF-1449 with the Quote submission will result in the Quote being deemed technically unacceptable and will not be considered for award.**

VII. Evaluation and Rating Methodology

Evaluation will be based on a complete assessment of the Quote. However, the Government reserves the right to award or not award depending on the quality of quotes submitted and availability of funds. The Government intends to award without communications. All non-price factors, when combined, are significantly more important than price. As technical proposals become more equal, price will be the determining factor.

CLAUSES INCORPORATED BY REFERENCE

52.217-5 Evaluation of Options (July 1990)

52.212-2 Evaluation—Commercial Items (Jan 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

1. Evaluation Factors and Rating

Quotes will be evaluated IAW FAR 8.405-2. All non-price factors, when combined, are significantly more important than price. Quotes will be evaluated against the following factors and sub factors.

1.1 Factor 1 - Technical Capability

The following significant sub factors under technical capability are all equal in weight.

- i. Socioeconomic Business Status
- ii. Technical Solution
- iii. Management Approach
- iv. Quality Control

1.2 Factor 2 - Past Performance 1.3

Factor 3 - Price

All non-price factors, when combined, are significantly more important than price. As technical proposals become more equal, price will be the determining factor.

2. Factor 1: Technical Capability Ratings

2.1 Technical Capability Ratings for sub factor i, Socioeconomic Business Status.

Only the Prime quoter will be evaluated against this sub factor. The Quoter’s Socioeconomic Business Status will be rated IAW Socioeconomic Business Status posted on GSA eLibrary.

Rating	Socioeconomic Business Status
Exceptional	HUBZone certified by SBA Service-Disabled Veteran-Owned Small Business (SDVOSB)
Good	Woman-Owned Small Business (WOSB) Small Disadvantaged Veteran-Owned Small Business (VOSB) 8(a) certified by SBA Small Business
Acceptable	Large Business

2.2 Technical Capability Ratings for sub factors ii, iii, and iv.

Adjectival Rating	Technical Capability	Strengths	Weaknesses
Exceptional	Excellent in all respects; significantly exceeds performance or capability standards; very good probability of success with overall very low degree of risk in meeting the Government's requirements.	Numerous significant strengths not offset by weaknesses.	Very few minor weaknesses or concerns
Very Good	Very high quality in most respects; exceeds some performance or capability standards; good probability of success with overall low degree of risk in meeting the Government's requirements.	Some strengths not offset by weaknesses .	Few minor weaknesses or concerns
Good	Good quality; demonstrates good understanding of requirements and approach that meets performance or capability standards; moderate to low degree of risk in meeting the Government's requirements.	Relatively minor strengths exist that are offset by weaknesses.	Relatively minor weaknesses exist that are correctable with some Government oversight and direction.
Acceptable	Overall quality is acceptable; adequately meets performance or capability standards necessary for minimal performance; some degree of risk in successfully meeting the Government's requirements.	Minimal strengths exist that are offset by weaknesses.	Numerous weaknesses exist that offset the strengths, and are correctable with some Government oversight and
Unacceptable	Overall quality cannot be determined due to errors, omissions, or deficiencies; does not meet performance or capability standards necessary for minimal performance; high degree of risk in successfully meeting the Government's requirements.	Little, if any, strengths exist.	Significant weaknesses exist that adversely impact the program that a quote rewrite is not feasible within a suitable timeframe.

3. Technical Capability Descriptions, Subfactors ii, iii, and iv

3.1 Sub factor ii: Technical Solution

The Quote must demonstrate:

1. A comprehensive understanding of the tasks, and a technically adequate approach for accomplishing the PWS tasks.
2. A sound approach for planning for increases and decreases in workload quantities for both routine work and emergency and disaster support
3. A detailed organizational chart identifying performance of each task, showing proposed mix of labor.

3.2 Sub factor iii: Management Approach

The Quote must demonstrate:

1. Inclusion of key personnel used to support this task order and their specific experience and skills relevant to this effort.
2. A sound approach for acquiring personnel security clearances to prevent service interruption during task order performance.
3. Relevant corporate experience in managing task orders or contracts of similar size and experience.
4. Realistic and achievable key milestones that reflect how your company will use the transition period of 2 weeks

3.3 Sub factor iv: Quality Control

The Quote must demonstrate:

1. A sound approach for ensuring quality checks of all work are to be accomplished and reported.
2. A sound approach for tracking performance requirements.
3. Inclusion of a feasible suggested Quality Assurance Surveillance Plan (QASP) for the Government to use in creating its formal plan to ensure the Contractor performs all tasks and meets all deliverables.

4. Factor 2: Past Performance

Past performance information shall be provided by the Quoter's Past Performance references. Past performance shall also be obtained from the Past Performance Information Retrieval System (PPIRS). In addition, the Government will use data provided by sources other than the Quoter to evaluate present and past performance.

Each Quoter will receive a single rating for past performance.

Past Performance Ratings

Rating	Description
Good	Based on the Quoter's performance record, the government has significant confidence the Quoter will successfully perform the required effort.

Acceptable	Based on the Quoter's performance record, the government has confidence the Quoter will successfully perform the required effort.
Poor	Based on the Quoter's performance record, extreme doubt exists that the Quoter will successfully perform the required effort.
Neutral	The Quoter does not have relevant past performance or for whom information on past performance is not available

5. Factor 3: Price

1. Price will be evaluated to determine if it represents the best value to the Government.
2. The Government will evaluate price discounts.
3. The Government will consider the total estimated task order firm fixed price as compared to the projected budget for this program. The total estimated task order firm fixed price is inclusive of in-coming and out-going transition periods pricing.


(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.


(End of provision)

Attachment A, EDC Historical Data

ATTACHMENT A	EDC HISTORICAL DATA												
Outgoing Lines	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY10	135,236	117,079	137,885	128,610	142,455	191,149	164,934	164,144	150,416	155,781	225,542	201,771	1,915,002
Receipts	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY10	117,760	117,075	117,089	117,082	117,083	117,058	117,056	117,057	117,065	117,090	117,051	117,077	1,170,804
Inbound Weight (lbs)	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY10	15,410,880	16,473,100	17,078,100	15,186,300	16,093,100	21,493,100	15,844,100	14,088,100	15,944,100	14,462,100	15,811,100	15,658,100	183,544,943
Outbound Weight (lbs)	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY10	13,226,880	11,407,400	12,687,100	11,164,300	12,794,100	15,402,100	14,729,100	15,356,100	12,947,600	14,742,100	15,507,200	14,656,100	164,623,338
Outbound Export Lines	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY10	41,600	34,200	38,852	35,840	36,100	54,342	49,200	47,100	42,800	40,761	58,000	54,100	533,913
Lines Breakdown, FY10	Export vs Domestic Outgoing Weight, FY10						Incoming Trailers Breakdown, FY10						
Line vs Export %	Export 61.1% @ 101,790						10,625 Total - Averaging 36 p/day						
Bin vs Bulk 3	Domestic: 35,846 36,150												
GN3 97% vs GN4 Hazmat 3%							Outgoing Trailers Breakdown, FY10						
							9,233 Total - Averaging 36 1/day						


From: GSA/EDC 1900 River Rd BURLINGTON, NJ 08016		OFFICIAL USE ONLY PENALTY FOR PRIVATE USE 2011231 3N887398	
PCS 1 of 1	Wt(lb.)	Cube(ft.)	RDD
	Project	TAC	Priority 1

SHIP TO :

	MSL, SUPPLY, & TCMD DATA
-----------------------------------------------------------------------------------	--------------------------

CONSIGNEE	MARK FOR/CONTACT
-----------	------------------

ZIP

0000	TCN
	
N001	POD POE FMS CASE
	ORDER NO: --

003N887398	00000	N001	BIN:
			

NAME OF CONTRACTOR			PURCHASE ORDER NUMBER	
NATIONAL STOCK NUMBER	VENDOR	DATE OF MANUFACTURE	NATIONAL STOCK NO.	
GROSS WEIGHT	NOMENCLATURE	OTHER (Specify)		
QUANTITY	PURCHASE ORDER NO.			
MARKING CHARGE			FOR USE BY FINANCE DIVISION	
NO. OF HRS. AND/OR FRACTION	TOTAL MARKING CHARGES \$16.00 FIRST HOUR OR FRACTIONAL HOUR AND \$10.00 FOR SUBSEQUENT OR FRACTIONS HOUR(S)		CONTRACTOR'S INVOICE NO.	
DATE COMPLETED	MINIMUM CHARGE \$40.00 ▶		PAYMENT ADJUSTMENT (AMOUNT)	
REPACKING CHARGE			CLAIMED	
NO. OF HRS. AND/OR FRACTION	TOTAL REPACKING CHARGES \$16.00 FIRST HOUR OR FRACTIONAL HOUR AND \$10.00 FOR SUBSEQUENT OR FRACTIONS HOUR(S)		SUSPENDED	
DATE COMPLETED	MINIMUM CHARGE \$40.00 ▶		APPROVED FOR PAYMENT	
ROUTING CODE			REMARKS	
REG.	FAC.	INQUIRER		
TOTAL CHARGES ▶				
REMARKS				
SIGNATURE, CHIEF, REC., AND STOR. SECTION		AUTHORIZED BY (Signature)		FINANCE DIVISION (Signature)
DATE		DATE		DATE

GENERAL SERVICES ADMINISTRATION

GSA FORM 1544 (REV. 1-98)
Prescribed by FSS P 2301.4

INSTRUCTIONS

DEPARTMENT OF DEFENSE: DLAR 4140.55/AR 795-11.2/NAVSUPINST 4440.127E/AFR 400-54/MCO 4430.3E, Reporting of Item and Packaging Discrepancies, and/or DLAR 4140.60/AR 12-12/NAVSUPINST 4920.9B/AFR 67-7/MCO 4140.1B, Processing Discrepancy Reports Against Foreign Military Sales Shipments.
 CIVILIAN AGENCIES: See FPMR handbook cited in 19(2)(a).

REPORT OF DISCREPANCY (ROD)		1. DATE OF PREPARATION	2. REPORT NUMBER
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING			
3. TO (Name and address, include ZIP Code)		4. FROM (Name and address, include ZIP Code)	
5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER (GRL, Waybill, TCN, etc.)
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)	
9. SHIPMENT, BILLING, AND RECEIPT DATA			
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)
10. DISCREPANCY DATA			
QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)
			11. AC- ² TION CODE
12. REMARKS (Continue on separate sheet of paper if necessary)			

1 DISCREPANCY CODES		2 ACTION CODES
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete, improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks	1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be requisitioned 1H - No action required. Information only. 1Z - Other action requested (See remarks)

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE
15. DISTRIBUTION ADDRESSEES FOR COPIES	

PRODUCT QUALITY DEFICIENCY REPORT				<input type="checkbox"/> Category I <input type="checkbox"/> Category II	
1a. FROM (Original Office Mailing Address)				2a. TO (PQDR Screening Point)	
1b. ORIGINATOR NAME, PHONE NUMBER & E-MAIL ADDRESS MMIO NAME, PHONE NUMBER & E-MAIL ADDRESS		1c. DATE SUBMITTED	2b. NAME, TELEPHONE NUMBER & E-MAIL ADDRESS		2c. DATE
3. REPORT CONTROL NUMBER		4. DATE DEFICIENCY WAS DISCOVERED	5. DEFECTIVE ITEM NATIONAL STOCK NUMBER (NSN)	6. DEFECTIVE ITEM NOMENCLATURE	
7a. MANUFACTURER OR REPAIR DEPOT / CITY / STATE			7b. MANUFACTURER'S CAGE CODE	7c. SHIPPER / CITY / STATE	8. DEFECTIVE ITEM PART NUMBER
9. SERIAL, LOT, OR BATCH NUMBER Serial #: Unknown <input type="checkbox"/> Lot #: N/A <input type="checkbox"/> Batch #:		10a. CONTRACT NUMBER	10b. PURCHASE ORDER NUMBER	10c. REQUISITION / DOCUMENT NUMBER	10d. GBL NUMBER
11. ITEM <input type="checkbox"/> Original Equipment <input type="checkbox"/> New Replacement <input type="checkbox"/> Repaired <input type="checkbox"/> Overhauled		12. DATE RECEIVED, MANUFACTURED, REPAIRED, OR OVERHAULED Date Received: Date Repaired: Date Manufactured: Date Overhauled:	13. OPERATING TIME AT FAILURE <input type="checkbox"/> Initial Hours: Cycles: Miles: Rounds:	14. GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO	
15. QUANTITY		a. RECEIVED	b. INSPECTED	c. DEFICIENT	d. IN STOCK
16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM <input type="checkbox"/>	(1) END ITEM NSN TYPE / MODEL / SERIES			(2) END ITEM SERIAL NUMBER
	b. NEXT HIGHER ASSEMBLY (NHA) <input type="checkbox"/>	(1) NHA NSN	(2) NHA NOMENCLATURE	(3) NHA PART NUMBER	(4) NHA SERIAL NUMBER
17. DEFECTIVE ITEM UNIT COST \$		18. ESTIMATED REPAIR COST \$	19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	19b. WARRANTY EXPIRATION DATE	

20. END ITEM TAM

21a. ACTION REQUESTED (Select only one)

21b. CURRENT DISPOSITION OF DEFECTIVE ITEM

HOLDING EXHIBIT FOR 30 DAYS REPAIR

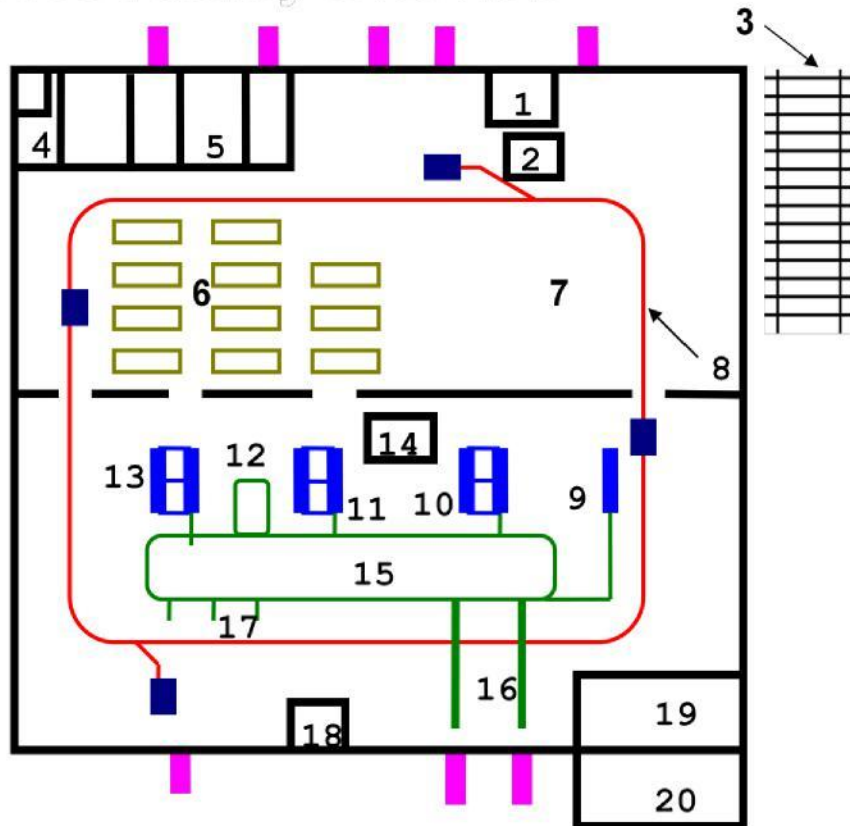
22. DESCRIPTION OF THE DEFECT (Describe the defect in detail. Attach copy of supporting documents. Continue on next page if necessary.)

23. LOCATION OF DEFICIENT MATERIAL (e.g., Warehouse, Ship, etc.)

Attachment I, EDC "Basic Book", Selected Pages

Facility Outline

EDC Facility Overview



1. Receiving
2. Quality Control (QC)
3. Rail
4. Cool Rooms
5. Flammable Rooms
6. Rack
7. Bulk Floor
8. Towline
9. Slapper Lane
10. Pallet Flow
11. Carton & Bin Flow
12. Packing Area
13. Bin
14. Inventory Surveillance Branch (ISB) & Order Selection
15. Conveyor
16. Fluid Lanes
17. Finger Lanes
18. Shipping & Export
19. MHE & Battery
20. Administration

I. Building

- ◆ 1,048,631 Square Feet
- ◆ 30 Foot Clear High Ceiling
- ◆ 20,000 Square Feet Temperature Controlled Storage
- ◆ 76 Powered Truck and Rail Doors
- ◆ 9-1/2 " Reinforced Concrete Slab Floor
- ◆ 10 Railcar Capacity (Rail Siding)
- ◆ Standby Emergency Generator

II. Towveyor

- ◆ Bar Code Directed System 512 Carts – 34 Spurs

III. Conveyor

- ◆ Bar Code Directed System
- ◆ 4 Laser Scanners
- ◆ 120 Cartons Per Minute Maximum Speed

IV. Storage

- ◆ Bar Code Managed System
- ◆ 31,020 Rack Locations
- ◆ 10,700 Floor Locations
- ◆ 7,070 Module Locations

I. EDC - What is it?

- ◆ **Stocks approximately 5,000 commodities including:**
- ◆ **Safety equipment; Hardware / Tools; Paints and Solvents**
 - ◆ **Janitorial supplies; Office products; Dining facility equipment**
- ◆ **\$65 Million Average Inventory**

II. Strategic Location to our Customers

- ◆ **1 Hr - Ocean Terminal Bayonne, NJ serving overseas customers**
- ◆ **2 Hrs - New York**
- ◆ **3 Hrs - Washington DC**
- ◆ **3 Hrs - DLA Distribution Depot Susquehanna, PA**
- ◆ **New Jersey and Pennsylvania Turnpike, Interstates 95 and 295**

III. Business Volume in FY10

- ◆ **Over \$525 million in sales**
- ◆ **Over 1.8 million lines shipped**
- ◆ **Over 82,000 tons shipped**

Attachment J, EDC Standard Operating Procedures by Task

SOPs below are provided as reference. They are not prescriptive. Some PWS tasks are not covered.

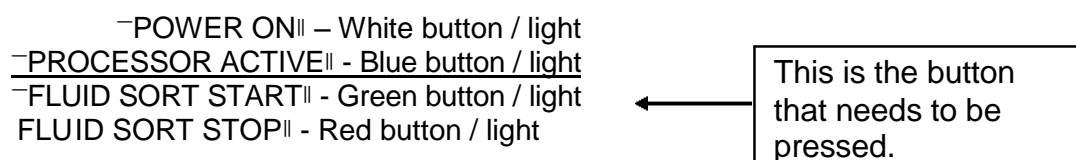
8.1 Mezzanine Operation for Domestic Shipping (day and night shifts)

The mezzanine area is to be staffed daily between the hours of 7:15am-12:45am.

Start Up Procedure:

1. There are green electrical panels along the concrete wall on the mezzanine. The 5th electrical panel has 4 button / lights on it. The sequence from top down is listed below.

–POWER ON – White button / light
–PROCESSOR ACTIVE – Blue button / light
–FLUID SORT START – Green button / light
FLUID SORT STOP – Red button / light



This is the button that needs to be pressed.

After the –FLUID SORT START – button has been pressed, a buzzer will sound for approximately 10 seconds. At this point the mezzanine and the entire conveyor system powers up.

2. After crossing over the conveyor turn on the computer at the desk. If the –ABORT COUNT – and the – SORT COUNT – columns in the –FLUID LOAD STATUS WINDOW – are not on zero, (0), and then the figures need to be cleared.
 - a. Before performing the clearing procedure below write the counts in the book on the desk. This should be done at the end of the shifts. The combined counts for Lane 11 & 13 should go under the –P.P – heading. Lane 15 counts should go under the –Export – heading. And the combined counts for Lanes 7 through 10 should go under the –RPS – heading. Then proceed to follow the directions below.
 - b. Clear the –ABORT & SORT COUNT – columns and –SCAN ERROR LIMIT – at the end of the shift. To do this you complete the following procedure by pressing or typing in the following information.
 - i. Type –0 –.
 - ii. Type –1 – then press the –ENTER – key.
 - iii. Type –1 –.
 - iv. Type –1 –.
 - v. Type –PAS2 –, (password will not appear on screen), then press the –ENTER – key.
 - vi. Type –369 – then press the –ENTER – key.
 - vii. Type –0 –.
 - viii. Type –0 – then press the –ENTER – key.

- ix. Type $\bar{1}$.
- x. Type $\bar{1}$.
- xi. Type $\bar{255}$ then press the \bar{ENTER} key.

3. Proceed to the console, $\bar{CONTROL STATION 822}$, by the overhead scanner.

- a. The following procedure will start the conveyor.
 - i. Push the green button labeled $\bar{TRUNK LINE START}$.
 - ii. Push 2 green buttons labeled $\bar{2 TO 1 RECIRC MERGE}$.
 - iii. Push 2 green buttons labeled $\bar{INDUCTION SORTER}$
 - iv. Pull green button labeled $\bar{SCANNER BELT}$ (Pull start – light on / push stops – light out)
 - v. Push green button labeled $\bar{SORTER START}$

***** MEZZANINE / CONVEYOR ARE UP AND RUNNING AT THIS POINT *****

Input the lanes assigned by the FedEx Ground personnel

Select bin module, by pushing \bar{Bin} button

Freight will begin to flow on the conveyor

*NOTE: Ensure that all labels on the freight are facing up, to ensure scanner reads labels appropriately

Ensure the flow of freight is constant by monitoring the console labeled $\bar{Control Station - 822}$ which is located next to overhead scanner.

*NOTE: If bin freight has no visible label attached, remove freight from conveyor and place on table. Open freight to ensure that there is a label located inside. Place label on freight, reseal freight and place back on the conveyor.

If bulk freight has no visible label attached, STOP CONVEYOR, apply the $\bar{7777}$ which will in turn send the freight to the $\bar{Lane 2}$, the manual lane. Restart the conveyor

Once the assigned lanes become full, a red light will appear next to the lane, indicating a switch of lanes is required.

* NOTE: This ensures that the freight does not become backed up. See below for lane switching procedures.

LANES: PROCEDURES FOR SWITCHING /CHANGING

On the keyboard:

Press 1

Press 7

Select the door you want to send the freight to. Examples:

DOOR 71 – Lane 7

DOOR 72 – Lane 8

DOOR 70 – Press 0 MON Lane 9

DOOR 69 – Press 1 TUES Lane 10

DOOR 68 – Press 2 WED Lane 11

DOOR 67 – Press 3 THU Lane 12

DOOR 66 – Lane 13

DOOR 65 – Lane 14

DECLINE to Finger Lanes
And RE-CIRCULATION
Line - Lane 15

Once a door is selected, then press the "ENTER" key.

Constant monitoring of the "Control Station – 822" is MANDATORY! The mezzanine is never left unattended while in operation; see section 2.0 of the PWS. However, while correcting a jam on the re-cert or 5 in 1 merge (from door 2 onward) the conveyor has to remain in operation to clear the jammed freight.

Error messages are not uncommon. The mezzanine will shut down when an error code is received. Procedures for clearing error messages are located in the "Error Message Display Manual" located on the desk.

Once you have located the error message in the manual and have taken the corrective action to clear the error, proceed with normal start-up procedures. (Push the "Start" button).

To clear the "SCANNER ERROR LIMIT" you follow the procedure below in the "FLUID SORT START" window.

1. Type "1".
2. Type "1".
3. Type "255" then press the "ENTER" key.

CHANGING OR MODIFYING ROUTE STOPS:

1. Type 0
2. Type 5 then press the "ENTER" key.
3. Type 1
4. Type 1
5. Type "PAS2" then presses the "ENTER" key.
6. Type 2
7. Type 5 to modify (change route stop)
8. Type in the route stops to be changed then press the "ENTER" key.
9. Type in the new lane, then press the "ENTER" key, then the "ESCAPE" key.

If the route stop is not programmed, then delete a route stop, (other than a permanent one), that you will not need by doing the following:

1. Type 4
2. Type in the route stop to be deleted, then press the "ENTER" key.
3. Type "Y"
4. Once all route stops that were needed to be deleted, then press the "ESCAPE" key.

To add a new route stop, do the following procedure.

1. Type 6
2. Type in Lane #, and then press the "ENTER" key.
3. Type in the route stop

When you have added all route stops then press the "ESCAPE" key.
Type 3 and go to the next day.

All days (Mon, Tue, Wed, Thu) must be changed.

Once you have changed all of the days you must copy from the alternate file to the "PRIMARY FILE" as follows:

1. Type 1
Follow the instructions on the screen.

Copy all of the "ALTERNATE DAYS" to the "PRIMARY DAY".

EXAMPLE:

MON Type 0 1 1 0
TUE Type 1 1 1 0
WED Type 2 1 2 0
THU Type 3 1 3 0

When you are done copying:

Type "ESCAPE"
Type "ESCAPE"
Type 0
Type 0, then press the "ENTER" key.

Shut Down Procedure:

1. Write down total carton counts from "FLUID LOAD SORT STATUS" window, into book on the desk with date and shift.
2. Clear the "FLUID LOAD SORT STATUS" window on the computer on the desk a. Following procedure in 2.a in "Start up Procedure"
 - i. Push all green buttons off to close lanes on the console, "CONTROL STATION 822", by the overhead scanner
 - ii. Push red button labeled "SORTER STOP"
 - iii. Push red button labeled "TRUNK LINE STOP"
 - iv. Turn console monitor off
 - v. Turn desk monitor off

***** MEZZANINE / CONVEYOR TURNED OFF AT THIS POINT *****

8.2 WWX/FedEx Overnight Processing for Domestic Shipping (Day and Night Shifts)

1. Processing involves entering data into the FedEx machine.
 - a. Employee is required to place a package on the FedEx scale, or enter the weight manually as a part of the process.
 - b. After required information is entered into the FedEx computer a label will print. The tracking number that is printed with the label is to be placed on the paperwork that came with the order.
 - c. Employee is required to perform at a rate that will maintain an effective flow.

8.3 Staging Motor Freight Orders and "Marriaging" for Domestic Shipping

1. Marriaging (matching manifests to corresponding DD-1348s) involves removing and staging outbound domestic motor truck orders.
 - a. Employees are required to remove pallets from towveyor carts and stage them in proper location, as directed by the checker.
 - b. Employee is required to perform at a rate that will maintain an effective flow of freight to prevent the stopping of the tow-line.
 - c. Safely stacks pallets to prevent falling, and damage to the orders.
 - d. When a breakdown of the towveyor system occurs, the motor truck orders will be brought to the shipping floor via forklift.
2. Expected goal is to have all motor truck on the shipping floor. Carry over would only be acceptable during the last quarter of the fiscal year.

8.4 Storage—Put-away and Bulk Storage Management for Zones H20 thru H27, H41 thru H48, J24 thru J32, N23 thru N34, P&W (all) HazMat rooms (all) (day shift) All Storage personnel assigned are responsible for the following:

1. All receipts coming from receiving area to the storage location are to be processed in the Phoenix system. The following items will be checked before processing.
 - a. Check of the complete NSN
 - b. Check of the UNPK
 - c. Check for damaged material
 - d. Count the total amount of cartons
2. After all receipts are checked, the storage process can proceed. If the Phoenix system will not allow you to process the receipt reports this to the COR or Government-designated representative.
3. Storage process begins once freight is transported to the rack location. Each pallet contains a put away label that is scanned in to the system. The number of cartons per pallet, weight, cube, and bulk pack are verified. Location is entered on to the put away screen along with the number of containers on each pallet and the bulk pack. The processor then clicks on complete. The pallet is then placed into the bulk location.

8.5 Locator Accuracy Management for Storage (Day Shift)

All bulk storage personnel assigned are responsible for the following:

1. Location maintenance includes proper shelf-life rotation, maintaining all pick locations at lower levels, assisting all internal customers in retrieving their freight.
2. Internal customers are the following departments: Domestic/Export Bulk, Shipping, Quality Inventory Surveillance Branch, and Quality Control.
3. Ensuring all freight is stored in a safe manner. Maintaining housekeeping in assigned areas.

8.6 Put-away, Bulk Storage Management, and Reworking for Storage (Night Shift)

All Storage personnel assigned are responsible for the following:

1. Areas to be covered are G20 thru G29, H20 thru H48, J24 thru J32, N23 thru N34, and all P&W floor locations
2. All receipts coming from the receiving area to the storage location are to be processed in to the Phoenix system. The following items will be checked before processing
 - a. Check of the complete National Stock Number
 - b. Check of the UNPK
 - c. Check for damaged material
3. After all receipts are checked, the storage process can proceed. If the Phoenix system will not allow you to process the receipt reports this to the COR or Government-designated representative.

8.7 Receipt Processing for Receiving (Day and Night Shift)

After offloading process is completed by Materials Handlers, employee gathers all applicable paperwork from cartons and folder placed on top of the material and verified for accuracy, and entered into phoenix for the receipt processing.

1. Visual inspection of material identification and condition (material damage) is again conducted prior to receiving data input.
2. Paperwork (Bill of Lading, Packing slip, MSDS, etc) is matched up against applicable purchase orders for clarity, variance and accuracy prior to receiving data input. Damages, Shortages and Overages are verified during this process.
3. Once clarity of paperwork is concluded, the data entry/receipt process is performed via phoenix receiving data entry.
4. After the employee receives the material in and tag it for location there done with Purchase Order.

8.8 Receipt Running for Receiving (Day and Night Shift)

1. When receipt processing is complete, freight is ready to be transported. Freight can be transported from the following areas, receiving floor, door 2, and any other areas that freight has been off-loaded.
2. The Fork Lift Operator (FLO) will transport freight to the following areas, H, J, and N, racks, and G, F, P, W, and U floor locations to include the security cage.
3. When transporting freight, FLO may sometimes put freight right into a floor storage location.

8.9 Mark & Charge for Receiving (Day Shift)

Remarking of Stock That is Received with Discrepancies

Employees will be given new labels with the proper information from the COR or a Government-designated representative.

1. When placing new labels employee will ensure that any pertinent information isn't covered over.
2. Employee will place label covering the wrong information with the correct information that's on the label.
3. When all cartons are correctly marked the employee will palletize the material and wrap tape around the pallet to prevent freight from falling off.
4. Employees will hand stretch the completed pallet.

Repacking Of Damaged And Or Deficient Boxes

1. Employee will select the proper size box to repack material to ensure material won't be damaged in the storage, selection and shipping process. Also employee may have to repack freight in Vendor supplied boxes.

8.10 Administrative Support for Receiving Function (Day Shift)

1. Process all rail car orders and correspondence for large delivery orders into the facility when required, and monitors for pick-up notifications of empty rail cars, preparing and maintaining appropriate files and documentation.
2. Coordinate with Quality Control Representative the process of accurate Marking and Repacking charges to vendors, ensuring accurate and vital data entry processing in the Distribution Supply Chain and Management System and FSS-19 interface, providing proper documentation to our vendors, contracting officers and financial representatives of GSA and maintain appropriate documentation.
3. Process and takes appropriate action regarding vendor disputes over possible inaccuracies against billing charges resulting from possible shortages, damages and mark and charges, a daily occurrence; interaction to item managers, contracting officers and finance is conducted via, email, phone or fax.
4. Review Government Bill of Ladings against discrepant freight deliveries, verifying its accuracy when freight has been determined to be inaccurate according contractual instructions; its proper item description and or classification, overages and shortages and damaged materials and file and prepare necessary OS& D reports and contact appropriate vendors, item managers, contracting officers and finance representatives of GSA.
5. Review, analyze, monitor and prepare accurate receipt action and reporting of Authorization Material Return (MRA) and Inter Warehouse Transfer (IWT); a separate area of the receiving department is set-up strictly for the process of MRA and IWT's which is closely monitored and worked up by the Supply Technician and offloading personnel. Utilizes FSS-19 data base system to ensure posting.
6. Utilize window based writing tool (URSA) to verify MRA receipt put-away to ensure accurate posting and processing.
7. Complete edits into the Distribution Supply Chain Management System (DSCMS) when discrepancies are found and reported by floor personnel. This process is done after thorough review or research unless an oversight was made data entry personnel.

8. Coordinate as applicable with GSA finance department, Inventory managers, and National Customer Service Center personnel on all credit requests received through correspondence.
9. Assist Receiving Chief with the investigation of all inquiries made by our Item Managers, Administrative commodity and Contracting Officer, GSA Finance and vendors regarding purchase orders received or inbound to the facility. This action is thoroughly researched through the URSA program, data entry edit and daily register via DSCMS and the FSS-19 programs while conducting a visual inspection of the freight on the floor with the assistance of the GSA catalog, if necessary, providing the adjustment made via data bases are accurate and complete. Interaction to item managers, administrative commodity/contracting officers and finance is contacted via, email, phone or fax
10. Coordinate, facilitate and document all material returns and pick-ups to vendor, including Quality Control related materials.
11. Upon completion of quality control action on rejected materials, we make data entry corrections into the FSS-19 system and ensure accurate process and completion.
12. Upon request from COR or Government-designated representative, generate spreadsheets for all back ordered material to facility and make necessary copies and distribution.
13. Order supplies for the department via email, utilizing appropriate GSA ordering form.
14. Assist Receiving Chief with end year report which is a compilation of the unprocessed receipts for the year. Research is required along with the development and preparation of a spreadsheet is made to for submission to appropriate management personnel.

Part of daily assignments is to also prepare and compile the following reports:

- Daily Consolidated Report
- Exception Report
- Pending Receipt Report
- No show/cancellation report
- Discrepancy report
- Out of balance report (Monthly)
- Laptop Report (Weekly)
- Negative Report (Monthly)
- Project removal Report (Created by COR or Government-designated representative for getting rid old/bad freight on the receiving floor

8.11 Bin, Wholesale Distribution Center (WDC) & (CSC): Selecting for Security Cage (day shift)

1. Documents to be selected will be issued to the order filler by COR or Government-designated representative.
2. Order filler will annotate employee number on selection document.
3. Ensure you have the proper size carton based on items to be selected.
4. Start selection process by bin location; confirm NSN and quantity shown on selection document.

5. When selection is complete attach label to carton, put one copy of document in carton and retain one copy for our records.
6. Select multi- documents at one time.
7. Pack cartons properly to avoid damage in transit.
8. Completed cartons will be taken to the pack line.
9. Any item not in stock, contact the COR or Government-designated representative.
10. Some order may require a pick document placed in packing list envelop.

8.13 WDC & CSC Selecting, Packing/Stuffing, and Sealing for Bin Function (Day and Night Shift)

1. Upon receipt of a carton the packer will add the proper amount of cushioning material to insure non-movement of items while in transit.
2. Packer will insure that the cartons are properly labeled.
3. Cartons are then sealed and sent down the conveyor.
4. If any discrepancies are found the packer will contact the COR or Government-designated representative.

8.14 Bin, WDC & CSC Selecting for Special / Rush Orders (Day Shift)

1. Documents to be selected will be issued to the selector by the COR or Government-designated representative.
2. Z-docs, FedEx overnite and specific rush orders will be selected upon receipt.
3. Completed orders will be delivered immediately to the shipping area.

8.15 WDC & CSC Receipt Processing for Bin Function (Day Shift)

Security Cage

1. Receipts verified and logged in by the COR or Government-designated representative will be placed inside the bin security cage.
2. Items will be checked again for NSN, quantity and bin location then entered into Phoenix.
3. Items will then be placed into the correct bin location.
4. All receipts inside the Security Cage before 4:45.

Main Bin

1. Receipts will be checked for NSN, quantity and bin location then entered into Phoenix.
2. Replenishers will be notified that the material is ready to be placed into bin location.
3. All receipts will be completed within 2 hours of delivery to the Bin Section.

8.17 Bin, WDC & CSC Selection, Main Bin: Zones I, K and O (Night Shift)

Multi-Line Domestic (WDC/CSC)

1. Cartons will be moved to the appropriate Bin Location using the conveyor system
2. Selector will begin selection process by confirming (Bin Location/National Stock Number/Quantity) according to the WDC/CSC (DD-1348/CSC ticket).
3. Annotates his/her employee number on all copies WDC/CSC (DD-1348/CSC ticket).for the item they selected and forward to next Bin Location
4. For CSC orders employee will annotate employee number by item selected. Will close out Full/Heavy cartons and indicate on CSC document which items are in which box. Write CSC order number and carton number on each carton (etc Box 1 of 5) and a fix label.
5. If carton is Full/Heavy: Selector will be required to close up carton. Place all copies of WDC order in the carton that applies and a fix a label. Select a new carton and continue the process until the order is complete

Multi Line Export (WDC)

1. Cartons will be moved to the appropriate Bin Selection Location using the conveyor system
2. Selector will begin selection process by confirming (Bin Location/National Stock Number/Quantity) according to the DD-1348.
3. Annotates his/her employee number on the WDC for the item they selected and
4. Forward to next Bin Location
5. If carton is Full/Heavy: Selector will be required to close up carton. Place copy 1 and 2 of WDC order in the carton(s) that applies. Place copy # 3 in packing slips and attach to carton. Place a label on carton. Select a new carton and continue the process until the order is complete.

Single line Domestic (WDC/CSC)

1. Selector will begin selection process by confirming (Bin Location/Nation Stock Number/Quantity) according to the WDC/CSC document (DD-1348/CSC ticket)
2. Select appropriate size carton or shipping envelope to limit damage in transit
3. Annotate his/her employee number on the document and close up carton.

8.18 Bin, WDC & CSC Packing / Stuffing and Sealing (Night Shift)

1. Employee will seal cartons to maintain the flow of the work to prevent stoppages.
2. When there is a break-down of the taping machine employees will be required to tape boxes by hand to maintain work flow to prevent work stoppages in main bin area.
3. Employee will ensure each carton has the proper amount of cushioning material to limit movement while carton is in transit.
4. Inspect each carton for proper labeling and sealing prior to sending it up the conveyor for shipment.
5. Notify COR or Government-designated representative of any discrepancies.
6. Comply with all safety regulations and consistently practice safe work habits.

8.19 Bin, WDC & CSC Replenishment, Bin Security Cage (Day Shift)

FLO will obtain a Bin Replenishment Request (BRQ) list from the COR or Government-designated representative and proceed to select items from the Bulk area.

1. While selecting bulk BRQ, FLO will mark bin location on each carton then transport material to the bin area.
2. The FLO will then carry items to the correct bin location, confirm the NSN, and for
 - a. Materials for bin locations "I" and "K" will remain in original bulk carton.
 - b. Materials for bin location "O" will be removed from bulk cartons and put in respective locations.
3. Upon notification of a selector shortage in a bin location the FLO will immediately proceed to locate the material in a bulk location and replenish the short bin then notify the selector.
4. All shortages will be filled or cut upon notification.
5. Notify COR or Government-designated representative of any discrepancies.

8.20 D-Room: Export /Domestic HAZMAT Function Bin Operations: Selecting, Packing, and Replenishing (Day Shift)

1. The Bin Selector picks the stock for the customer orders from the D room bins. The Selector communicates regularly with the Bin Replenisher, Domestic Bin Preparer, Domestic Bin Packers, and Export Bin Preparer. The Selector uses:
 - a. Replenished stock.
 - b. WDC and CSC customer orders.
 - c. Information labels on the D room bin racks:
 - d. Bin NSN Sequence and Bin Location Sequence Reports.
 - e. Use most current MSDS (Material Safety Data Sheet)
2. Selects stock from the bin racks by FIFO (first in, first out), at picking at the end of racks. The Selector verifies stock number, purchase order, MSDS, quantity, bulk pack, unit issue, bin location, shelf life code, date of manufacture, date of re-inspection, update. (Shelf life code "0" stock has no shelf life. Code "2" stock needs 3 months shelf life remaining on the re-inspection date or the update. Codes "3 and higher" need 6 months shelf life remaining on the re-inspection date or the update). If Export order, records (DOM) Date of Manufacture and (DOR) Date of Re-inspection on Shelf Life label. Places label on #1 copy of manifest.
3. If needed stock quantity is not available, do not pick. Instead, gives customer order to Bin Replenisher with note "short" and number of cartons to be replenished.
4. If shelf life requirements are not met, do not pick stock. Instead, gives customer order to the employee responsible for shelf-life, with note "need update". Looks for an MSDS for each change in Purchase Order. The bin selector is responsible for providing the most current (MSDS) from the start of the process.
5. If copies of old MSDS are needed, do not pick stock. Instead, gives customer order and MSDS to Bin Replenisher with note "need MSDS copies". Replenisher makes copies for the Selector. Selector places copies in cabinet.
6. If MSDS has changed with a change in P.O., do not pick stock. Instead, removes old MSDS from cabinet. Gives customer order and MSDS to Bin Replenisher with

- note "need MSDS copies". Replenisher or COR or Government-designated representative makes copies for the Selector. Selector places copies in cabinet.
7. Places the stock, MSDS and customer order on the conveyor.
 8. Counts and maintains record of all Domestic and Export Bin orders to be selected, by Julian date, Priority, Routine, and CSC.
 9. Reports quantity of Domestic and Export Bin orders selected.
 10. If information on order is "Not Regulated", uses any box. ("POP" box not required). Pours vermiculite. Seals all open seams with clear tape. Wraps 2 pieces of nylon tape around the box for strength. Applies customer address label on top of box. Applies pack list envelope with #1 and #2 copies of order, MSDS, vermiculite sheet, MSDS enclosed marking on rear of box.
 11. Paper Pack "Other Regulated Material "and "Not Regulated "Material, uses any box. ("POP" box not required). Crumples craft paper. Seals all open seams with clear tape. Wraps 2 pieces of nylon tape around the box for strength. Applies customer address label on top of box. ORM-D label should already be on front of box (if order is ORM-D). Applies pack list envelope with #1 and #2 copies of order, MSDS, MSDS enclosed marking on rear of box.
 12. Places the completed package on a designated skid. Uses pallet jack to remove completed skid to end of isle.

8.21 D-Room: Box Making / Paper-Machine Operating

The box maker folds, tapes and stacks cartons behind the line for the preparer. The paper machine operator runs the machines in a safe manner. Is also responsible to load and maintain the machine, while keeping packers supplied with full bins of paper.

8.22 D-Room: Export Bin Preparing, Domestic Bin Preparing (Hazmat Function)

EXPORT:

1. The Export Bin Preparer prepares stock for the customer orders from the D room bins.
2. The Preparer communicates regularly with the Bin Selector, Export Bin Packer and Export Bin Write Up.
3. The Preparer uses:
4. Selected stock.
5. WDC and CSC customer orders.
6. MSDS (Material Safety Data Sheet).
7. Supplies-fiberboard boxes, orientation arrows, plastic bag.
8. Prepares selected customer orders from the conveyor.
9. The Preparer verifies the stock, customer order (stock number, quantity), MSDS.
10. If proper stock or quantity is not available, do not prepare. Instead, gives customer order to Bin Selector.
11. If MSDS is needed, do not prepare. Instead, gives customer order to Bin Selector.
12. (Regulated Material other than Limited Quantity) requires POP box (12x12x12 or 16x16x16), orientation arrows, 1 plastic bag, and lining inside of box.
13. (Limited Quantity and Not Regulated Material) requires any box, orientation arrows, 1 plastic bag, lining inside of box.

14. Gives the prepared package with the customer order, stock and MSDS to the Export Bin Packer.

DOMESTIC/HAZMAT:

1. The Domestic Bin Preparer prepares the stock for the customer orders from the D room bins.
2. The Preparer communicates regularly with the Bin Selector and the Domestic Bin Packers.
3. The Preparer uses:
 4. Selected stock
 5. WDC and CSC customer orders.
 6. MSDS (Material Safety Data Sheet).
 7. Supplies-fiberboard boxes, UN Specification marking labels, ORM-D labels, plastic bags, etc.
8. Prepares selected customer orders from the conveyor.
9. The Preparer verifies the stock, customer order (stock number, quantity, HazMat information, etc.), MSDS.
10. If the proper stock or quantity is not available, do not prepare. Instead, gives customer order to Bin Selector.
11. If MSDS is needed, do not prepare. Instead, gives customer order to Bin Selector.
12. If HazMat information on order is "Regulated", uses a "POP" box. (12x12x12 or 16x16x16).
13. Places proper UN Specification marking label on front of the "POP" box. Lines the box with a plastic bag.
14. Wraps a plastic bag around the stock, places in box.
15. Provides a vermiculite sheet.
16. If HazMat information on order is "Other Regulated Material ORM-D", uses any box. ("POP" box not required).
17. Places ORM-D label on front of the box.
18. Places "Inside container complies with prescribed specifications" marking label on front of the box, if stock is aerosol.
19. Lines the box with a plastic bag.
20. Wraps a plastic bag around the stock, places in box.
21. Provides a vermiculite sheet, if order is not paper pack.
22. If information on order is "Not Regulated ", uses any box. ("POP" box not required). Lines the box with a plastic bag.
23. Wraps a plastic bag around the stock places in box.
24. Provides a vermiculite sheet, if order is not paper pack.
25. Pushes the prepared package with the customer order, stock and MSDS down the conveyor to the Domestic Bin Packers.

8.23 D-Room: Export Packing, Domestic Bin Packing (Hazmat Function)

Export Packing

1. The Export Bin Packer packs the stock for the customer orders from the D room bins. The Export Bin Packer packs the stock for the customer orders from the D room bins. The packer packs, marks and labels IAW the mode of Transportation.

2. The Packer communicates regularly with the Export Bin Preparer, Export Bin Write Up Person.
3. The Packer uses:
4. Prepared stock.
5. WDC and CSC customer orders.
6. MSDS (Material Safety Data Sheet).
7. Supplies-fiberboard boxes, vermiculite, clear and nylon tape.
8. The Packer pours vermiculite into the box, closes the box, seals all open seams with clear tape, wraps 2 pieces of nylon tape around the box, perpendicular to each other, for strength.
9. Gives the sealed package with the customer order, vermiculite sheet and MSDS to Export Bin Write Up person.

Domestic Bin Packing (Hazmat Function)

1. The Domestic Bin Packer packs the stock for the customer orders from the D room bins. The packer packs, marks and labels IAW the mode of Transportation.
2. The Packer uses:
3. Prepared stock.
4. WDC and CSC customer orders.
5. MSDS (Material Safety Data Sheet)
6. Supplies-fiberboard boxes, vermiculite, tape, pack list envelopes, HazMat labels, plastic bags, etc.
7. Packers prepare customer orders from the conveyor.
8. The Packer verifies the stock, customer order (stock number, quantity, HazMat information, etc.), MSDS.
9. If proper stock or quantity is not available, do not pack. Instead, gives customer order to Bin Selector.
10. If MSDS is needed, do not pack. Instead, gives customer order to Bin Selector.
11. If HazMat information on order is "Regulated", uses a "POP" box.
12. (Either 12x12x12 or 16x16x16). "POP" box should already have a UN Specification marking label on it. Pours vermiculite. Seals all open seams with clear tape. Wraps 3 pieces nylon tape around the box for strength. Rotates box $\frac{1}{4}$ turn, wraps 3 pieces nylon tape around the box. Applies customer address label on top of box. Applies pre-printed labels with information on PSN, (Technical name), UN number to front of box. Applies proper Hazardous Class label to front of box. Applies pack list envelope with #1 and #2 copies of order, MSDS, vermiculite sheet, MSDS enclosed marking, on rear of box. Applies orientation arrows on sides of box. Staples #3 copy of order on top of box.
13. If HazMat information on order is "Other Regulated Material", uses any box. ("POP" box not required). Pours vermiculite. Seals all open seams with clear tape. Wraps 2 pieces of nylon tape around the box for strength. Applies customer address label on top of box. ORM-D label should already be on front of box. "Inside container complies with prescribed specifications" marking should already be on front of box (if aerosol). Applies pack list envelope with #1 and #2 copies of order, MSDS, vermiculite sheet, MSDS enclosed marking on rear of box.

8.24 D-Room: WWX Orders

1. #1 copy of manifest will have "Not Regulated" stamp, "WWX" stamp.
2. Records number of pieces, weight, cube, date packed, employee initials on the marking label.
3. Places that marking label on the #1 copy of manifest.
4. Places the WDC address label on the top of the box.
5. Records (manifest number, consignee number, date written up, employee number, number of boxes) on the top of the box.
6. Staples #1 copy of manifest with #3 copy of order to the top of the box. Completes all the information on the red and white information marking label. Places that marking label on the front of the box.
7. Records shelf life dates from #1 copy of manifest onto a shelf life label. Places shelf life label on the front of the box.
8. Places "Air Eligible" marking label on the front of the box.
9. Prepares pack list envelope containing (MSDS, #2 copy of manifest, #1 and #2 copies of flimsy, a vermiculite sheet).
10. Discards #3 and #4 copies of manifest.
11. Places "MSDS Enclosed" marking label on the outside of the pack list envelope. Places the pack list envelope on the back of the box.

8.25 D-Room: Regulated Surface Orders and Limited Quantity Orders

REGULATED SURFACE ORDERS:

1. #1 copy of manifest will have "HazMat" stamp (not Limited Quantity). (025M) Maps must also have "Ship Surface" stamp.
2. Records number of pieces, weight, cube, date packed, employee initials on the marking label.
3. Places that marking label on the #1 copy of manifest.
4. Places the WDC and Export address labels (if both available) on the top of the box. (025M) Maps must have both WDC and Export address labels. Records (manifest number, consignee number, date written up, employee number, number of boxes) on the top of the box.
5. Staples #1 copy of manifest with #3 copy of order to the top of the box. Completes the orange information marking label.
6. Places that label on front of box.
7. Places proper HazMat Label on the front of the box.
8. Places proper UN Specification marking label on the front of the box.
9. Prepares pack list envelope containing (MSDS, #2 copy of manifest, #1 and #2 copies of flimsy, a vermiculite sheet).
10. Discards #3 and #4 copies of manifest.
11. Places "MSDS Enclosed" marking label on the outside of the pack list envelope. Places the pack list envelope on the back of the box.

LIMITED QUANTITY ORDERS:

1. One copy of manifest will have "HazMat" stamp (as a Limited Quantity). (025M) Maps must also have "Ship Surface" stamp.

2. Records number of pieces, weight, cube, date packed, employee initials on the marking label.
3. Places that marking label on the #1 copy of manifest.
4. Places the WDC and Export address labels (if both available) on the top of the box. (025M) Maps must have both WDC and Export address labels. Records (manifest number, consignee number, date written up, employee number, number of boxes) on the top of the box.
5. Staple #1 copy of manifest with #3 copy of order to the top of the box. Completes black and white information marking label (non-air shipments only). Places that marking label on the front of the box.
6. Records shelf life dates from #1 copy of manifest onto a shelf life label. Places shelf life label on the front of the box.
7. Places proper Limited Quantity Label on the front of the box. (UN # on white diamond) Prepares pack list envelope containing (MSDS, #2 copy of manifest, #1 and #2 copies of flimsy, a vermiculite sheet).
8. Discards #3 and #4 copies of manifest.
9. Places "MSDS Enclosed" marking label on the outside of the pack list envelope. Places the pack list envelope on the back of the box.

8.26 B and D-Rooms: Non-Regulated Surface and Air Orders

NON REGULATED SURFACE ORDERS:

1. #1 copy of manifest will have "Not Regulated" stamp.
2. (025M) Maps must also have "Ship Surface" stamp.
3. Records number of pieces, weight, cube, date packed, employee initials on the marking label.
4. Places that marking label on the #1 copy of manifest.
5. Places the WDC and Export address labels (if both available) on the top of the box. (025M) Maps must have both WDC and Export address labels.
6. Records (manifest number, consignee number, date written up, employee number, number of boxes) on the top of the box.
7. Staples #1 copy of manifest with #3 copy of order to the top of the box.
8. Completes orange information marking label
9. Places that marking label on the front of the box.
10. Prepares pack list envelope containing (MSDS, #2 copy of manifest, #1 and #2 copies of flimsy, a vermiculite sheet).
11. Discards #3 and #4 copies of manifest.
12. Places "MSDS Enclosed" marking label on the outside of the pack list envelope. Places the pack list envelope on the back of the box.

NON REGULATED AIR ORDERS:

1. #1 copy of manifest will have "Not Regulated" stamp.
2. (025M) Maps must also have "Not Regulated" stamp.

3. Records number of pieces, weight, cube, date packed, employee initials on the marking label.
4. Places that marking label on the #1 copy of manifest.
5. Places the WDC and Export address labels (if both available) on the top of the box. (025M) Maps must have both WDC and Export address labels.
6. Records (manifest number, consignee number, date written up, employee number, number of boxes) on the top of the box.
7. Staples #1 copy of manifest with #3 copy of order to the top of the box.
8. Completes orange information marking label.
9. Places that label on front of box.
10. Places "Air Eligible" marking label on the front of the box.
11. Prepares pack list envelope containing (MSDS, #2 copy of manifest, #1 and #2 copies of flimsy, a vermiculite sheet).
12. Discards #3 and #4 copies of manifest.
13. Places "MSDS Enclosed" marking label on the outside of the pack list envelope. Places the pack list envelope on the back of the box.
14. Separates all packages by skid:
15. (025T) Not Regulated Air
16. (025T) Not Regulated and Regulated Surface.
17. (025M) Not Regulated Air and Not Regulated Surface. (025M) Regulated Surface.
18. (WWX) Not Regulated Air.
19. (Mixed Pallet) (1MJ, 301, APO, etc.). Skids are removed to proper areas:
20. (025T) Regulated and Not Regulated Surface go to E-Project.
21. (025T) Not Regulated Air goes to E-Project.
22. (025M) Regulated Surface goes to E-Project.
23. (025M) Not Regulated Air and Not Regulated Surface go to Fed Ex Ground Processor. (WWX) Not Regulated Air goes to Shipping.
24. (Mixed Pallet) (1MJ, 301, APO, etc.) Goes to E-Project.

8.27 D-Room: Bin Replenishing

1. The Bin Replenisher maintains the stock in the D room bins.
2. The Replenisher communicates regularly with Bin Selectors and Bulk Storage workers.
3. The Replenisher uses:
4. Storage stock.
5. WDC and CSC customer orders.
6. Information labels on the D room bin racks.
7. Bulk NSN Sequence, Bin NSN Sequence and Bin Location Sequence Reports. MSDS (Material Safety Data Sheet).
8. The Replenisher stocks the bins by short order.
9. The Bin Selectors write on the short orders the number of cartons to be replenished.
10. The Replenisher may fill the rack with any Shelf Life Code "0" stock or spray paint of Codes "7" or "8" or any Code and stock the Bin Selectors say to fill.

11. Otherwise, the Replenisher may only stock racks with 1 or a few cartons for Codes 2-8.
12. The Replenisher verifies stock number, purchase order, quantity, bulk pack, unit issue, bin location, bulk location, shelf life code, date of manufacture, date of re-inspection, update.
13. Pulls stock from Bulk Storage by FIFO (first in, first out) by the Bulk NSN Seq. report. (Shelf life code "0" stock has no shelf life. Code "2" stock needs 3 months shelf life remaining on the re-inspection date or the update. Codes "3 and higher" need 6 months shelf life remaining on the re-inspection date or the update).
14. If shelf life requirements are not met by stock in the oldest storage location, returns customer order with note "bulk needs update". Shelf Life worker will resolve.
15. If all Storage locations are exhausted, makes note on order for COR or Government-designated representative to research/cut. Reports all location changes /exhaustions in Bulk Storage on the proper sheet. Submits this sheet to Bulk Storage worker or Locator, each day.
16. Places the bulk cartons in the bin racks by FIFO (first in, first out). Opens each carton with a change in P.O. and the first carton, making the MSDS visible to the Bin Selector.

8.28 D-Room: Disposing of Damaged Hazardous Materials

All employees are responsible for housekeeping duties on a daily basis in the areas of C, D, and E, rooms. All employees are responsible to report any spills and any damaged products to COR or Government-designated representative. With the proper RCRA training provided by the EDC, employees will perform hazmat incident spill remediation, write-ups, labeling and recording responsibilities. This procedure must be followed at the time of occurrence. No hazardous product is to be left in any of the hazmat rooms without following through to the completion, as required by EDC Policy.

8.29 B-Room: Export, Bin Operations—Selecting, Packing, Preparing, and Replenishing (Day Shift)

1. The Bin Selector picks the stock for the customer orders from the D room bins. The Selector communicates regularly with the Bin Replenisher, Bin Packers, and Export Bin Preparer. The Selector uses
 - Replenished stock.
 - WDC and CSC customer orders.
 - Information labels on the B room bin racks:
 - Bin NSN Sequence and Bin Location Sequence Reports.
 - Use most current MSDS (Material Safety Data Sheet)Selects stock from the bin racks by FIFO (first in, first out), at picking at the end of racks. The Selector verifies stock number, purchase order, MSDS, quantity, bulk pack, unit issue, bin location, shelf life code, date of manufacture, date of re-inspection, update. (Shelf life code "0" stock has no shelf life. Code "2" stock needs 3 months shelf life remaining on the re-inspection date or the update. Codes "3 and higher" need 6 months shelf life remaining on the re-inspection date or the update). If Export order,

records (DOM) Date of Manufacture and (DOR) Date of Re-inspection on Shelf Life label. Places label on #1 copy of manifest.

1. If needed stock quantity is not available, do not pick. Instead, gives customer order to Bin Replenisher with note "short" and number of cartons to be replenished.
2. If shelf life requirements are not met, do not pick stock. Instead, gives customer order to the employee responsible for shelf-life, with note "need update". Looks for an MSDS for each change in Purchase Order. The bin selector is responsible for providing the most current (MSDS) from the start of the process.
3. If copies of old MSDS are needed, do not pick stock. Instead, gives customer order and MSDS to Bin Replenisher with note "need MSDS copies". Replenisher makes copies for the Selector. Selector places copies in cabinet.
4. If MSDS has changed with a change in P.O., do not pick stock. Instead, removes old MSDS from cabinet. Gives customer order and MSDS to Bin Replenisher with note "need MSDS copies". Replenisher, COR, or Government-designated representative makes copies for the Selector. Selector places copies in cabinet.
5. Places the stock, MSDS and customer order on the conveyor.
6. Counts and maintains record of all Domestic and Export Bin orders to be selected, by Julian date, Priority, Routine, and CSC.
7. Reports quantity of Export Bin orders selected.
8. Pours vermiculite. Seals all open seams with clear tape. Wraps 2 pieces of nylon tape around the box for strength. Applies customer address label on top of box. Applies pack list envelope with #1 and #2 copies of order, MSDS, vermiculite sheet, MSDS enclosed marking on rear of box.
9. Seals all open seams with clear tape. Wraps 2 pieces of nylon tape around the box for strength. Applies customer address label on top of box. already be on front of Applies pack list envelope with #1 and #2 copies of order, MSDS, MSDS enclosed marking on rear of box or drum
10. Places the completed package on a designated skid. Uses pallet jack to remove completed skid to end of isle.

EXPORT BIN PREPARING

1. The Export Bin Preparer prepares stock for the customer orders from the D room bins.
2. The Preparer communicates regularly with the Bin Selector, Export Bin Packer and Export Bin Write Up.
3. The Preparer uses:
4. Selected stock.
5. WDC and CSC customer orders.
6. MSDS (Material Safety Data Sheet).
7. Supplies-fiberboard boxes, orientation arrows, plastic bag.
8. Prepares selected customer orders from the conveyor.
9. The Preparer verifies the stock, customer order (stock number, quantity), MSDS.

10. If proper stock or quantity is not available, do not prepare. Instead, gives customer order to Bin Selector.
11. If MSDS is needed, do not prepare. Instead, gives customer order to Bin Selector.
12. (Regulated Material other than Limited Quantity) requires POP box (12x12x12 or 16x16x16), orientation arrows, 1 plastic bag, and lining inside of box.
13. (Limited Quantity Material) requires any box, orientation arrows, 1 plastic bag, lining inside of box.
14. Gives the prepared package with the customer order, stock and MSDS to the Export Bin Packer.

8.30 B-Room: Export Bin Packing

1. The Export Bin Packer packs the stock for the customer orders from the D room bins. The Export Bin Packer packs the stock for the customer orders from the D room bins. The packer packs, marks and labels IAW the mode of Transportation.
2. The Packer communicates regularly with the Export Bin Preparer, Export Bin Write Up Person.
3. The Packer uses:
4. Prepared stock.
5. WDC ,CSC, Direct Deliveries, and EDD customer orders.
6. MSDS (Material Safety Data Sheet).
7. Supplies-fiberboard boxes, steel drums, vermiculite, clear and nylon tape.
8. The Packer pours vermiculite into the box,or steel drum, closes the box, seals all open seams with clear tape, wraps 2 pieces of nylon tape around the box, perpendicular to each other, for strength. Tightens nuts and bolts on steel drums.
9. Gives the sealed package with the customer order, vermiculite sheet and MSDS to Export Bin Write Up person.

8.31 B-Room: Export Bin Write Ups

1. The Export Bin Write Up person marks and labels the packed Export customer orders for the D room bins.
2. The Write Up person communicates regularly with the Export Bin Preparer, Export Bin Packer, E Project Processor and Fed Ex Ground Processor.
3. The Write Up person uses:
4. Packed stock.
5. WDC and CSC customer orders.
6. MSDS (Material Safety Data Sheet)
7. Supplies-sealed fiberboard boxes, pack list envelopes, various marking labels and HazMat labels.
8. The Write Up person verifies the customer order (stock number, description, quantity, shelf life label, manifest number, consignee numbers, Air Codes, "WWX" stamp, "Ship Surface" stamp, "Regulated" (HazMat) stamp, "Not Regulated" stamp, WDC and Export address labels, etc.), MSDS.
9. Determines how the customer order is being shipped:

8.32 B Room: Export—Bulk Selecting and Packing

1. The bulk Selector picks the stock for the customer orders from the B, C, D & E rooms. The Selector communicates regularly with the Storage personnel.
2. The Selector uses:
3. Stored stock.
4. WDC, CSC, Direct Delivery and EDD customer orders.
Use most current MSDS (Material Safety Data Sheet) Supplied by the vendors, Selects stock from the racks by FIFO (first in, first out), at picking at the end of racks. The Selector verifies stock number, purchase order, MSDS, quantity, bulk pack, unit issue, bin location, shelf life code, date of manufacture, date of re-inspection, update. (Shelf life code "0" stock has no shelf life. Code "2" stock needs 3 months shelf life remaining on the re-inspection date or the update. Codes "3 and higher" need 6 months shelf life remaining on the re-inspection date or the update). If Export order, records (DOM) Date of Manufacture and (DOR) Date of Re-inspection on Shelf Life label. Places label on #1 copy of manifest.
5. If shelf life requirements are not met, do not pick stock. Instead, gives customer order to the employee responsible for shelf-life, with note "need update". Looks for an MSDS for each change in Purchase Order. The bin selector is responsible for providing the most current (MSDS) from the start of the process.
6. If copies of old MSDS are needed, do not pick stock. Instead, gives customer order and MSDS to the COR or Government-designated representative who places copies in cabinet.
7. If MSDS has changed with a change in P.O., do not pick stock. Instead, removes old MSDS from cabinet. Gives customer order and MSDS to Bin Replenisher with note "need MSDS copies". COR or Government-designated representative makes copies for the Selector. Selector places copies in cabinet.
8. Places the stock, MSDS and customer order on the conveyor.
9. Counts and maintains record of all Domestic and Export Bin orders to be selected, by Julian date, Priority, Routine, and CSC.
10. Reports quantity of Export Bin orders selected.
11. Pours vermiculite. Seals all open seams with clear tape. Wraps 2 pieces of nylon tape around the box for strength. Applies customer address label on top of box. Applies pack list envelope with #1 and #2 copies of order, MSDS, vermiculite sheet, MSDS enclosed marking on rear of box.
12. Seals all open seams with clear tape. Wraps 2 pieces of nylon tape around the box for strength. Applies customer address label on top of box. already be on front of Applies pack list envelope with #1 and #2 copies of order, MSDS, MSDS enclosed marking on rear of box or drum
13. Places the completed package on a designated skid. Uses pallet jack or forklift to remove completed skid to end of isle.

8.33 Export: Selecting, Staging, and Loading Sea Van/Trailers for Strategic Inventory Partnership (SIP) Stores (Day Shift)

1. Employee selects throughout warehouse on heat treated or plastic skids.
 - a. Hazmat
 - b. Security Cage

c. Bin section

2. Use clamp truck on load that need transferred to treated skids.
3. Consolidate freight on pallets, label and check that paper work matches the freight quantity requested.
4. Check off sets locations match freight paper work, add to load.
5. Have Inventory Surveillance Branch (ISB) check paper work, quantity and accuracy.
6. Shrink wrap pallets and stage load for container.
7. All HazMat freight will be label as required.
8. Select all Z-Doc have freight check by COR or Government-designated representative prior to shipping.
9. Z-Doc is taken to FedEx for shipping. Paperwork and tracking number will be provided to CSC office and COR or Government-designated representative.
10. Load staged loads into container provided; check container number matches paperwork.
11. White House shipment will be handled on a priority bases.
12. Receive all incoming freight Direct Delivery (DD) and purchase orders for store loads stage freight distribute paper to appropriate offices CSC or store office.

8.34 Bulk, WDC, & CSC: Selecting and Repacking of Odd-Ball Items, Special Print-Packages, Copy Paper Items, Fiberboard Items, and Selecting Non-HazMat Liquid Items (Day Shift)

1. Copy Paper:
 - a. Select proper amount using either the WDC DD-1348 & CSC ticket.
 - b. Sign one copy of the WDC DD-1348 & right side of the CSC ticket with employee number.
 - c. Tape lids down by using 2" nylon tape to ensure lid and box won't get separated during shipping.
 - d. Place shipping label and packing list on the flattest side of box and place on conveyor line leaving a 12" space between each carton.
2. Cardboard:
 - a. Select cardboard by using either WDC DD-1348 & CSC ticket.
 - b. Sign one copy of the WDC DD-1348 & right side of the CSC ticket with employee number.
 - c. Check NSN for the correct item.
 - d. Band each bundle by using a portable strapping machine.
 - e. Each bundle must be banded once each way.
 - f. Place a piece of paper underneath bands so the shipping label and packing list can be attached.
 - g. Palletize and transport orders to proper shipping areas by each carrier.
3. Box Shop - ODD size items:
 - a. Select proper amount using either the WDC DD-1348 & CSC ticket.
 - b. Sign one copy of the WDC DD-1348 & right side of the CSC ticket with employee number.

- c. Check NSN for the correct item and amount and UNPK.
 - d. Pack each item by using the correct packing material to prevent damage during shipping also to prevent injury to employees handling the items.
 - e. Place shipping label and packing list and transport to the proper shipping lane by carrier.
4. Non-HazMat items :
- a. Select proper amount using either the WDC DD-1348 & CSC ticket.
 - b. Sign one copy of the DD-1348 & right side of the CSC ticket with employee number.
 - c. Check NSN for the correct item and amount and UNPK.
 - d. Place shipping label and packing list and transport to proper shipping lane by carrier.
5. Special Print Packages, Germany, Linden State Department, ETC:
- a. Select proper amount using either the WDC DD-1348 & CSC ticket.
 - b. Sign one copy of the WDC DD-1348 & right side of the CSC ticket with employee number.
 - c. Place shipping label and packing list and transport to the proper shipping lane by special package destination.
 - d. Germany goes to Export.
 - e. Linden, State department and other special packages goes to Domestic shipping.
 - f. Attach one copy of the WDC DD-1348 and or CSC ticket to the material.
 - g. Whenever possible stack freight to have the NSN and UNPK facing out ward to make the checking process easier.

8.35 Bulk, WDC, and CSC: Selecting Motor Freight Orders for Zones F, G, N, P, U, and W (Night Shift)

Selector will:

1. Pick up and sign for work at work station in packs of 10 lines each.
2. Mark towveyor carts identifying route stop number and manifest number so that proper dropping sequencing will be maintained.
3. Go to designated pick location, verifies all stock information is correct (NSN, quantity, unit pack), and select the order and transports order to the towveyor cart.
4. Sign the DD-1348/CSC ticket with employee's number and placing the document with the freight if there are no inconsistencies with selection document.
5. Annotate all inconsistencies on the document.
6. Place document in designated work box and corrective action will be made.
7. This action varies with nature of the inconsistency.

8.36 Bulk, WDC, and CDC: Selecting Small Package Carrier (SPC) Orders in Bulk Pick Modules, Zones Q and R (Night Shift)

Work will be found set up in pass sequence at the head of each zone.

1. Selector will go to designated pick location, verifies all stock information is correct (NSN, quantity, unit pack), select the order, and place it on the conveyor leaving a 12 inch space between each carton.
2. The third copy of the DD-1348 will be signed and returned to the COR or Government-designated representative.

8.37 Bulk, WDC, and CSC: Replenishing Bulk Pick Modules (Night Shift)

1. All pick location will be filled with the correct freight in the designated location.
2. Pallets will be pulled from the current bulk pick location.
3. Replenisher will maintain proper stock level to maintain the flow of the daily work load. The replenisher will also remove all empty pallets from the pallet return location and place the pallets thru-out the warehouse for the bulk selector's use.

8.38 Bulk, WDC, and CSC: Towveyor Operation (Hangmen) (Night Shift)

Hangmen - hang loaded carts on the towveyor line by physically moving them from the staging area to the towveyor line at indicated intervals.

1. The lead Hangmen will follow the production schedule, sets tempo, and assigns cart spaces along the towveyor line. This action will maintain spacing for sequencing following freight as indicated by the production schedule. This is done by visually counting cart spaces and identifying the space and sequence for the following Hangmen by marking the carts.
2. When the dropping process is done, Hangmen remove empty towveyor carts and arrange them in an order that work can begin and run smoothly for the next day's work load.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE 1 OF	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER QSDM-D8-110006-N	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Steve Kinsella, Contract Specialist				b. TELEPHONE NUMBER (No collect calls) 816-823-1296	
6. SOLICITATION ISSUE DATE 09/22/2011		8. OFFER DUE DATE/ LOCAL TIME 10/18/2011 12 noon CST		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR:			
9. ISSUED BY GSA/FAS/Heartland Supply Operations Center (HSOC) 1500 E Bannister Road Kansas City, MO 64131				<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO Eastern Distribution Center, 1900 River Road Burlington, NJ 08016				16. ADMINISTERED BY HSOC, 1500 E Bannister Road Kansas City, MO 64131			
17a. CONTRACTOR/ OFFEROR		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18a. PAYMENT WILL BE MADE BY			
17c. TELEPHONE NO.		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT	
(Use Reverse and/or Attach Additional Sheets as Necessary)							
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED			
<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:							
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	