

## MINIMUM CONTRACT REQUIREMENTS

Ref: US Army Corps of Engineers Safety & Health Manual (COE-385-1)

Prior to starting work, provide to the designated ROICC representative the following:

1. Background Information: Contractor name, contract number, project name, brief description of work to be performed, name of on-site designated competent person/ superintendent and a 24 hour emergency point-of-contact phone number.
2. Statement of acknowledgement that the prime contractor is totally responsible for compliance with all Federal, State, Local laws, rules, and regulations including OSHA, U.S. Army Corps of Engineers Safety and Health Manual (COE 385-1-1).
3. Prior to the start of work, the contractor will prepare and submit for approval to the designated authority an Activity Hazard Analysis (AHA) for each specific phase of work on the project. No work is to be performed until the activity hazard analysis for the work activity has been accepted by the government's designated authority and discussed with all engaged in the activity including the contractor, subcontractor(s), and Government on-site representatives. (01.A.09)
4. Statement of Acknowledgement that the contractor may be required to prepare for review and acceptance any specific safety and occupational health submittal items. These submittal items may be specifically required by Federal, State, or Local Laws, rules, or regulations or may be identified in the contract or by the Government's representative. (01.A.11)
5. Complete submittals will be required for any high hazard work. (i.e., Confined Space, High Voltage work/cable splicing, trenching/excavation work and any work involving fall protection requirements). Work involving any crane/derrick must comply with COE 385-1-1 Section 16.
6. Existing utilities. It shall be the responsibility of the contractor to locate all existing underground utilities that are within the limits of the work prior to any excavation activities. These include but are not limited to the following buried utilities: water lines, sanitary and storm sewers, condensate, fuel lines, gas lines, electrical ducts and direct buried conductors, commercial telephone, base telephone, commercial cable TV, base instructional cable TV, EMCS, and fire alarm. The contractor shall employ the services of a qualified utility locating company to locate, identify and mark all underground utilities. The entire construction limits shall be thoroughly scanned and researched to determine existing utility locations. Any existing utilities that are indicated on the project drawings shall be considered for reference use by the locating company and shall be verified. All underground utilities shall be clearly marked with flags, paint to stakes prior to any digging operation except that required to determine exact utility location and depth. All existing underground utilities shall be accurately recorded on the as-built drawings. CAUTION shall be used when trenching or excavating around or near buried utilities. The contractor shall be responsible for the timely repair and/or replacement of direct and collateral damage of any and all underground utilities that are severed, crushed, broken, displaced or otherwise disturbed by the construction operation. The Government shall not incur any additional cost for such repair or replacement. The contractor shall notify the ROICC a minimum of three (3) working days prior to the utility location.
7. Deliver weekly, to the designated government representative, a Contractor Production Report. Deliver the report no later than 10:00 a.m. the first workday that starts a new work week. Form (to be duplicated by contractor) is attached. Form to be completed in black ink only. The government will provide a copy of the required production report form, which the contractor can use to duplicate.

## MINIMUM SAFETY REQUIREMENTS

8. Minimum Insurance Requirements. Procure and maintain during the entire period of performance under this contract the following minimum insurance coverage:

- a. Comprehensive general liability: \$500,000 per occurrence.
- b. Automobile liability: \$200,000 per person, \$500,000 per occurrence for bodily injury, \$20,000 per occurrence for property damage.
- c. Workmen's compensation as required by Federal and State workers' compensation and occupational disease law.
- d. Employer's liability coverage of \$100,000, except in States where workers compensation may not be written by private carriers.
- e. Others as required by North Carolina law.

9. Documentation Required to Grant Access to Commercial and Contract Employees

- a. Commercial and contract employees may be issued access to MCAS Cherry Point on an individual basis.
- b. Commercial and contract employees must possess a picture identification card from a state or federal agency.
- c. Commercial and contract employees must provide full name, social security number, date of birth, and mailing address.
- d. Commercial and contract employees must provide a complete 50 state criminal records check on an annual basis. This records check may be obtained from any of the following internet investigative services: Kroll (former Infolink Screening Services, Castle Branch, Accurate Background Investigations, Inc.) or any other investigative services company that provides records checks of all 50 states. These services also validate social security card numbers. All criminal history checks must be completed no more than 30 days prior to start date of contract. (Note: These internet screening services are listed as possible sources for obtaining a criminal background check. The United States government and the United State Marine Corps do not endorse nor are they affiliated with any of these services.)
- e. Commercial and contract employees must provide proof of citizenship/immigration status. Acceptable documents include birth certificates, Immigration and Naturalization Service (INS) forms, and passports.
- f. Commercial and contract employees must provide proof of employment and a list of all their employees requiring access.
- g. Commercial and contract employees must provide an approved contract and sponsorship letter from the MCAS Cherry Point employer/Contracting Officer identifying the following:
  - 1) The name of the company/business awarded the contract.
  - 2) Contract Number (if applicable).
  - 3) Contract expiration/termination date.
  - 4) Flight line access with specification location (if required).
- h. Installation Access will be denied if it is determined that an individual:
  - 1) Is on the National Terrorist Watch List.
  - 2) Is illegally present in the United States.
  - 3) Any reason the Installation Commander deems reasonable for the good order and discipline.
  - 4) Is subject to an outstanding warrant.

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- 5) Has knowingly submitted an employment questionnaire with false or fraudulent information.
  - 6) Has been issued a debarment order and is currently banned from military installations.
  - 7) Is a registered sex offender.
  - 8) Has been convicted of a felony or a drug crime within the past five years.
  - 9) Individuals who have received a DUI/DWI in the last year will be allowed access to the installation, but will not be permitted to drive on the installation.
- i. Commercial and contract employees will be issued a contractor's badge good for one (1) year. Commercial and contract employees are required to resubmit a complete 50 state criminal records check in order to renew their contractor badge.
  - j. All appeals shall be directed to the Installation Commander (Attn: Inspector's Office) for any individual that has been denied access to the installation.