METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
WASHINGTON DULLES INTERNATIONAL AIRPORT

AIRSIDE SNOW REMOVAL & ICE CONTROL SERVICES

STATEMENT OF WORK

February 2017
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SECTION II - DEFINITIONS

The following list of definitions is provided to clarify verbiage used in this contract:

AIR OPERATIONS AREA/AOA

The AOA is the portion of the airport used or intended to be used for landing, takeoff, or land maneuvering of aircraft. This is a security area requiring security badging. Workers in this area are required to obtain and display an AOA photo ID credential. Drivers in this area are required to obtain an Aerodrome Vehicle Operator's Permit.

“A” GATES

“A” Gates is a one-story concourse located south of the main terminal and north of “C” and “D” Gates.

AIRPORTS AUTHORITY

The Metropolitan Washington Airports Authority

ATCT

Air Traffic Control Tower

BERM

A linear pile of snow to be melted or hauled as directed, said linear pile can be of any size and consistency.

“B” GATES

“B” Gates is a two-story concourse located south of the main terminal and north of “C” and “D” Gates. “B” Gates is connected to “A” Gates by a pedestrian bridge.

CALL-OUT TIME

The time provided by the COTR by telephone call to the Contractor for the Contractor to be on site in the locations specified and ready to commence work using the equipment listed on the “Minimum Equipment List” in Appendix B of the SOW. The Contractor is deemed “ready to commence” when the equipment has been fueled completely, pre-positioned in the correct location with an operator, and all supervisors are in place. Call-Out Time shall be no sooner than four (4) hours after the COTR’s telephone call to the Contractor. The COTR shall specify what type of event the Call-Out is for, (Full Recall snow removal/melting and ice control services, or Standby snow removal services).

“C” AND “D” GATES

“C” and “D” Gates are two-story concourses united by a one-story connector, located south of the main terminal.

CONTAMINATED SNOW

Snow that has come in contact with aircraft deicing chemicals and is commonly called “pink” snow.
CONTRACTING OFFICER (CO)

The Contracting Officer (CO) is the Airports Authority representative responsible for executing all administrative functions, such as the terms, scope, price, or conditions of this contract on behalf of the Airports Authority.

CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE (COTR)

The Contracting Officer’s Technical Representative (COTR) is an Airports Authority employee, designated by the Contracting Officer to ensure the Contractor is meeting the terms of the contract. The COTR can **NOT** change the terms, scope, price, or conditions of this contract.

CONTRACTOR

Pertaining to this document, the word “Contractor” refers to the company awarded this contract. It also defines all personnel and sub-contractors hired by the Contractor to perform any services specified within this contract.

CONTRACTOR REPRESENTATIVE

A foreman, supervisor, or manager assigned to represent the interests of the Contractor with regards to all matters involving this contract.

CONTRACTOR RELEASE TIME

The Contractor must obtain a signature from the COTR or its designee prior to being released from duties after each event.

CONTRACTUAL WINTER SEASON

The winter season period of performance is defined as the period beginning November 1st and ending April 30th of the next year.

DUMPSITE

Separate areas designated by the Airports Authority for the Contractor to dump contaminated and non-contaminated snow removed by the Contractor.

EQUIPMENT

All equipment listed in Exhibit B.

EVENT

Term used to describe weather that may require the Contractor’s services under this contract.

FAA

Abbreviation for Federal Aviation Administration.

IAD

Abbreviation for Washington Dulles International Airport.
ICE

Frozen or freezing precipitation that cannot be plowed or hauled, but can be melted using ice control equipment and deicers.

MAIN TERMINAL

The main terminal is a multi-story facility with three sub terrain baggage basements, sitting on an east and west axis with an extension protruding southward referred to as the South Finger. Cleaning requirements for this area include policing the sidewalks at the Arrivals ramp, Departures ramp, Commercial Vehicle Drive and Bus lane on the north side of the facility as well as the loading dock and adjacent sidewalk on the east side of the facility.

MAINTENANCE ENGINEERING/MA-226

A representative from the Maintenance Engineering Division or “MA-226” will administer this contract and serve as the “COTR”.

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY (MWAA)

Metropolitan Washington Airports Authority is the governing body, which operates Washington Dulles International Airport. Also referred to as “Airports Authority”.

NON-CONTAMINATED SNOW

Snow that is free of deicing chemicals.

OSHA

U.S. Occupational Safety and Health Administration is the Federal Government agency responsible for providing the rules and regulations on safety and health requirements in the work place.

PASSENGER LOADING BRIDGES (PLB)

The Airports Authority owns and maintains 13 PLB’S in A Gates, 29 in B Gates and four PLB’s in D Gates. Passenger Loading Bridges are also referred to as “Jet Bridges”.

QUALITY ASSURANCE (QA)

Quality Assurance is a program used by the Airports Authority to ensure the Contractor is providing the services of this contract as defined by the contract specifications.

QUALITY CONTROL (QC)

Quality Control is a program designed by the contractor to monitor its performance in this contract to ensure services are provided on a consistent standard at all times.

RAMP TOWER

The Ramp Tower is located on the south side of “B” Gates.
SECURITY OFFICER

A Security Officer is a person employed at the airport in a capacity to ensure a safe work place. A Security Officer can be a Police Officer, an employee of a Contractor hired to perform such services, or an Airport Operations Officer.

SIDA

Abbreviation for Security Identification Display Area. Identification badges must be displayed at all times while in this area.

SOW

Abbreviation for Statement of Work.

SDS

Safety Data Sheet

SNOW

Frozen or freezing precipitation that can be plowed, hauled or melted.

TAXILANE

Aircraft movement area controlled by the Airports Authority

TAXIWAY

Aircraft movement area controlled by the FAA.

“Z” GATES

“Z” Gates is a one-story concourse attached to the main terminal.

5:1 SNOW DENSITY

Five inches of snow contains one inch of water. 5:1 snow has a density of 12.48 pounds per cubic foot which is equivalent to 5.9 cubic yards per ton.
SECTION III – SCOPE OF WORK

01. SUMMARY OF WORK

The Contractor shall perform snow removal and ice control services at Washington Dulles International Airport (Dulles International) in accordance with the contract documents.

02. DESCRIPTION OF SERVICES

Base Services

The Contractor shall provide necessary supervision, services, equipment, fuel, supplies (except as supplied by the Metropolitan Washington Airports Authority (Airports Authority) – see Section VIII.D herein) and labor necessary to accomplish all snow removal and ice control services required by this Statement of Work (SOW) for portions of the airside of Dulles International 24 hours per day, seven (7) days a week, including all holidays, during the Contractual Winter Season - November 1 thru April 30. Base Services include fixed pricing for up to 10 inches of snow and is adjusted in 4 inch increments per accumulation.

Services during the Contractual Winter Season shall be requested by the Contracting Officer’s Technical Representative (COTR) by issuing a Call-Out Time to the Contractor. When the Call-Out Time is issued, the COTR shall specify whether the event is for Full Recall snow removal and ice control services or for Standby snow and ice control services. Services are to be provided in accordance with the specifications and information contained herein for the areas listed below:

A. Approximately 2,515,200 square feet: Areas 1, 2, 3, 4, (A and B Gates), including Vehicle Service and Mobile Lounge Roads and Areas 5, 9, (D and Z Gates), not including the Vehicle Service Roads.

B. Approximately 1,831,000 square feet: Areas 6, 11, and 12, (R Gates), including, Vehicle Service and Mobile Lounge Roads.

C. Approximately 2,300,000 square feet: Area 7 (Taxilanes C & D)

D. Approximately 780,000 square feet: Area 10 (Taxilane F)

03. SNOW AND ICE EVENTS

A. Full Recall and Standby Ice Control

Ice control services shall commence as directed by the Airports Authority. The Airports Authority shall supply both solid and liquid ice control materials to be used only in those areas identified by this contract or as directed by the COTR. This may include pre-treating with liquid and/or treating with liquid and/or solid material for deicing applications.

B. Full Recall Snow Removal

Full recall is requested by the COTR when there is a threat of a significant winter weather event where all of the Contractor’s proposed equipment and personnel may be needed. When the COTR notifies the Contractor that a full recall is in effect, the Contractor will be required to arrive on-site at a time determined by the Airports Authority with all personnel and equipment that was listed in the Contractor’s proposal. The COTR will direct the Contractor as to the status of the event upon arrival. It will then be determined if the Contractor will go into a full recall standby or full recall active mode. The Contractor is deemed “ready to commence” when all
equipment necessary to perform work has been fueled completely, pre-positioned at its designated area with an operator, and all supervisors are in place. The full recall end time is determined via Airport Operations and the COTR.

C. Standby Snow and Ice control

Standby snow and ice control is different than that of a (base services) full recall standby. Standby snow and ice control is normally requested if there is impending inclement winter weather that does not require a full recall equipment set. Standby equipment sets may also be requested after a snow or ice event for additional clean-up or for possible refreeze conditions. In a standby snow and ice control event the COTR will request smaller equipment sets. The equipment can range from just two liquid and two solid material spreaders to larger groups of equipment at the discretion of the COTR. The standby will end when the threat of inclement weather has ended or when the pavement temperatures rise above freezing. The standby end time is determined via Airport Operations and the COTR. Payment for standby will start at the requested onsite time if the Contractor is onsite with all equipment and personnel. Examples of equipment sets are listed below and will vary in amounts depending on the weather forecast:

1. Two liquid and two solid material spreaders only.
2. Two liquid and two solid material spreaders, two skid steers, one loader, one dump truck
3. Two liquid and two solid material spreaders, four skid steers, four loaders, four dump trucks

04. PAYMENT

A. Full Recall Snow Removal and Ice Control

The Contractor shall be paid for events requiring snow removal and/or ice control in accordance with Base Services under the Price Schedule. Pricing for base services snow removal is based upon accumulated snowfall during the winter season which is November 1 and April 30 of the next year. Events requiring full recall snow and ice control, including active or standby status, will be paid under Base Services.

During a full recall event all base equipment proposed in the Contractor’s proposal, (Appendix F), shall be included in the base services costs and shall not be charged separately under any other line item. In addition, instances in which the Contractor is on site and the weather changes or shifts, resulting in no labor or equipment activation for snow removal, accumulations of snow or ice, (if any), shall not count toward Base Services accumulations however, standby rates indicated on the price schedule under base services will be paid.

B. Standby Snow Removal and Ice Control

Events requiring only standby snow and ice control and not requiring a Full Recall for removal of snow shall not be paid under Base Services; instead they shall be paid in accordance with the Standby Snow and Ice control portion of the schedule. Any accumulations of snow above one inch shall count toward seasonal accumulations.

C. Airports Authority Owned Snow Melters

The Contractor will utilize Airports Authority-owned snow melters to supplement its equipment fleet to fulfill the contract requirements. The Contractor is required to provide a minimum of three loaders for each snow melter. The Contractor shall supply tractors or semi-trailer truck equipped with a 20,000 lb. rated pintle hitch to tow snow melters. It will be the Contractor’s responsibility to move the snow melters when directed by the COTR.
Fuel for the snow melters will be provided by the Airports Authority. The Contractor shall be paid in accordance with the Supplemental Services portion of the Schedule for the loaders and tractors or semi-trailer trucks.
SECTION IV - CONTRACTOR’S GENERAL OBLIGATIONS

A. Prior to the start of the Contractual Winter Season, provide the COTR with phone numbers and e-mail addresses for the Project and Assistant Managers, Shift Supervisors, and emergency contacts.

B. Accept emergency calls 24-hours a day, 7 days a week.

C. Have equipment, operators and supervisors available at the designated areas, ready to commence snow removal, melting and ice control operations at the ‘Call-Out Time’ for an event. The Contractor is deemed “ready to commence” when all equipment necessary to perform work has been fueled completely, pre-positioned at its designated area with an operator, and all supervisors are in place.

If, during an event, the COTR determines that additional equipment is needed, the COTR may issue a Supplemental Call-Out Time to the Contractor for that equipment and the Contractor shall have the specified equipment ready to commence at the Call-out Time. Said Supplemental Call-Out Time shall be no sooner than four (4) hours from the time notice is given to the Contractor.

D. Provide all necessary supervisors, operators, supplies (except as supplied by the Airports Authority – see Section VIII.D herein) and equipment needed to perform all required work.

E. Comply with any and all rules, regulations, directions, and safety standards while performing snow removal, melting and ice control operations at the airport, including, but not limited to those applicable to airport security, Air Operations Area (AOA) safety, fueling of vehicles, and disposal of hazardous materials.

F. The Contractor is solely responsible for coordinating relief times for employees (no more than 12 hour shifts), and fueling and maintenance of its equipment.

G. The Airports Authority determines when to call-out the Contractor to the work site. The Airports Authority further reserves the right to utilize other means to remove snow and ice in conjunction with the snow removal and melting services required herein.
SECTION V - CONTRACTOR SUPPLIED EQUIPMENT

A. All contractor supplied equipment identified in Appendix F are included in the base services costs and shall not be charged separately under any other line item.

B. All equipment identified in Appendix F – List 1 Proposed Equipment List shall be staged on the airport in the location shown on the contract drawings and as specified by the COTR, no later than November 1 each year, and remain in place through April 30 of the next year.

C. If any equipment provided under this contract is subject to a delivery/manufacturing schedule that was incorporated into this contract at the time of award, and it is determined after the award of this contract that the equipment cannot be delivered and be made fully operational by November 1, the Airports Authority may terminate this contract for convenience.

D. The Contractor shall provide equipment that is in good condition. The Airports Authority reserves the right to evaluate the operational condition of each piece of equipment and reject any equipment deemed to be in poor condition. All equipment must be kept fully operational during the entire Contractual Snow Season. If any equipment is found to not be functioning or operating properly, the Contractor shall provide a replacement in good operating condition no later than the Call-Out Time for any event. There will be an annual inspection by the COTR and a MWAA mechanic. The annual inspections will be held on November 1st or the next regular business day.

E. All equipment on the airport shall comply with Airports Authority issued Orders & Instructions (O & I), IAD 3-2-2A, titled “Airfield Vehicle Control Program” at all times (Appendix C). All equipment must be marked and numbered as required by the Airports Authority. Equipment must be equipped with appropriate safety devices to ensure safe operations (OSHA compliant). These devices may include, but not be limited to, front and back lights, horns, safety striping and/or triangles, and other safety devices as specified by the Airports Authority such as fire extinguishers and aerodrome lights.

F. All ice control material applying equipment (i.e., solid and liquid spreaders - recommend two of each) shall be calibrated in accordance with standard industry spreader calibration procedures as stated in Section X – Ice Control. The Contractor shall demonstrate to the Airports Authority’s satisfaction that each piece of equipment is calibrated prior to each event and upon reasonable request by the Airports Authority.

G. The Contractor shall provide loaders to support the Airports Authority-owned snow melters. Loaders shall be equipped with a straight edged 5 cubic yard buckets. Excavating buckets with teeth shall not be permitted.
SECTION VI - AIRPORTS AUTHORITY PROVIDED SERVICES AND EQUIPMENT

A. The Airports Authority will provide 4 dual side loading snow melters with a melting capacity of 135 tons per hour.

B. The Airports Authority will provide the fuel, fueling labor, and maintenance for the snow melters.

C. The Airports Authority will provide both solid and liquid ice control materials for ice control. Liquid materials will be drawn using Contractor equipment and solid materials will be loaded by Airports Authority personnel into Contractor equipment.

D. Airports Authority personnel will perform all start-up functions related to the snow melters.

E. The Contractor shall be responsible for damages to the Airports Authority owned snow melters.
SECTION VII - COMMUNICATION EQUIPMENT

A. The Contractor shall provide, maintain, and pay for cellular telephones and full cellular/data/text messaging service for all key personnel. Telephone numbers and e-mail addresses of key personnel shall be provided to the COTR and service shall be maintained in a current status at all times during the Contractual Winter Season. The Contractor’s key personnel shall, during all events, carry the communication equipment with them in good operating condition and in service for receipt of calls, e-mails or text messages and sending of calls, e-mails, and text messages.

B. The Contractor shall also provide its own communications network (i.e. two-way radios, cell phones, walkie talkies) sufficient to permit effective electronic communication with all equipment operators and supervisors. Additionally, the Contractor’s site manager shall have a minimum of two radios (at least one radio shall be portable) capable of monitoring and communicating with the Airports Authority Ramp Tower on frequencies 119.12 (A/B), 129.55 (C/D) & 130.55 (E/F) MHZ.
SECTION VIII - ON-SITE CONTRACTOR STAFF

A. The Contractor shall provide a site manager and sufficient staff and supervisors to operate, fuel, and maintain equipment.

B. The Contractor's site manager shall act as the liaison between the COTR and the Contractor's personnel and shall coordinate the Contractor's overall snow removal/melting and ice control operations. The site manager shall be present whenever the Contractor is required to be on-site during the Contractual Winter Season.

C. During events, the Contractor shall provide an adequate number of supervisory personnel responsible for maintaining control of the Contractor's personnel and equipment. The supervisory personnel must have the capacity and delegated authority to act as site manager as needed.

D. The Contractor shall ensure that its operators of motorized vehicles obtain an AOA permit in accordance with the requirement set forth in O & I IAD 3-2-2A. In addition, the Contractor's operators must have completed drivers training at the start of, and throughout, the Contractual Winter Season. New personnel must have completed drivers training within 30 days of hire, and shall not be permitted to operate motor vehicles on the AOA until the training is complete. [http://www.mwaa.com/dulles/856.htm](http://www.mwaa.com/dulles/856.htm)

E. Prior to commencement of the Contractual Winter Season, the Contractor shall ensure that all supervisors and operators of equipment are fully qualified and trained to operate equipment in snow removal/melting and ice control operations, are familiar with the AOA, and are familiar with all rules and procedures applicable to their work within the airside area of the airport.

F. The Contractor shall ensure adequate staffing levels to maintain a continuous operation with rest periods. Staff shall not exceed a 12 hour consecutive work shift that must be followed by a minimum six hour rest period.
SECTION IX - REQUIREMENTS FOR SNOW REMOVAL AND MELTING OPERATIONS

A. Snow clearing and melting operations will commence at the COTR's direction and will continue until snow accumulations have been cleared in conformity with generally accepted airport snow removal industry practices. The Contractor shall comply with the procedures defined in the Federal Aviation Administration (FAA) Advisory Circular 150 / 5200-30C, Airport Winter Safety and Operations (or current document) and Airport Certification Manual Section 313, Snow and Ice Control Program, in Appendix D. The Contractor shall not cease its operations until the work is complete and the COTR releases the Contractor.

B. Gate Cleaning – the time to remove snow/ice from an area can vary greatly depending on these factors: amount of snow, density of snow, surface conditions and temperature, airline and/or ground handling equipment. However, it is imperative that the Contractor use its best efforts to clean the gates as expeditiously as possible. Depending on deicing operations, snow at the gate areas may require hauling in lieu of melting. The COTR will determine when areas are clean prior to event release.

C. Non-contaminated snow and contaminated snow (pink snow) must be handled separately by the Contractor.

1. For non-contaminated snow; hauling the cleared snow to dumpsites specified by the Airports Authority and melting such snow shall be the primary method of removal in this contract. The Contractor will be responsible for maintaining access to the dumpsites.

2. For contaminated snow (pink snow); hauling is the only method of removal. Contaminated snow that is cleared by the Contractor will be hauled to separate dumpsites specified by the Airports Authority. The Contractor will be responsible for maintaining access to the dumpsites as well as the efficient storing/stacking of snow at the dumpsites. Currently contaminated snow is dumped on R3 and R5.

3. Non-contaminated snow and contaminated snow shall not be stored at the same dumpsite. Both clean and pink snow sites may or may not change from year to year.

D. Specific Snow Clearing Requirements

1. Areas 6, 11, and 12, (R Gates), including, Vehicle Service and Mobile Lounge Roads.

When directed by the Airports Authority, the Contractor shall commence clearing, piling and removal operations. The Contractor shall clean the aircraft gate areas when they become available. If an aircraft was deiced at the gate and the gate is now empty, the Contractor shall not clean the gate until the glycol recovery vehicles (GRV) have finished their operation. The airline or ground handler is the responsible party for ensuring that the gate area is prepared for Contractor snow clearing which is to include all aircraft/airline ground handling equipment. The Contractor is responsible for the relocation of aircraft wheel chocks, safety cones and other minor items which would prevent timely snow removal. Equipment staging and piling areas will be coordinated with Airport Operations and the airline depending upon space availability and the airline schedule. The Contractor will remove any contaminated snow that the GRV’s are unable to reclaim. This contaminated snow will be hauled to the specific contaminated snow dumpsite. Non-contaminated snow will be melted or hauled as appropriate. Melting locations shall be coordinated with the Airports Authority.
2. Areas 1, 2, 3, 4, (A and B Gates), including Vehicle Service and Mobile Lounge Roads and Areas 5, 9, (D and Z Gates), **not** including the Vehicle Service Roads.

When directed by the Airports Authority, the Contractor shall commence clearing, piling and removal operations. The Contractor shall clean the aircraft gate areas when they become available. If an aircraft was deiced at the gate and the gate is now empty, the Contractor shall not clean the gate until the GRV’s have finished their operation. The airline or ground handler is the responsible party for ensuring that the gate area is prepared for Contractor snow clearing which is to include all aircraft/airline ground handling equipment. The Contractor is responsible for the relocation of aircraft wheel chocks, safety cones and other minor items which would prevent timely snow removal. Equipment staging and piling areas will be coordinated with Airport Operations and the airline depending upon space availability and the airline schedule. The Contractor will remove any contaminated snow that the GRV’s are unable to reclaim. This contaminated snow will be hauled to the specific contaminated snow dumpsite. Non-contaminated snow will be removed by trucks and taken to an Airports Authority approved dump site.

3. **Area 7 (Taxilanes C & D)**

When necessary, the Airports Authority shall plow snow into a berm located either between Taxilanes C and D or south of the Mobile Lounge Road on the north side of Taxilane C. These berms are created by the Airports Authority when circumstances best dictate and typically are created during the hours of 2200 – 0600. When directed by the Airports Authority, the **Contractor shall be required to remove the snow from the berms by utilizing mobile snow melters and hauling operations. Equipment that has completed work in other areas and has been released by the COTR is typically relocated to these berms.** The Contractor shall melt the berm as expeditiously as possible after receiving notice from the COTR to commence melting. Clearance must be obtained from Airport Operations and radio contact maintained with the appropriate Control Tower prior to entering and working on the Taxilanes or Taxiways. The Contractor may be required to exit the work area immediately in the event of aircraft movement. The volume of snow to be melted is that amount plowed from Taxilanes C and D by the Airports Authority’s in-house snow team: 2,300,000 square feet multiplied by the snow fall. The Contractor shall provide a snow removal plan for this area.

4. **Area 10 (Taxilane F)**

When necessary, the Airports Authority shall plow snow into a berm located on the north side of Taxilane F. The berm is created by Airports Authority personnel and equipment when circumstances best dictate and typically are created during the hours of 2200 – 0600. When directed by the Airports Authority, the **Contractor shall be required to remove the snow by utilizing mobile snow melters. Equipment that has completed work in other areas and has been released by the COTR is typically relocated to this area.** Snow melting of Area 10 is expected to occur after the melting of Area 7 has begun. However, due to operational concerns, the melting of snow may occur at any time of the day. Clearance must be obtained from Airport Operations and radio contact maintained with the appropriate Control Tower prior to entering and working on the Taxilanes or Taxiways. The Contractor may be required to exit the work area immediately in the event of aircraft movement. The volume of snow to be melted is the amount plowed from Taxilane F by the Airports Authority in-house snow team: 780,000 square feet multiplied by the snow fall.

E. If equipment is not being utilized in a certain area, the COTR may require the Contractor to reassign idle equipment and operators to other areas in the contract.
F. The Contractor is not permitted to clear snow within 50 feet of aircraft, unless that specific airline provides an aircraft handler to direct the Contractor’s snow removal around the aircraft.

G. After each event, the Contractor shall within two business days of “Contractor Release Time” provide an Airports Authority-approved:

1. Chronological Events log that shows the Call-Out Time, action taken and completion time,

2. Summary report that lists number of each type of equipment that was used, number of personnel available, etc.

H. Contractor Release Time – The Contractor must obtain a signature from the COTR or its designee prior to being released from duties after each event.

SECTION X - ICE CONTROL SERVICES

A. The Airports Authority may issue a Call-Out Time for ice control services only. For such events, the Contractor shall provide an anti-icing/deicing crew of at least five (5) persons with adequate supervision, and two vehicles for liquid and two vehicles for solid chemical. This is necessary to apply materials for ice control events using ice control/chemical application equipment. The Contractor shall apply anti-icing/deicing materials as directed by the COTR.

B. The Contractor shall provide ice control/chemical application equipment. As a minimum, these shall include:

1. Two (2) Solid material spreaders with pre-wetting systems.
   a. Minimum volumetric capacity of five cubic yards.
   b. Spreaders shall be equipped with ground speed controls.
   c. Pre-wet system shall have a minimum capacity of 300 gallons.

2. Two (2) Liquid deicing systems with wand attachment and 100 feet of hose.
   1. Minimum volumetric capacity of 1000 gallons.
   2. Deicer shall be equipped with ground speed controls.
   3. Application rates shall be based on gallons per 1000 square feet.

The locations for ice control/chemical application services are Areas 1, 2, 3, 4, 5, 6, 9, 11 and 12. The Contractor shall not be responsible for ice control/chemical applications for Area 7 (C and D Taxilanes) or Area 10 (F Taxilane).

C. For ice-control only call-outs, the Contractor shall be paid per hour time in accordance with the line items under Standby Snow and Ice Control, Section B - Price Schedule.

D. The Airports Authority will provide both solid and liquid types of anti-icing and deicing materials. Liquid materials will be drawn from an Airports Authority-supplied tank using Contractor equipment and logged appropriately. Solid materials are loaded by Airports Authority personnel into Contractor equipment at the Airports Authority’s salt/sand bin complex. The materials include:

1. Potassium acetate (liquid)
2. Sodium formate (solid)

3. Sand

E. Application rates for liquid chemicals are as follows:
   1. Anti-icing on dry surfaces is 0.5 gallon per 1,000 square feet.
   2. Deicing on wet surfaces is 1.0 gallons per 1,000 square feet.

F. Application rates for sodium formate will vary depending on temperature.
   1. Sodium formate is most effective as a deicer when pre-wet at the spreader spinner with Liquid Runway Deicer. Begin at 10% by weight of sodium formate and adjust for local conditions.
   2. Sodium formate may be applied with existing solid deicer spreading equipment. Spreaders should be calibrated for accurate application. The application rate is 5-7 pounds per 1,000 square feet. Sodium formate weighs 45 pounds per cubic foot; about the same as urea. The Airports Authority prohibits the use of urea at the airport.

G. Application rate for sand is 500 pounds per two-lane mile.

H. Ice control services shall be conducted on a 24-hour/seven day per week basis including all holidays as required.

I. Equipment utilized to apply liquid materials shall be outfitted with instrumentation devices to measure usage in gallons. The Contractor shall maintain a log to record the solid and liquid materials drawn and/or received during each winter season. Materials used during each event shall be included in the reports required by Section IX-G.

J. Gate Cleaning – the time to control ice from an area can vary greatly depending on these factors: amount of ice, surface conditions and temperature, presence of airline and/or ground handling equipment. However, it is imperative that the Contractor use its best efforts to control ice at the gates as expeditiously as possible. The COTR will determine when areas are clean prior to event release.
SECTION XI - SUPPLEMENTAL SERVICES

A. During Full Recall or Standby snow and ice control events where a significant accumulation of snow or ice is experienced, the Airports Authority may require the Contractor to provide supplemental equipment and operators. The Contractor shall, upon direction from the Airports Authority, provide supplemental equipment and operators no later than four (4) hours from the time requested and authorized by the Airports Authority.

B. The Contractor shall be reimbursed by the Airports Authority for supplemental services in accordance with the unit prices specified in the Price Schedule. The Contractor’s unit prices shall be fully loaded rates.

C. The Airports Authority reserves the right to request the supplemental equipment and operators in any quantities it deems necessary during the snow/ice removal events. Supplemental services shall include the following:

1. Supervisor with 4WD Truck w/7.5-ft. plow.
2. 4WD Truck w/7.5-ft. plow and operator
3. 4WD truck with 7.5-ft. plow, spreader, and operator.
4. Tandem Axle Dump truck (14 yd minimum) w/operator.
5. Tandem Axle Dump truck (14 yd minimum) w/spreader, 11-ft. power angle plow and operator. Operators will work directly with Airports Authority personnel. Spreading material will be supplied.
6. Skid steer loader, minimum ½ yard bucket with quick-disconnect capability from a 60 inch high capacity bucket or 8-ft push box and operator.
7. Front-end loader w/operator - Each loader must have quick-disconnect capability for utilizing a push box or cubic yard standard material handling bucket with bolt on cutting edge (minimum 21,000 lb. operating weight, John Deere 544 or equivalent). Minimum 20 ft. push box.
8. Tractor (not less than 50 hp) or Skid steer loader with a 5-ft. power broom.
9. Tractor or Semi-Trailer Truck, equipped with a 20,000 lb. pintle hitch.
10. Snow Groomer

Supplemental services shall be performed in compliance with all requirements as described in this SOW.
SECTION XII - CONTRACTOR STORAGE AND STAGING LOCATIONS

A. The Contractor shall at its own expense place a trailer(s) on the airport to provide the Contractor an on-site “headquarters” to support its activities under this contract. The Airports Authority currently provides a 70,194 sq. ft. area for such trailers as well as for the storage of all equipment required to perform this contract. The current lot is located on the southeast side of Taxi Lane Echo. Electricity and telephone service are available at the site; however the Contractor shall be responsible for the actual connection, monthly telephone service and other expenses. The Airports Authority may also provide a “seasonal” staging location for the snow melters. This staging location would consist of an area centrally located, with a hard surface that would enable the snow melters to be connected/disconnected to and from road tractors.

B. The Contractor shall be required to follow all applicable Virginia State and airport codes, rules and regulations regarding the installation and occupation of said trailer(s) and storage yard. A construction permit, available through the Airports Authority’s Engineering Division, is required for all installations.

C. The storage and staging locations may change as required. If this occurs, the Airports Authority shall provide a similar sized location or locations, and supply utilities (electrical and telephone) to the site(s) as needed. The Contractor shall be responsible for relocating its equipment and supplies to the new site(s), as well as telephone and utility connections and other expenses. Relocation will only occur between May 1 and October 31. The COTR shall provide the Contractor a minimum of 30 days written notice before relocation.

D. The Airports Authority will provide employee vehicle parking free of charge in a designated location outside Gate 313. The Contractor will then be required to provide transportation to the site.
SECTION XIII - ENVIRONMENTAL COMPLIANCE REQUIREMENTS

A. The Contractor, in conducting any activity on airport property, shall comply with all applicable airport, local, state, and federal environmental rules, regulations, statutes, laws, and orders (environmental requirements). These environmental requirements address, but are not limited to, requirements regarding the storage, use, and disposal of hazardous materials, petroleum products, solid waste, or any other covered substance; the National Environmental Policy Act (NEPA); and water and air quality regulations.

B. The Contractor shall acquire all necessary federal, state, local, and airport permits/approvals and comply with all permit/approval requirements.
SECTION XIV - FUEL COST ADJUSTMENT

In the event the cost of fuel utilized by this contract increases or decreases during the term of this contract, a fuel adjustment shall be determined as set forth below. This adjustment shall be determined at the start of each snow season on November 1, the start of each Contractual Winter Season, utilizing the U.S. Energy Information Administration Petroleum Publication for U.S. East Coast Diesel Fuel at http://tonto.eia.doe.gov/oog/info/gdu/gasdiesel.asp to determine the average daily fuel price. The cost for this agency or service is free through the Internet.

A. The Contractor shall be entitled to a price increase/decrease based on the cost of a gallon of fuel originally determined on the day the solicitation is released to the public as provided in Section III – Price Schedule. This is called the “Fuel Cost Adjustment”.

B. As used in this clause, for sake of clarity, in determining the “Fuel Cost Adjustment”, the following formula shall apply:

1. (Fuel Adjustment Factor) = ((Fuel Pricing for Contract Year) / (Fuel Pricing Basis)) – 1
2. (Fuel Cost Adjustment) = (Contractor’s Fuel Cost at Basis Rate) * (Fuel Adjustment Factor)
3. (Adjusted Fuel Cost) = (Contractor’s Fuel Cost at Basis Rate) + (Fuel Cost Adjustment)
SECTION XV – SNOW GROOMER

A. The Contractor shall provide all labor, snow grooming equipment, and supervision necessary to remove snow and groom the areas in front of seven glide slope antenna’s located adjacent to the four runways located at Dulles International. The Contractor shall be required to submit an hourly rate to complete this task. Work is to be performed according to the FAA’s AC 150/5300-13A (Airport Design dated 9/28/2012) Chapter 6, Section 626, page 198 which requires the area to be graded to remove surface irregularities. All seven areas will be groomed successively to return all runway ILS systems back to service as soon as possible. The antennas are located 1,000 feet from the end of runway. The area requiring grooming is defined as being fifty feet wide at the base of the antenna, expanding to 200 feet wide at the end of the runway. Each area is approximately three acres. [https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf)

B. The Contractor shall provide equipment that has the equal or the same performance characteristics as the Prinoth 350 slope groomer.

C. The Contractor shall have equipment and manpower prepared for a response time of 24 hours or less from the initial call from the COTR. The Airports Authority can provide covered storage for the defined season for equipment.

D. The Contractor shall only be compensated for actual time worked to fulfill the scope of the contract. The Airports Authority shall not pay for time the equipment and operators are out of service due to equipment breakdown, equipment repair, personnel rest periods, etc.
SECTION XVI – APPENDICES
APPENDIX A

SNOW REMOVAL PLAN
APPENDIX B

WASHINGTON DULLES INTERNATIONAL AIRPORT
MINIMUM EQUIPMENT LIST
APPENDIX B

WASHINGTON DULLES INTERNATIONAL AIRPORT
MINIMUM EQUIPMENT LIST (For proposal purposes ONLY)

1. **The Offeror’s proposal is required to contain complete lists of equipment it will provide for snow and ice control using the forms provided in Appendix G & H.**

2. **A separate list of all additional available equipment shall also be submitted.**

3. **All lists should include the equipment type, age and condition.**

The successful Offeror’s complete lists of equipment will be inserted into the contract at the time of Contract Award and the awardee shall be required to provide all listed Equipment.

(The following list is provided as a guide to Offerors; it is not a complete list of Equipment Required to Perform the Contract.

Area 1
A. Two (2) Front End Loaders with pusher boxes
B. Two (2) Front End Loaders with appropriate sized buckets
C. Two (2) dump trucks with 20 yard capacity
D. One (1) 4x4 pickup truck with 7 ft blade
E. Two (2) Skid Steers with pusher boxes

Area 2
A. Four (4) Front End Loaders with pusher boxes
B. Four (4) Front End Loaders with appropriate sized buckets
C. Six (6) dump trucks with 20 yd capacity
D. One (1) 4x4 pickup truck with 7 ft blade
E. Four (4) Skid Steers with pusher boxes

Area 3
A. Four (4) Front End Loaders with pusher boxes
B. Four (4) Front End Loaders with appropriate sized buckets
C. Six (6) dump trucks with 20 yd capacity
D. One (1) 4x4 pickup truck with 7 ft blade
E. Four (4) Skid Steers with pusher boxes
F. Front end loaders to support the number of Snow melters

Area 4
A. Two (2) Front End Loaders with pusher boxes
B. Two (2) Front End Loaders with appropriate sized buckets
C. Two (2) dump trucks with 20 yard capacity
D. One (1) 4x4 pickup truck with 7 ft blade
E. Two (2) Skid Steers with pusher boxes
F. Front End Loaders to support the number of Snow melters

Area 5 N & S
A. Two (2) Front End Loaders with pusher boxes
B. Two (2) Front End Loaders with appropriate sized buckets
C. Three (3) dump trucks with 20 yd capacity
D. Two (2) Skid Steers with pusher boxes

Area 6
A. Two (2) Front End Loaders with pusher boxes
B. Front End Loaders to support the number of Snow melters

Area 7
A. Front End Loaders to support the number of Snow melters
B. Road tractors to support proposed number of Snow melters
E. Six (6) Front End Loaders with pusher boxes
F. Twelve (12) dump trucks with 20 yd capacity

Area 9
A. One (1) Front End Loader with pusher boxes
B. One (1) Front End Loader with appropriate sized bucket
C. One (2) dump truck with 20 yard capacity
D. One (1) 4x4 pickup truck with 7 ft blade
E. Two (2) Skid Steers with pusher boxes

Areas 10 and 11
A. Three (3) Front End Loaders with pusher boxes
B. Front End Loaders to support the number of Snow melters

Area 12
A. Two (2) Front End Loaders with pusher boxes
B. Front End Loaders to support proposed number of Snow melters

- Portable Snow melting units shall be placed in areas designated by the COTR or its designee. The location of snow melting units shall be dependent on operational needs with availability of certain locations varying with the time of day and airline activity.

- Loader bucket sizes shall be sized for optimum performance with the proposed snow melters.

- All wheeled equipment shall have rubber tires. Plows and loaders shall have hard rubber or polyurethane skid plates.
APPENDIX C

ORDERS & INSTRUCTIONS (O & I) IAD 3-2-2A
AIRFIELD VEHICLE CONTROL PROGRAM
AIRFIELD VEHICLE CONTROL PROGRAM

1. PURPOSE

This Orders & Instructions (O&I) implements the Airfield Vehicle Control Program at Washington Dulles International Airport (Washington Dulles) under the authority of Federal Aviation Regulation, Part 139 (14 CFR Part 139), and the Metropolitan Washington Airports Regulations (MWAR). This O&I establishes the requirements and procedures necessary to obtain approval for any motorized vehicle to operate on the airport's air operations area (AOA).

2. DISTRIBUTION

This O&I is distributed to all Authority branches and above, Airport Operations Officers, AOA Safety & Security Inspectors, Authority Police Officers, air carriers, tenants, concessionaires, and contractors at Washington Dulles.

3. REFERENCES

   b. Metropolitan Washington Airports Regulations (MWAR).
   c. IAD Orders and Instructions 9-1-2B, Air Operations Areas at Washington Dulles International Airport, dated 10/7/87.

4. CANCELLATION


5. DEFINITIONS

   a. Air Operations Area (AOA). That portion of Washington Dulles used or intended to be used for landing, taking off, or surface maneuvering of aircraft. It is that portion of the airport not intended for public use, with the exception of on- and off-loading aircraft (see IAD O&I 9-1-2B).
b. Movement Area. The runways, taxiways, and other areas within the AOA of the airport used for taxiing, taking off, and landing of aircraft, except loading ramps and parking areas.

c. Restricted Areas. Those portions of Washington Dulles not intended for public use or access and so designated by the Airport Manager. They are clearly identified with signs designating those areas as "RESTRICTED AREA." The AOA and Security Identification Display Area (SIDA) are contained in the restricted area.

d. Terminal Ramp Areas. Paved areas, other than the movement areas, utilized for parking or servicing aircraft; i.e., gate areas, cargo ramps, etc.

e. Plane-Mates/Mobile Lounges. Special use vehicles that are used to transport passengers between the terminal and aircraft or between the main terminal and the midfield buildings.


g. Aircraft Support Vehicles. Vehicles routinely used on the AOA to support aircraft operations; i.e., tugs, belt loaders, cargo loaders, deicers, and food service trucks.

h. Other Vehicles. Vehicles not routinely used on the AOA; i.e., construction vehicles and vans.

i. Airfield Operator’s Permit. A driving permit or license issued by the Airport Manager, Washington Dulles, for operating motor vehicles on the AOA in conjunction with a valid state driver’s license.

6. DIRECTIVE STATEMENT

Under the authority of Federal Aviation Regulations, Part 139, and the Metropolitan Washington Airports Regulations (codified), the only motor vehicle operations permitted on the AOA are those vehicles operated by the Metropolitan Washington Airports Authority and tenants who provide regular and consistent service on the AOA. Temporary airfield registrations (valid for a specified period of time, but not to exceed 12 months) may be issued to non-tenants who provide regular and frequent service for an airport tenant involved in activities directly related to the airport and who need access to the AOA on a limited basis.
a. An airfield operator’s permit is required for ALL individuals who operate a motor vehicle on the AOA as defined in paragraph 5.a. above (see Enclosure 1).

b. An applicant for an airfield operator’s permit of any class must possess a valid state driver’s license (see Enclosure 2).

c. An applicant for any class driver’s permit must successfully complete the airfield operator’s permit written examination with a minimum score of 80 percent.

d. The application must be accompanied by the training certification statement if the application is for a Class B, C, or D permit (see Enclosure 3).

e. The expiration date of the airfield operator’s permit will coincide with the expiration date of the applicant’s state driver’s license. If renewal of any class of airfield operator’s permit is desired, such renewal must be accomplished prior to the airfield operator’s permit expiration date. If an airfield operator’s permit has expired, the applicant must reapply for the permit in accordance with the initial requirements for that particular airfield operator’s permit.

f. The airfield operator’s permit will be indicated on the airport identification card by a color-coded, vertical bar to the right and left of the photo. Classes of equipment that the individual is permitted to operate will be indicated by a letter designator.

Class A - Motor vehicles with the exception of those in Classes B, C, or D.
Class B - Main deck loader/forklift.
Class C - Fuel truck.
Class D - Plane-Mate/mobile lounge and Passenger Transport Vehicles (PTV).

g. The driving rules applicable to individuals having a Washington Dulles airfield operator’s permit are stated in this O&I, paragraph 19. O&I 3-2-2A is also intended as a study guide for the written test identified in 6(c).

7. PROCEDURES

The following matrix contains the procedural steps which an applicant for an airfield operator’s permit must follow:
APPLICANT MUST

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Possess an employee identification badge issued by the Dulles Pass &amp; ID Section. YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>b. Possess a valid state driver’s license. YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>c. Complete two (2) copies of equipment training record (Enclosure 3). NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>d. Complete Section I and have employer complete Section II of the application form (Enclosure 4). YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>e. Visit the Dulles Pass &amp; ID Section for completion of Section III of the application form (Enclosure 4). YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>f. Pass a written examination with a minimum score of 80 percent. YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

8. ADMINISTRATION

The Airport Operations Division, through the Pass & ID Section, is responsible for the administration of this program.

9. EXAMINATION

The Dulles Pass & ID Section shall conduct the written examination after the Security Identification Display Area (SIDA) class. The hours for testing, and such other hours as are authorized by the Airport Manager or his designee, will be published at the Pass & ID Section (Enclosure 5). The written examination will cover the material contained in O&I 3-2-2A. Reexaminations will be given only after sufficient time has elapsed for study of O&I 3-2-2A or on the next available examination day.

10. ENFORCEMENT

a. The Airport Manager, Washington Dulles, or his designee is authorized by the references cited in paragraph 3. above to issue warning letters, conduct conferences, conduct hearings, issue and modify orders of suspension and revocation, and implement a point system for violations of airport rules and regulations. Such a point system is in effect at Washington Dulles (see paragraph 11.).
b. Notice for violations of the airport rules and regulations concerning airfield vehicular operations may be issued by the Airport Manager, Airport Operations Manager, Airport Operations Officers, AOA Safety & Security Inspectors, and the Airports Authority Police. A copy of the violation notice will be given to the individual charged with the violation, with duplicates provided to the responsible tenant manager and Airport Operations. Individuals issued a violation notice may be required to re-test the airport’s operator’s permit written exam.

c. The manager of the Airport Operations Division (Airport Operations Manager), or his designee, shall send a warning letter to each licensee who has accumulated three points. Individuals who have accumulated **five to seven points** will be required to meet with the Airport Operations Manager to review the individual’s driving record. After an operator accumulates **eight to eleven points**, the individual’s airfield operator’s permit shall be **suspended** for a minimum of **3** days and not to exceed **30** days. When an operator accumulates **twelve points**, the permit shall be **revoked**.

d. When a licensee has accumulated **eight to eleven points**, the Airport Operations Manager shall issue a Notice of Suspension. When any licensee has accumulated **twelve points**, the Airport Operations Manager shall issue a Notice of Revocation. Each notice shall be personally served upon the licensee or sent by certified mail and shall state the duration of the suspension/revocation and shall advise the licensee of his/her right to request a hearing before the Airport Manager (see paragraph 12.).

A copy of the notice shall also be served upon the licensee’s employer. The licensee’s written request for an appeal hearing must be received by the Airport Manager with a copy to the Airport Operations Manager **no later than 72 hours** following the licensee’s receipt of the notice.

e. The individual’s signature is required to acknowledge receipt of the Notice of Violation. The signature does **not** signify guilt on the part of the operator, only that a violation form was received. Refusal to sign the notice will result in immediate suspension of AOA driving privileges. The individual’s driving privileges will remain suspended until the issues are resolved.

f. Each such suspension or revocation shall be effective **72 hours** after receipt by the licensee unless a hearing is requested. Upon receipt of the written request for the hearing, the Airport Operations Manager shall stay the
suspension or revocation pending the outcome of the hearing unless it appears to the Airport Operations Manager that substantial harm could result if the suspension or revocation is not made effective immediately. The duration of the INITIAL suspension shall not be less than 3 days nor more than 30 days. The duration of any subsequent suspension shall not be less than 15 days nor more than 90 days. Points assessed shall be retained on the licensee’s airport driving record for 2 years from the date of the offense.

11. POINT SYSTEM

The point system, as discussed in paragraph 10. above, is in effect at Washington Dulles. This system is an integral part of the overall vehicular program at Washington Dulles as required by the references in paragraph 3.

Points Assessed for Violating Airport Rules and Regulations Relating to the Operation of Motor Vehicles on the AOA:

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>POINTS ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal parking on the AOA.</td>
<td>1</td>
</tr>
<tr>
<td>Operating a vehicle without an AOA permit and a valid state permit in possession.</td>
<td>2</td>
</tr>
<tr>
<td>Operating a vehicle that has failed a spot-inspection or that has not been inspected.</td>
<td>2</td>
</tr>
<tr>
<td>All other violations not listed.</td>
<td>2</td>
</tr>
<tr>
<td>Violations contributing to an accident.</td>
<td>3</td>
</tr>
<tr>
<td>Speeding.</td>
<td>3</td>
</tr>
<tr>
<td>Failure to obey a sign, signal, or instruction.</td>
<td>3</td>
</tr>
<tr>
<td>Improper markings/no markings.</td>
<td>3</td>
</tr>
<tr>
<td>Operating without the proper class of permit.</td>
<td>5</td>
</tr>
<tr>
<td>Failure to report an accident to Airport Operations/Police.</td>
<td>6</td>
</tr>
</tbody>
</table>
Reckless driving. 8

Leaving the scene of an accident:
- No personal injury. 8
- Personal injury. 12

Operating after suspension or revocation. 12

Driving under the influence 12

NOTE: Whenever multiple charges are based on offenses alleged to have been committed at the same time, points shall be assessed on all charges.

12. APPEALS/HEARINGS

a. Notice of Violations, Suspensions, and Revocations may be appealed to the Airport Manager.

b. The Airport Manager, Washington Dulles, or his designee, shall conduct a hearing **within 10 calendar days of receipt** of the notice of appeal.

c. Such hearings are not trials and will not be conducted as such. Oaths will not be administered, and the rules of evidence do not apply.

d. The Airport Manager shall issue a decision **within 10 calendar days** from the date of the hearing.

e. The Airport Manager may uphold or cancel Notices of Violation and may uphold, cancel, or modify Suspensions, Revocations, or point assessments.

13. AUTHORITY TO OPERATE ON THE AIR OPERATIONS AREA (AOA)

a. The only motor vehicle operations permitted on the AOA are those expressly authorized by the Airport Manager, Washington Dulles, who shall identify the motor vehicles by registration. (Permanent registration shall be extended on the basis of need only to airport activities whose operations are formalized by contract with the airport.) Temporary registration may be extended to agencies whose business is directly related to the aviation activity of the airport when access to the AOA is considered necessary to the conduct of the business (MWAR).
b. Authority for the establishment of, and the enforcement of, a vehicle control program is granted to the Airport Manager, Washington Dulles, pursuant to MWAR and the Annotated Code of Virginia. The Airport Manager, or his duly authorized representative, has the authority to issue warning letters, conduct conferences, issue and modify orders of suspension and revocation of airfield operator’s permits, conduct hearings, and enforce all operating procedures and regulations relating to driver’s licensing and permits. Duly authorized representatives include, but are not limited to:

(1) Airport Operations Officers.

(2) AOA Safety & Security Inspectors.

(3) Airports Authority Police.

c. The Washington Dulles airfield operator’s permit will only be valid when the holder also has in his/her immediate possession a valid state driver’s license and is complying with any restrictions on his/her state driver’s license (e.g., wearing eyeglasses or a hearing aid).

d. Every person operating a vehicle in a restricted area shall show his/her airport ID with the airfield permit and state driver’s license upon request to the Airport Manager, Airport Operations Manager, Airport Operations Officers, AOA Safety & Security Inspectors, and the Airports Authority Police.

14. VEHICLE REGISTRATION PROCEDURES

a. Permanent Airfield Registration

(1) Airport Tenants may request permanent airfield registration by contacting the Washington Dulles AOA Safety & Security Inspector at (703) 572-2740 to arrange vehicle registration, inspection, and decal issuance.

(2) Prior to registration, each vehicle shall be required to pass a safety inspection and provide proof of insurance. The insurance must list the Metropolitan Washington Airports Authority as “additional insured” in respect to all issued policies except worker’s compensation and employer’s liability. The safety inspection is conducted by the airport AOA Safety & Security Inspectors’ office using the checklists shown
IAD 3-2-2A

on Enclosure 6 and Enclosure 7. Items graded unsatisfactory must be corrected before registration.

(3) In addition, proof of motor vehicle insurance in at least the following amounts is required:

(a) Personal Injury - $500,000 each person. - $1,000,000 each occurrence.

(b) Property Damage - $1,000,000 each occurrence.

(4) Vehicles satisfactorily completing the inspection will be registered by the airport AOA Safety & Security Inspectors’ office which will assign a numbered decal to be affixed to the left front portion of the vehicle (see Enclosure 8).

(5) All tenant managers with registered vehicles must notify the airport AOA Safety & Security Inspectors’ office of any vehicle: (a) permanently removed from service or (b) with a decal that is damaged beyond readability, so that the vehicle registration can be voided/updated.

b. Temporary Airfield Registration

(1) A temporary airfield registration must be applied for in person at the airport AOA Safety & Security Inspectors’ office. Temporary airfield registrations will be issued only for vehicles whose activities are directly related to the airport and require temporary access to the airfield.

(2) A temporary airfield registration is issued for a specified period and is valid only for that time period. If an extension is needed, a new registration and inspection are necessary.

(3) Vehicles will be required to undergo the safety inspection outlined in paragraph 14.a.(2) prior to issuance of the temporary airfield registration.

(4) In addition, proof of motor vehicle insurance in at least the following amounts is required:

(a) Personal Injury - $500,000 each person. - $1,000,000 each occurrence.

(b) Property Damage - $1,000,000 each occurrence.
(5) The temporary airfield registration must be affixed on the left front portion of the vehicle (see Enclosure 8).

15. VEHICLE REQUIREMENTS

a. Identification. For the purpose of rapid identification, each vehicle authorized to operate on the airfield shall display on each side and on the roof (or on the hoods of vehicles without roofs) a company insignia or identifying initials with an identifying number immediately adjacent. These markings shall be: (1) painted on the vehicle, (2) be a stenciled decal, or (3) a magnetic sign. The side markings shall be a minimum of 8 inches in height and installed in any easily visible location. The roof or hood markings shall be a minimum of 12 inches in height and shall be installed to be read when looking from front to rear of the vehicle. All identification markings shall be in sharp color contrast to the rest of the vehicle.

b. Vehicle Colors.

Aircraft Fire and Rescue Vehicles - Yellow-Green. This color provides optimum visibility during all light levels encountered during a 24-hour day, and under the variation of light as a result of weather and seasonal changes.

Airport Maintenance Vehicles - Chrome Yellow.
Aircraft Support, Airport Operations, AOA Safety & Security, Airport Police, and Other Vehicles - Any color or combination of colors other than yellow-green or chrome yellow.

c. Special Lighting.

(1) Aircraft Fire and Rescue Vehicles - Red or a combination of red and white flashing beacons/light bar.

(2) Airport Operations, Airport Management, and AOA Safety & Security Vehicles - Yellow flashing beacon used during normal operations. Red or red and white flashing beacons/light bar used during emergency operations. A blue dash-mounted flashing beacon shall be used in response to security-related incidents.

(3) Airport Police Vehicles - Blue or a combination of red and blue flashing beacons/light bar.

(4) Airport Maintenance Vehicles - Yellow flashing
beacons.

(5) Aircraft Support Vehicles and other vehicles 5 feet in height or over, and all sedans and station wagons shall be equipped with Department of Transportation, Federal Highway Administration (DOT-FHWA), motor carrier safety regulation type clearance lights mounted in accordance with DOT-FHWA requirements, as of July 11, 1994. If the configuration of a vehicle is such that DOT-FHWA-type clearance lights cannot be installed, a single non-flashing 360-degree amber light may be used. This light shall be a minimum of 4 inches high, 2 ½ inches in diameter, and of at least 50 candle power. If the vehicle involved is to be operated off the airfield, the amber light should be a removable type, such as magnetic or suction mounted, and must be removed or covered at all times when the vehicle is operating off the airfield.

(6) U.S. Government and Metropolitan Washington Airports Authority official vehicles are exempted from the removable clearance light requirement when operating on the Dulles Airport Access Highway or within the confines of the airport and other specific areas as authorized by the Airport Manager, Washington Dulles. Flashing or blinking lights are restricted to airport-type vehicles or as specifically authorized by the Airport Manager.

16. VEHICLE SAFETY EQUIPMENT

a. Fire Extinguisher. Each airfield-approved vehicle shall be equipped with at least one 5-pound carbon dioxide or dry chemical extinguisher.

NOTE: Carbon tetrachloride, chlorobromomethene, or other vaporizing liquid extinguishers are not permitted on the airfield because of their high toxicity.

b. Tires shall be in serviceable condition. Grooved tires must have a minimum depth of 2/32 of an inch as specified by Virginia Code and tires with fabric or steel in direct contact with the road surface and/or with sidewall breaks are prohibited.

c. Mufflers and exhaust lines shall be of rigid construction with all joints of either screw flange, or sleeve and clamp type, and free of holes. The exhaust end of the tailpipe shall extend parallel to and at least 18 inches from the ground on all fuellers and defuellers.
d. Sediment bowls, fuel pump bowls, and carburetor float chambers shall be made of metal.

e. All lubricating oil, fuel, or alcohol dispensing nozzles shall be designed to prevent flow of product unless manually operated. Devices that permit the automatic flow of fuel are prohibited.

f. For all vehicles that are not equipped with dimmer switches for headlights, headlights must be focused to strike the ground not more than 50 feet ahead of the vehicle.

g. All vehicles with a type chassis that normally would be required to be licensed to operate on Virginia highways shall have two operating taillights, stoplights, and appropriate turn signals.

h. Cab floors and steps shall be covered with a non-skid mat or coated with non-skid paint.

i. Emergency brakes must be capable of holding the vehicle when placed in drive with the motor running and only the emergency brake engaged.

j. Windshields, rear glass, and side glass must be clear and unbroken.

k. Vehicles so equipped shall have windshield wipers, horns, and speedometers in operating condition.

l. All baggage tugs and small, specialized ramp vehicles must have at least one operating taillight.

m. Baggage carts must be equipped with reflectors and have at least one 3-inch strip of reflective tape or paint across the front and rear panels. A reflective company insignia will be acceptable.

17. SPOT-CHECKS

a. All vehicles authorized to operate on the airfield shall be subject to random spot-checks by Airport Operations Officers, AOA Safety & Security Inspectors, and Airports Authority Police. Operators of vehicles found deficient during these spot-checks shall be advised of the deficiency and may be issued a Notice of Violation.
b. An operator who continues to operate a vehicle that has failed a spot-check inspection shall be subject to a citation and points assessed against his/her airfield operator’s permit. In addition, the vehicle’s permanent or temporary airfield registration decal shall be removed on the spot and the vehicle shall be towed from the airfield. The vehicle will be required to pass a complete safety inspection before a new decal is issued.

18. **ESCORT OF UNREGISTERED VEHICLES**

The operation of an unregistered vehicle within/on the AOA is prohibited unless such vehicle is escorted by any vehicle having a valid airfield registration, provided that:

a. The escorting vehicle remains with the unregistered vehicle at all times.

b. The escorting vehicle escorts the unregistered vehicle from the airfield upon completion of the unregistered vehicle’s activities on the airfield.

19. **TRAFFIC CONTROL**

a. All motor vehicle operators are required to obey all posted regulatory signs, traffic signals, and all instructions by the Dulles Air Traffic Control Tower, the Airport Manager, or an officer in charge with traffic control and enforcement.

b. **Radio-Equipped Vehicle**

Operators of vehicles with two-way radio equipment desiring to cross or proceed on a runway or taxiway shall first obtain specific verbal clearance to do so from the Dulles Air Traffic Control Tower (Ground Control).

c. **Vehicles Without Radio Equipment**

(1) Vehicles without two-way radio equipment are not permitted to enter or operate within the movement area unless escorted by a radio-equipped vehicle that is in contact with the Dulles Air Traffic Control Tower (Ground Control).

(2) Operators of vehicles without radio equipment proceeding to and from the midfield concourse and designated aircraft parking areas may cross the jet ramp taxilanes and taxiway “A” and taxiway “B” along
designated service lanes and roads, provided they come
to a complete stop to ensure the absence of any
taxiing aircraft or Plane-Mate/mobile lounge.

(3) To supplement control of traffic by radio, the Dulles
Air Traffic Control Tower also uses standard light
signals. It is the responsibility of all vehicle
operators to be familiar with these signals and comply
with them when they are in use (FAR Part 91.77).

NOTE: The light signals are as follows:

Steady green - Cleared to cross, proceed.

Steady red - Stop.

Flashing red - Clear runway/taxiway.

Flashing white - Return to starting point on airport.

Alternating red/green - Exercise extreme caution.

20. EMERGENCY VEHICLES AND CONDITIONS

a. MWAA emergency vehicles (as defined in para. 5.f.) while in
the performance of their duties are exempt from the speed
restrictions as outlined in this O&I, unless departmental
policy states otherwise.

b. Any person operating a motor vehicle on the AOA shall
immediately yield the right-of-way to emergency vehicles (as
defined in paragraph 5.f.) giving an audible or visual
signal or as otherwise directed by an Airport Operations
Officer.

c. Under emergency conditions such as an aircraft accident,
fire, or hazardous material spill, access to the scene is
denied to all vehicles and persons except those whose duties
require their presence. Should the emergency so warrant,
the Airport Manager, Washington Dulles, may render invalid
all permits and licensing requirements in the area of an
emergency condition.

21. OPERATING ON THE AIR OPERATIONS AREA (AOA)

a. It shall be the responsibility of the operator to ascertain
that the vehicle he/she is operating is in good maintenance
condition and that all Orders & Instructions (O&I), and
rules and regulations pertaining to the AOA airfield
operator’s permit are observed at all times.

b. Aircraft servicing vehicles designated for a specific aircraft are the only motor vehicles that may pass within 20 feet of a parked aircraft, except for emergency vehicles.

c. Aircraft servicing may not be accomplished on the loading apron unless the aircraft to be serviced has come to a complete stop at its designated loading position.

d. Vehicles shall pass only to the rear of taxiing aircraft.

e. Driving under the movable portion of any loading bridge/jet ramp is prohibited when it is in motion or its rotating yellow beacon is activated.

f. Driving across passenger loading lanes while an aircraft is on a gate position is prohibited during passenger loading and off-loading operations.

g. Vehicles crossing at any taxiway or ramp will be made at a 90-degree angle to the taxiway or ramp.

h. Vehicles crossing any taxiway or taxilane will remain clear of the taxilane/way safety area (160 feet either side of the taxilane/way center line). Vehicles must have vehicle clearance of the safety area without protruding any part of his vehicle or towed carts, dollies, or support equipment into the taxilane prior to proceeding across (see Enclosure 9).

i. Operators of vehicles at one gate position may proceed to either of the adjoining gate positions provided that no aircraft are parked at these gates.

j. Vehicle operators desiring to pass through a concourse underpass or through any gate of a concourse shall come to a complete stop prior to entering the underpass and prior to exiting the underpass.

k. Unless otherwise posted by a sign, vehicles approaching one another head on will pass left side to left side.

l. In all areas of the AOA, the operator approaching from the right will have the right-of-way unless otherwise directed by posted signs.

m. A moving aircraft with engine(s) running, ready to move, or an aircraft under tow has the right-of-way over all other vehicles.
NOTE: Plane-Mates/mobile lounges are not required to stop at vehicle drive lanes or service roads.

n. No person shall operate a motor vehicle of any kind on the taxiways, runways, or perimeter roads, in excess of 25 MPH (except emergency vehicles as defined in paragraph 5.f.).

o. No person shall operate a motor vehicle of any kind on AOA roadways, in excess of 15 MPH, except emergency response vehicles.

p. The maximum speed for any vehicle inside the main terminal baggage concourse is 5 MPH (brisk walking speed).

q. Except for authorized emergency vehicles, motor vehicles will not be operated on the jet ramps/gate positions in excess of 5 MPH.

r. Baggage carts or vehicles shall not be left standing in roadways at any time.

s. Riding on baggage carts, trailer hitches, fenders, or on any portion of a vehicle not equipped with proper seats, running boards, or handholds is prohibited.

t. The maximum length of a baggage cart and/or dollie train under tow may not exceed a maximum length of sixty (60) feet, or four (4) units.

u. Baggage carts or vehicles shall not be left standing in roadways or taxiways at any time.

v. Tugs, trailers, baggage carts, or cargo carts shall be returned to an assigned storage area immediately following their use.

w. No person shall operate any motorized vehicle when vision is restricted, due to the load being carried or for any other reason, no baggage or parcels will be carried on the hood of any vehicle.

x. The operation of any vehicle on the AOA is prohibited if any of its headlights or taillights are inoperative.

y. Vehicle operators shall lower the headlight beam in vehicles equipped with dimming devices when approaching vehicles, aircraft, or during hours of darkness/ inclement weather.

z. Tractor-trailers (semi-trailers) are not permitted to
operate between the jet ramp and the main terminal area utilizing the East and West Vehicle Service Roads.

22. AIRPORT PAVEMENT MARKINGS

Operators of vehicles or aircraft on the airport should familiarize themselves with the following pavement markings: Taxiway Holding Position markings; Dashed Taxiway Edge Markings; and Non-movement Area Markings (refer to Enclosure 10).

23. RECKLESS DRIVING

Motor vehicle operations on the AOA shall be conducted in a careful and prudent manner reflecting due consideration of driving circumstances so as not to endanger the life, limb, or property to any person. Motor vehicles shall be so operated as to be under proper control at all times.

24. DRIVING UNDER THE INFLUENCE

Driving under the influence of alcohol or any other self-administered intoxicant or illegal substance is absolutely prohibited. Such a charge may be brought based on common observation, and neither a blood alcohol nor a breath test needs to be administered to support the charge. Individuals believed to be under the influence may be charged under Virginia Code 18.2-266 DUI.

25. SAFETY REQUIREMENTS AND PROCEDURES

a. Motor vehicles operated on the AOA shall be properly maintained in accordance with the O&I.

b. Operators are required to check their vehicles before commencing any operation on the AOA.

c. All motor vehicles operated on the AOA shall be equipped with an emergency brake capable of holding the vehicle when placed in drive with the motor running and only the emergency brake engaged.

d. All vehicles approved to operate on the AOA shall carry an approved 5-pound fire extinguisher.

e. All towed vehicles operated on the AOA shall be equipped with positive locking couplings.

f. Windows of any motor vehicle operated on the AOA shall be free of cracks, blisters, discoloration, or any other defect causing distortion or obstruction to the vision of the operator.
g. Posters, stickers, signs, or other objects on the windows of a motor vehicle operating on the AOA other than those required by state law or airport regulation are prohibited.

h. If the vision of a motor vehicle operator is restricted in any manner, operation of the vehicle is prohibited unless a GUIDE is positioned outside the vehicle to assist the operator.

i. All motor vehicles operating on the AOA shall be equipped with at least one mirror so adjusted that the operator of the vehicle has a clear view for a distance of at least 200 feet to the rear. Special service vehicles not licensed for general highway use and having a cab which provides the driver with unobstructed, 360-degree visibility are exempted.

j. Motor vehicles operating on the AOA shall be equipped with special lighting and identification as required by this O&I (see paragraph 15.c.).

k. Persons operating motor vehicles on the AOA shall keep the vehicle’s headlights and taillights fully illuminated between the hours of sunset and sunrise and at all times when passing through unlighted or poorly lighted areas or when visibility is restricted.

l. If a stalled motor vehicle is left on the AOA between the hours of sunset and sunrise, either its parking lights shall be illuminated or warning lights shall be posted.

m. Baggage carts, cargo carts, and trailers operating on the AOA shall be equipped with at least two yellow reflectors on each side and two red reflectors on the rear, or marked with reflective tape.

n. All vehicles dripping lubricating oil, fuel, alcohol, or lavatory water shall be restricted from the AOA.

o. Tires shall be in serviceable condition. Grooved tires must have a minimum depth of 2/32 of an inch as specified by Virginia Code, and tires with fabric or steel in direct contact with the road surface or with sidewall breaks are prohibited.

p. All vehicles authorized to operate on the AOA shall be subject to random spot-checks by AOA Safety and Security Inspectors, Airport Operations Officers, and Airport Police Officers. Operators of vehicles found deficient during
these spot-checks shall be advised of the deficiency.

q. An operator who continues to operate a vehicle that has failed a spot-check inspection shall be issued a Notice of Violation and the vehicle shall be impounded.

r. While on the AOA, standing up in a moving motor vehicle, riding on the outside of a moving motor vehicle, or riding with arms or legs protruding from the body of the vehicle are prohibited.

s. Any person operating a motor vehicle across or into vehicle traffic lanes on the AOA shall yield the right-of-way to vehicles already in those lanes.

t. The operation of any two-wheeled vehicle on the AOA is prohibited, unless you have special approval in writing by the Airport Manager.

26. **PARKING**

a. Parking within **15 feet** of any fire hydrant/fire bottle/extinguisher, or in any designated firelane, is prohibited.

b. Parking within **250 feet** of the edge of a runway is prohibited.

c. Parking on the AOA which interferes with or prevents the passage or movement of aircraft, emergency vehicles, or other motor vehicles is prohibited. Vehicles in violation of this regulation may be removed at the expense and risk of the owner or operator.

d. Parking on the AOA, except at places designated by the Airport Manager, Washington Dulles, is prohibited.

27. **MOTOR VEHICLE ACCIDENTS**

a. A person operating a motor vehicle on the AOA who is involved in an accident resulting in injury to any person or damage to any property shall stop the vehicle at the scene or as close as possible without obstructing traffic, notify the Airport Police, and remain at the scene of the accident until he/she has given a full report to the investigating officer. Upon request, any relevant permit, license, registration, or other document shall be shown to the investigating officer.

b. A person operating a motor vehicle on the AOA who is involved in an accident as defined above, and the owner, if
other than the operator, shall make a full written report of the accident to the Airport Manager, Washington Dulles, or his/her designee within 24 hours after the accident. The report shall include the names and addresses of the individuals involved, a description of the property or vehicles involved, the registration and license numbers of the vehicles involved, a description of the property damage, any injuries, names of any witnesses, and any other relevant information.

28. REPAIR OF MOTOR VEHICLES

Cleaning, repairing, maintaining, or overhauling of motor vehicles or other aircraft servicing equipment is prohibited on the AOA except in an approved shop area.

29. SPILLS AND RELEASES OF HAZARDOUS MATERIALS

a. All personnel operating on the AOA who handle, store, dispense, or use hazardous materials or who supervises those personnel, shall be familiar with their agency’s “Spill Control Plan” and all federal, state, and MWAA hazardous material laws, regulations, and practices.

b. Any release of a hazardous material of any quantity shall be reported to the fire department immediately.

c. Provisions shall be made immediately to control and mitigate any release of a hazardous material.

30. PERMIT REQUIREMENTS AND SECURITY

a. Any person operating a motor vehicle on the AOA must have in his/her immediate possession a valid airport identification card displaying an airfield operator’s permit and a valid state driver’s license.

b. No person shall permit or direct the use of any motorized vehicle on the AOA unless the operator of the vehicle has on his/her person, a valid airfield operator’s permit in his/her name, approved for the class (type) equipment he/she is to drive/operate on the AOA.

c. Operators of vehicles entering the AOA through mechanical access gates must stop after safely clearing the gate and remain there until the security gate returns to a closed, locked position. Upon exiting the AOA, the last operator in a line of vehicles automatically assumes this responsibility. If the gate does not close, the operator
must immediately notify Airport Operations and/or the Airport Police.

31. CONTRACTOR ACCESS, ESCORT, AND TEMPORARY REGISTRATION

a. Construction vehicles and equipment shall use only those entrances and exits designated by the Airport Manager, Washington Dulles.

b. Construction vehicles and equipment shall enter and exit the AOA only during contractually specified times, unless an emergency exists requiring access to the AOA.

c. When not in use, construction vehicles and equipment may not remain at a work site on the AOA without the written authorization of the Airport Manager, Washington Dulles.

d. Construction vehicles and equipment that have the written authorization of the Airport Manager, Washington Dulles, to remain at a work site when not in use shall be marked and lighted so they will not be hazardous to aircraft or other vehicles.

e. Construction vehicles and equipment may not operate on or move across an active runway or taxiway unless they are either in two-way radio contact with the Dulles Air Traffic Control Tower or escorted by a vehicle which is in two-way contact with the Dulles Air Traffic Control Tower (Ground Control).

f. The escort of an unregistered vehicle onto the AOA is prohibited unless such vehicle is escorted by a vehicle that has a permanent or temporary airfield registration decal and the operator has a valid airfield operator’s permit and valid state driver’s license in his/her possession.

g. The unregistered vehicle must remain with an escort at all times and the operator of the unregistered vehicle must have a valid state driver’s license in his/her possession.

h. The escorting vehicle escorts the unregistered vehicle from the AOA upon completion of the unregistered vehicles activities on the AOA.

32. FORKLIFTS

Forklifts are not permitted to operate on the AOA with the forks exposed when not carrying a load. Forklifts proceeding from one point on the AOA to another shall do so with the forks covered or protected by an approved-type pallet and with the forks raised no less than six
(6) inches or no more than twelve (12) inches above the ground.

33. MOVEMENT AREA

A movement area, consisting of runways, taxiways, and other areas within the AOA of the airport used for taxiing, taking off, and landing of aircraft, except loading ramps and parking areas (Enclosure 10).

a. Safety/Object-Free Areas (OFA)

Each runway and taxiway has a designated safe area abutting the edges. This area is intended to reduce the risk of damage to an aircraft that inadvertently leaves the runway or taxiway. The Object-Free Area (OFA) ensures that a runway, taxiway or taxilane is clear of objects, except for objects that need to be located in the OFA because of their function.

(1) Runway OFA width is 800 feet on either side of the centerline and within 1,000 feet of the end of the runway.

(2) Taxiway OFA width is 160 feet on either side of the taxiway centerline.

(3) Taxilane OFA width is 138 feet on either side of the taxilane centerline.

b. Taxiway Information

A taxiway is an area used by aircraft to transition from the runways to their parking apron and vice versa.

(1) Taxiways have yellow markings and are designated with a yellow centerline stripe, yellow lead-in lines, double yellow edge stripe, and double yellow lines abutting an apron.

(2) Taxiway system lights consist of blue edge lights, blue edge reflectors, and green centerline lights in some areas. Where there are no lights on the edge, reflectors are used; but only if there are centerline lights.

(3) Taxiways are identified by guidance signs that are a combination of black and yellow: either black background with yellow letters designating the taxiway you are on or vice versa designating the taxiway you are approaching.
A hold bar is a set of yellow lines painted on the taxiway to mark the entrance into the runway safety area or ILS critical area. The runway side of the hold bar is controlled by the Dulles Air Traffic Control Tower, while the taxiway side of the hold bar is under Ground Control. The hold bar itself is made up of two pairs of parallel yellow lines, two solid and two dashed. This is the last marking you will see before entering a runway safety area and cannot be crossed from the solid side without receiving clearance from Dulles Air Traffic Control Tower.

c. Runway Information

Runways are rectangular areas on land-based airports prepared for the landing and taking off of aircraft.

(1) All runways have white stripes and markings. The centerline consists of a 3-foot line and 150-foot long dashes. Most runways are easily identified with large white numbers on both ends and since there are multiple runways going in the same direction, letters “L” or “R” are included to show which is left or right.

(2) Runways have white lights along the edge to be used at night and during inclement weather. Near the ends of the runways, the lights have two different colors; white on one side and amber on the other. Across the end of the runways, there are eight lights called threshold lights with a green color on one side and red on the other. In addition, there is a line of green lights facing away from the runway to further assist a pilot in inclement weather. There are also centerline lights and touchdown lights to enhance the identification of the runway.

(3) Signs designating a runway surface are red with white letters and are internally lit. These signs are usually found on the taxiway prior to reaching the hold bar to inform you of the direction to, and the designation of, the runway. Black signs with white numbers are located along the edge of the runway indicating to pilots, in thousands of feet, the distance to the end of the runway.
The airfield driver must be knowledgeable of the types of aircraft operations and be watchful for any possible aircraft/vehicle incursion or incidents. Aircraft operations are generally divided into three categories: (1) air carrier and other large aircraft, (2) general aviation aircraft, and (3) helicopters. Air carrier aircraft are easily visible during the day, but may be difficult to see during nighttime operation. General aviation aircraft and helicopters may be difficult to see during daytime and nighttime operations due to their size.

a. Taxiing is defined as aircraft traveling under their own power between parking areas and runways. This is done on aprons, taxiways, and non-active taxiways.

b. All aircraft, at the termination of their flight, must park in an approved area at either a gate, apron, FBO, or private hangar. Special care must be taken with all aircraft at the gate, but even more care observed around turbo-prop aircraft. Injury can result from sharp edges on the surfaces of an aircraft.

c. Aircraft exit their gate parking positions by three methods. The most common is the pushback by a tug. Another method gaining popularity, especially from those airlines with an abbreviated ground crew, is the powerback, where the aircraft depart the gate area under its own power. Powering back creates strong blasts which can reach 300 miles per hour at close range and can be dangerous to passing vehicles. The third procedure allows commuter aircraft to power out from their parking positions. Aircraft exiting gates are required to control vehicle traffic with personnel at the rear of the aircraft. Commuter aircraft are required to have personnel in the drive lane prior to directing the aircraft to the taxiway/taxilane.

d. Smaller aircraft may conduct an engine run-up at high RPMs. This can create strong gusts of wind behind the aircraft and can hurl loose objects a substantial distance.
APPENDIX D

AIRPORT CERTIFICATION MANUAL
SECTION 313 – SNOW AND ICE CONTROL PROGRAM
SECTION 313 - SNCW AND ICE CONTROL PLAN

1. DULLES AIRPORT SNOW REMOVAL COMMITTEE

The Snow and Ice Removal Committee will be made up of personnel representing the Airport Operations Department, Engineering and Maintenance Department, Dulles FAA Control Tower, and the Dulles Airport Airline Management Council. The Snow and Ice Removal Committee will meet prior to the beginning of each snow year to review snow and ice removal procedures, and again at the season end to review lessons learned throughout the year. A post-storm critique will also be accomplished as soon as possible after the end of each snow event.

2. SNOW REMOVAL OPERATIONS

a. The following principles regarding snow removal shall be adhered to in maintaining safe operating conditions on airport movement areas.

   (1) Drifted or windrowed snow will be removed completely and promptly from runway, taxiway, and ramp surfaces.

   (2) In the event of heavy snow accumulation, the height of snow banks alongside usable runways, taxiways, and ramp surfaces, must be such that:
       a. All aircraft propellers, engine pods, rotors and wingtips will clear each snowdrift and snow bank when the aircraft’s landing gear traverses any full strength portion of the movement area.
       b. The permissible snow heights of glide slope clearance areas are maintained.

   (3) In the event that the snow removal crew is unable to comply promptly with the requirements stated above, the Airport Operations Department will utilize the Notice to Airmen (NOTAM) system to describe the conditions and will promptly notify the air carrier’s operations office, airport control tower, and other airport users.

       a. Snow removal operations are to commence when snow begins to accumulate on the movement surface, generally 1 inch. Operations may begin sooner depending on type of precipitation causing deteriorating conditions.

       b. The runway will be closed for aircraft use if it has more than 1/2 inch of slush or 2 inches of dry snow.

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c. The active runways, associated parallel taxiways/taxilanes, and taxiways/taxilanes connecting the active runway to the parking ramp are top priority. See Figure 1 (Priority Areas for Snow Control).

d. Cleaning of the active runways will usually be done one runway complex at a time. After one complex is cleared of snow, the snow team will move to the next complex. This process will continue as necessary until the storm ends.

e. In order to expedite cleaning of each runway complex, selected taxiways will not have snow removed. These taxiways will be closed once the snow reaches depths specified in 3b and may not be returned to service until snow removal operations allow for a final cleaning of the airfield. At the beginning of snow removal operations, Airport Operations will issue a NOTAM to close these taxiways. Reference Figure 2 (Dulles Letter of Agreement, Winter Snow Removal Operations) and associated Attachments 1, 2, 3 and 4 which depict the airfield complexes and those representative taxiways that will be closed under the “Standard Snow Removal Plan.”

f. The “Standard Snow Removal Plan” will remain in effect until the snow removal operations allow for a final “Full Cleaning” of each of the airfield complexes, generally at or near the end of the storm.

g. During periods of heavy snowfall, Priority 2 taxiways and/or high speed turnoffs may have to be left unclean to allow the snow team to progress between runway complexes more quickly. This method of snow removal is referred to as “Quick Cleaning.” At this point, the airport snow removal operations are in a “survival” mode. Snow removal operations will be limited to those areas necessary to keep the airport safely open. The method and priority of cleaning runways, taxiways, and high speed turnoffs, will be determined by Airport Operations. Taxiways and taxilanes not cleared of snow will be closed by NOTAM as necessary.

h. While snow removal operations are underway on the airfield complexes, snow removal with another dedicated team will also commence concurrently on the Aircraft Rescue and Firefighting (ARFF) access roads and/or emergency airport access gates, and the aircraft parking ramps. The condition of these areas will be monitored by Airport Operations.

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i. Snow bank heights will be checked frequently by Airport Operations. If possible, snow bank heights should be kept lower than the maximum allowable snow bank height defined in Figure 3, (Snow Bank Profile Limits).

j. Signs and lights will also be frequently checked by Airport Operations for visibility and should be cleared as appropriate.

k. Because of the importance of the safe movement of passengers and visitors on the airport properties, access roads, parking areas, and sidewalks, will be properly plowed and deiced. Normally, Airports Authority snow removal equipment and personnel as well as outside contractors are dedicated specifically for this task. These areas require different pieces of equipment and different chemicals than used on aircraft movement surfaces. Snow removal operations on the airport access roads, auto parking lots, and service areas will be secondary to snow removal on the airfield.

l. The glide slope snow clearance area for the “capture-effect” antenna configuration will be evaluated by Airport Operations, and cleared as shown on Figure 4 (Cat I, II, and III Snow Clearance Depths). Contact should be made with the airway facilities manager or his designee and the Air Traffic Control Tower (ATCT) before moving equipment into the ground plane area.

3. ICE CONTROL OPERATIONS
Icing conditions occur most frequently at air temperatures between 28 and 34°F, through there have been instances as low as 5°F and as high as 40°F. Frequent contact will be made by the Airport Operations Department with the National Weather Service, or the contract weather forecasters when the air temperature falls into the most probable icing range. Runway sensors which are monitored by the Airport Operations Department are also utilized in determining when icing conditions may occur. Material used for snow and ice control must meet specification in A/C 150/5200-30, current edition.

a. Runways, Taxiways, and Ramps: Potassium Acetate Based Fluids are applied to movement areas, just prior to snowfall, as an anti-icing treatment. In the event that ice forms on movement areas, solid “anhydrous grade” Sodium Acetate (NAAC) will be used. Absolutely no chloride salts or other corrosive chemicals are to be used on aircraft areas.

b. Access Roads and Parking Areas: Sodium chloride and calcium chloride are permissible on automobile roadways. Sand used in these areas may be treated with these chemicals to assist in adhering to the ice and to prevent stockpiles from freezing. Bridges receive special attention since icing
frequently occurs on those surfaces, prior to the adjoining pavement because of cooling from underneath.

4. **CLEAN UP OPERATIONS**

Airport Operations will ensure all snow windrows will be removed as soon as possible after a storm ends. Sand, if used, will be removed from runways as soon as the surface is dry and braking action has been restored. The airfield will be checked for broken or damaged lights and signs and repairs will be made in a timely manner. NOTAMS will be issued if necessary.

5. **RESPONSIBILITIES**

   a. The Airport Operations Department is responsible for the following:

      (1) **Evaluating the weather forecast**, determining the time and level (standby or full) of personnel recalled, and then initiating the recall to ensure the timely commencement of snow/ice removal operations. Reference **Figure 5**, (Standby General Guidelines).

      (2) **Notifying the Authority’s Airport Manager**, the Manager of the Engineering and Maintenance Department, or his/her representative, senior staff, and the airlines, when snow removal procedures are going to be implemented.

      (3) **Determining the priorities for airfield snow removal operations**, based on an evaluation of existing conditions, present and forecasted weather conditions, and expected traffic flow in order to ensure a minimum interference with, or minimum reduction in, the operational capacity of the airport.

      (4) **Advising the Authority senior staff and Manager of the Engineering and Maintenance Department staff**, of the desired order of snow removal by runway complex.

      (5) **Closing and opening airfield surfaces and**, when appropriate, issuing a NOTAM advising that alternate runways will be closed for snow removal. Reference **Figure 6**, (Letter of Agreement with Dulles Tower and Lockheed FSS for NOTAM information).

      (6) **Report to the Dulles ATCT adverse conditions** and changes to airfield conditions. NOTAMs and Field Condition Reports shall be issued periodically to accurately report current runway and taxiway surface contamination and braking action reports. Field Condition Reports will be sent and updated as conditions change. Reference **Figure 7**, (Letter of Agreement with Dulles Tower for dissemination of conditions).
braking action reports and runway friction values).

(7) The Airport Operations Department shall coordinate the snow removal plan with the Dulles ATCT Manager, or his/her designated representative, via telephone and then notify the airlines, cargo carriers, and FBOs via OPSnet, each time a runway complex is opened or closed in accordance with Field Condition Reporting procedures. The Airport Operations Department is responsible for the prompt notification via NOTAM and OPSnet, when any portion of the movement area is not satisfactory for the safe operation of aircraft. Braking action/Field Condition Reports will be transmitted via OPSnet & NOTAM, if necessary, as soon as possible after completion of runway checks.

(8) Airport Operations will continuously monitor the airfield for changing conditions during snow events and take appropriate action. During changing weather conditions, the Airport Operations Department will coordinate with the Dulles ATCT to obtain aircraft braking action reports. The Dulles ATC Tower Supervisor or Area Manager will immediately notify the Airport Operations Department whenever an aircraft braking action of "poor" or "nil" is reported by an aircraft.

a. When two consecutive pilot reports (PIREPs) of "poor" are received, Airport Operations will assess the runway condition as soon as ATC volume allows. Runway surfaces will be treated as necessary to improve the braking action of that runway and ensure the braking action does not become "nil" or become less than an average mu reading of 20.

b. Reports of "nil" will close the runway until an assessment by Airport Operations can be made to determine that a "nil" condition no longer exists.

b. The Manager of the Engineering and Maintenance Department, or his/her representative, is responsible for the following:

(1) Providing adequate personnel to remove snow and maintain the areas in the priority listed above.

(2) Providing the Airport Operations Department with a point of contact for initiation of standby/full snow removal recalls.

(3) Maintaining established procedures for calling in snow removal crews, outside of regular working hours, to assure they are at the airport, and have snow removal equipment serviced and ready to
commence operations on or before the time specified by the Airport Operations Department.

(4) Organizing the snow removal crews, making effective use of the airport's in-house personnel, equipment, and supplies so that snow removal operations may be conducted as quickly and efficiently as possible, 24 hours a day, until it is determined the airport can return to normal operations.

(5) Maintaining an inventory of Authority personnel, equipment, and materials, available for snow/ice removal operations at Dulles Airport. This inventory shall be provided to the Airport Operations Department who will update the information in the snow removal plan at the beginning of each snow season. Reference Figure 8 (Equipment List).

(6) Monitoring and managing Authority-contracted snow removal crews working sidewalks outside of the AOA, employee parking lots, and glycol recovery to ensure adherence to contracts and safe equipment operation. Contact points to include Contract Manager's names and phone numbers will be provide to the Airport Operations Department who will update the information in the snow removal plan at the beginning of each snow season. Reference Figure 9. (Authority Contracted Snow Removal Areas).

6. PROCEDURES

a. Based on weather forecast sources and air traffic demand, the Airport Operations Department will make the decisions as to when to institute snow removal recall and the time desired to commence snow/ice removal operations.

b. The Airport Operations Department will initiate a total and/or standby recall by calling the Manager of the Engineering and Maintenance Department, or his/her designee. The Manager of the Engineering and Maintenance Department, or his/her representative, will implement established call-in procedures, and have the airport's snow removal personnel ready to begin operations at the time specified by the Airport Operations Department. These personnel (crews) will be available for activation at any time during the snow season, as the need is determined by the Airport Operations Department. Use of standby crews (both in-house and contractual) will usually be limited to forecasted winter storm events, where less than one inch of accumulation is expected. Anticipated duties to be performed by the standby crew will determine the number of personnel recalled for standby duty. Forecasts of one inch or more of accumulation and/or an ice event may result in a full personnel recall. See Figure 5.
c. After initiating a full or standby snow crew recall, while personnel are responding to the airport, the Airport Operations Department will undertake the following:

(1) Maintain contact with the airlines to determine rates of scheduled arrivals and departures.

(2) Maintain contact with various weather forecast sources to determine anticipated start of precipitation, snow accumulation forecast, predicted rate of fall, winds, temperature, and visibility.

(3) Contact the Dulles ATCT Manager, or his/her designated representative, to determine the air traffic demand, traffic arrival/departure direction (North/South), and impact on airport capacity, winds, visibility, and priority for runway clearing.

(4) If freezing precipitation or accumulation is imminent (and on-shift snow removal personnel are available), direct the dispatching of chemical trucks to pretreat (anti-ice) designated runways, taxiways, taxilanes, mobile lounge docks, and airfield roads with chemicals. Direct application of chemicals/materials to the Access Highway and landside roads, bridges, and sidewalks will also be accomplished as conditions warrant.

d. At such time as enough information is collected to make a decision, the order of priority for snow removal on runways and taxiways will be determined by the Airport Operations Department. Information that must be considered includes the following: number of snow removal personnel available, depth of snow forecast, forecast length of the storm, temperature ranges for determining use of anti/deicing chemicals, possible wind shifts, forecast visibility, air traffic demand, and runways in use.

e. When sufficient snow removal personnel have arrived at the airport to allow for the mobilization of the airfield snow removal team, the Manager of the Engineering and Maintenance Department, or his/her representative, will contact the Airport Operations Department and request the starting point of the airfield snow removal operations. The Airport Operations Department will identify the starting point by designating a specific runway complex, and will also include a desired start time. The team leader of the airfield snow removal team will be responsible for staging his/her crew at the appropriate starting point and time. During the form up and staging period, an Airport Operations Duty Manager will be positioned in the Federal Aviation Administration's Tower Cab or Ramp Tower (as needed) to coordinate runway closures and safe movement of snow removal equipment.
Additional Airport Operations Duty Managers will be positioned in Airport Operations vehicle(s) on the airfield to coordinate snow removal operations, and keep the Airport Operations Department and the Snow Desk informed of snow removal progress and field conditions.

f. All Part 121 certificate holders are required to develop and comply with a ground deicing program, when conditions are such that frost, ice, or snow, could adhere to the aircraft's wings, control surfaces, propeller(s), engine inlets, and other critical surfaces. The Dulles Airport Local Airports Deicing Plan (LADP) shall be defined in a Letter of Agreement (LOA) with the Dulles Tower and all Part 121 certification holders. The LADP will be reviewed annually by any parties and revised as necessary. Reference Figure 10, (Local Airports Deicing Plan).

7. GENERAL

a. Once priorities for snow removal operations have been established, the actual methods of deploying the appropriate equipment, personnel, and materials shall be the responsibility of the Manager of the Engineering and Maintenance Department, or his/her representative.

b. When under a “full recall” the airport's in-house personnel who actually operate snow removal equipment are divided into two shifts of personnel, who alternately use the same equipment. After working approximately six hours, a shift change occurs. The equipment will be fueled and serviced during the shift change. To maximize its operational capacity during winter storm events, Dulles Airport snow removal operations may be conducted 24 hours a day, until the Airport Operations Department has inspected the entire airport complex and determined the airport can return to normal operations. Airport Operations will then direct activities related to the winter storm event be terminated.

c. Any piece of snow removal equipment (including contractors) that is operating in active aircraft movement areas must be under the direct radio control of a designated team leader, the Dulles ATCT, or an Airport Operations Duty Manager. Otherwise, the aircraft movement area must be closed prior to allowing this operation.

d. Any piece of snow removal equipment (including contractors) that is operating within aircraft non-movement areas must be under the radio control of their respective team leader or the Ramp Tower. Otherwise, the aircraft non-movement area must be closed to aircraft movements.
APPENDIX E

WASHINGTON DULLES INTERNATIONAL AIRPORT
WORK ZONES
APPENDIX F

LIST 1 – PROPOSED EQUIPMENT LIST
CRITERIA 2, PROJECT UNDERSTANDING
## LIST 1: PROPOSED EQUIPMENT LIST

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Equipment Type</th>
<th>Description</th>
<th>Capacity</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Condition*</th>
<th>Age/Hours on 11/01/2017</th>
<th>Warranty Remaining</th>
<th>To be Manufactured?</th>
<th>Manufacturing/Delivery Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Plow</td>
<td>8' Straight Blade</td>
<td>8'</td>
<td>Boss</td>
<td>Super-Duty</td>
<td>New</td>
<td>0</td>
<td>2 yrs</td>
<td>N</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Condition Scale:
- New - Still Under Manufacturer's Warranty or Extended Warranty
- Used - Provide Age or Hours
- NP - Need to Purchase
- LS - Leased
- BR - Borrowed

For additional space, resave or reuse this form.
APPENDIX G

LIST 2 – AREA SPECIFIC EQUIPMENT
CRITERIA 3, MANAGEMENT PLAN
### List 2: Area Specific Equipment

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>CAPACITY</th>
<th>SNOW/ICE REMOVAL</th>
<th>SNOW MELTING</th>
<th>ICE CONTROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 4x4 Pickup w/plow &amp; spreader</td>
<td>1</td>
<td>2006 2500HD w/Boss 8' plow &amp; Snow Vee Pro 6000 spreader</td>
<td>N/A</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Area 1**

|  |  |  |  |  |  |  |

**Area 2**

|  |  |  |  |  |  |  |

**Area 3**

|  |  |  |  |  |  |  |
# LIST 2: AREA SPECIFIC EQUIPMENT

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>CAPACITY</th>
<th>SNOW/ICE REMOVAL</th>
<th>SNOW MELTING</th>
<th>ICE CONTROL</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

**AREA 4**

|           |      |             |          |                  |              |             |
|           |      |             |          |                  |              |             |

**AREA 5**

|           |      |             |          |                  |              |             |
|           |      |             |          |                  |              |             |

**AREA 6**

|           |      |             |          |                  |              |             |
### List 2: Area Specific Equipment

<table>
<thead>
<tr>
<th>Area</th>
<th>Equipment</th>
<th>Qty.</th>
<th>Description</th>
<th>Capacity</th>
<th>Snow/Ice Removal</th>
<th>Snow Melting</th>
<th>Ice Control</th>
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</thead>
<tbody>
<tr>
<td>AREA 7</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>AREA 9</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>AREA 10 &amp; 11</td>
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## LIST 2: AREA SPECIFIC EQUIPMENT

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<th>FIRM:</th>
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<tbody>
<tr>
<td><strong>EQUIPMENT</strong></td>
<td><strong>QTY.</strong></td>
<td><strong>DESCRIPTION</strong></td>
<td><strong>CAPACITY</strong></td>
<td><strong>SNOW/ICE REMOVAL</strong></td>
<td><strong>SNOW MELTING</strong></td>
<td><strong>ICE CONTROL</strong></td>
</tr>
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**AREA 12**

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</table>

**ANY OTHER EQUIPMENT - NOT LISTED ELSEWHERE**

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</tbody>
</table>
APPENDIX H

EXPERIENCE AND PAST PERFORMANCE FORM
CRITERIA 1, PAST PERFORMANCE AND QUALIFICATIONS
## APPENDIX I - EXPERIENCE AND PAST PERFORMANCE

### FACILITY INFORMATION

<table>
<thead>
<tr>
<th>FACILITY NAME:</th>
<th>FACILITY NAME:</th>
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</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>ADDRESS:</td>
</tr>
<tr>
<td>STATE:</td>
<td>STATE:</td>
</tr>
<tr>
<td>COUNTRY:</td>
<td>COUNTRY:</td>
</tr>
<tr>
<td>PERIOD OF PERFORMANCE:</td>
<td>PERIOD OF PERFORMANCE:</td>
</tr>
<tr>
<td>CONTRACT VALUE:</td>
<td>CONTRACT VALUE:</td>
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</tbody>
</table>

### POINT OF CONTACT

<table>
<thead>
<tr>
<th>NAME:</th>
<th>NAME:</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>TITLE:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>PHONE NUMBER:</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>EMAIL ADDRESS:</td>
</tr>
</tbody>
</table>

### Detailed Description of the Facility at Which Services were Provided

**Type of Facility:**

**Size:**

**Number of Square Feet Contractor was Responsible for Cleaning:**

### Detailed Description of Work & Services Performed
TYPES AND QUANTITY OF EQUIPMENT USED:

DESCRIPTION OF CHALLENGES, IF ANY, POSED BY THE NATURE OF THE FACILITY: