Digital/Analog Audio Equipment Repair
Statement of Work

C.1 BACKGROUND

The Library of Congress (Library) requires contract support to provide maintenance and support for digital and analog audio playback/recording equipment installed in the Culpeper facility for the NAVCC Audio Lab.

C.2 SCOPE

The contractor shall repair, refurbish, or replace digital and analog audio playback/recording equipment to maintain audio preservation performance and quality standards

C.3 REQUIREMENTS

The purpose of this contract is to provide services to repair/refurbish/replace digital and analog audio playback/recording equipment as needed to maintain audio preservation performance and quality standards.

C. 3.1 Performance Areas

C.3.1.1 The contractor shall repair, refurbish, or replace digital/analog audio Playback/Recording equipment. The contractor shall repair an estimated 10-15 machines requested for repair annually.

C.3.1.2 The contractor shall be able to provide reasonable documentation of work and experience with the devices listed in section 3.2.

C.3.1.3 The contractor shall provide a one (1) year warranty for parts and workmanship after delivery and acceptance.

C.3.1.4 The playback/recording equipment includes the following formats:

- DAT – Digital Audio Tape
- DTRS – Digital Tape Recording System
- ADAT – Alesis Digital Audio Tape
- HD24 – 24 track ADAT
- MO – Magneto-Optical
- CD/R – Compact Disc/Recordable Compact Disc
- PCM-F1 – Sony proprietary
- CC - Compact Cassette

C.3.2 Machines covered under this contract include:

C.3.2.1 DAT machines:

- SONY PCM-R700/500
- SONY PCM-2500
- TASCAM DA45HR
- PANASONIC SV-3700/3800

C.3.2.2 DTRS machines:

- TASCAM DA88/98HR
- TASCAM DA38

C.3.2.3 ADAT machines:

-Alesis XT
-Alesis XT-20
-Alesis LX-20
-Alesis M-20
-Alesis HD24

C.3.2.4 MO machines:
- SONY PCM9000

C.3.2.5 CD/R machines:
- SONY CD-R2000
- SONY CDR-W66
- TASCAM CD-1000
- HHB BurnIt

C.3.2.5 F1 machines:
- SONY PCM-F1

C.3.2.6 Compact Cassette machines
-Tascam 112 MKII and MKIII
-Tascam 122 MKII and MKIII
-Studer A721
-Nakamichi MR1 and MR2

C.3.2.7 Contractor shall receive the equipment needed to repair, refurbish, or replace via trackable shipping provider (FedEx/UPS/DHL). Contractor will coordinate with the COR, upon receipt of the equipment, document the repair, refurbishment, or replacement and the equipment will ship with a copy of the repair log. This log will be notated and updated with any contractor repair, refurbishment or replacement and returned with the equipment to the Library. This log will be maintained by the COR for repair warranty purposes. Equipment shall be returned via trackable shipping provider (FedEx/UPS/DHL). Contractor is responsible for return shipping costs.

C.4 CONTRACT PERFORMANCE

C.4.1 SCHEDULE OF EVENTS/DELIVERABLES

Paragraph reference	Description of Event/Deliverable	Due date/Payment schedule
C.3.1 and C.3.3	Digital and analog audio playback/recording equipment repair service	Within 4 to 6 weeks of contractor receiving machine(s).
C.3.1.2	Warranty	One year from date of equipment received at LOC
C.3.3	Repair log	With each Repair

C.4.2 QUALITY CONTROL

COR designated LOC personnel or the COR shall test the quality of each maintenance case.

C.5 SPECIAL QUALIFICATIONS

C.5.1 The contractor shall provide certified technicians with at least three (3) years of experience designing, manufacturing, repairing or maintaining audio equipment.

C.5.2 The contractor shall be able to provide reasonable documentation of previous work and experience with the devices listed in section 3.2.

C.6. ADDITIONAL INFORMATION

C.6.1 Machines need to be repaired back to full operational order. Operational order is defined as the machine functioning properly and as intended, such as fixing broken parts, electrical systems or other problems that cause the machine not to function or to function poorly (such as: preventing playback or rewinding, endangering audio collections, or affecting audio quality), and would include restoring the machine to optimal working condition. All parts and repair services must be built into the price of the contract. Individual and itemized parts for reimbursement are not being considered under the contract. All price for performance, parts, replacements for non-repairable machines, etc, must be fully loaded and built into the price of the contract.

C.6.2 SHIPPING COSTS

The Library will be responsible for the cost of shipping covered equipment to the contractor. The contractor shall be responsible for the cost of shipping the equipment back to the Library.