ATTACHMENT 1b -
PERFORMANCE WORK STATEMENT (PWS)
FOR
PREVENTIVE AND CORRECTIVE MAINTENANCE ON
TRANE COOLING AND HEATING UNITS
AT
DLA DISTRIBUTION ALBANY, GEORGIA

SCOPE OF WORK DLA Distribution Albany, GA is in possession of Trane cooling and heating units for which maintenance services are required to ensure operational availability. The maintenance services shall include two types of service: Preventive Maintenance (PM) scheduled and on call Corrective Maintenance (CM) unscheduled. The following table identifies the DLA Distribution Albany, Georgia equipment that requires maintenance services:

Equipment	Serial Number	Unit ID	Location	Qty
Trane Cooling and Heating Unit Model no. WCD240E400BB	120610977D	HP1	Building 1250 Roof-Top	1 EA
Trane Cooling and Heating Unit Model no. WCD240E400BB	120611040D	HP2	Building 1250 Roof-Top	1 EA
Trane Cooling and Heating Unit Model no. WCD240E400BB	12061100AD	HP3	Building 1250 Roof-Top	1 EA
Trane Cooling and Heating Unit Model no. WCD240E400BB	120611013D	HP4	Building 1250 Roof-Top	1 EA
Building Controls – Tracer 100	N/A		BCU – Office	1 EA

GENERAL The Contractor shall provide all labor, equipment, tools, materials, replacement parts, and supervision necessary to perform maintenance services on the Government owned Trane cooling and heating units located at DLA Distribution Albany, GA which resides on the Marine Corps Logistics Base, Albany, GA complete and in accordance with (IAW) the terms and conditions specified herein. All references in this PWS to "Contractor personnel" include both Contractor employees and subcontractors.

This is a non-personal services contract to provide Preventive and Corrective Maintenance Support Services on Trane cooling and heating units at DLA Distribution Albany, GA. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government. The Government and the Contractor understand that the services to be provided under this contract by the Contractor are non-personal services and that no employer-employee relationship exists between the Government and the Contractor. The Government may provide technical direction which will assist the Contractor in accomplishing the PWS; however, the Government will not control the methods used by the Contractor to perform the service requirements set forth in the PWS.

PLACE OF PERFORMANCE Maintenance services shall be performed at DLA Distribution Albany, GA. DLA Distribution Albany, GA is a tenant activity on the Marine Corps Logistics Base,

Albany, GA (Host Installation).

PERIOD OF PERFORMANCE Maintenance services shall be performed for a one (1) year base period with two (2) one-year option periods.

1.0 PREVENTIVE MAINTENANCE (PM) (Scheduled)

1.1 This maintenance service includes the care and servicing by Contractor personnel for the purpose of maintaining equipment in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects. PM services shall include, but are not limited to those tasks identified in Attachment 2 – Maintenance Task List. All PM shall be performed to the standards set by, and in accordance with, the Original Equipment Manufacturer (OEM) specifications. All replacement parts, materials, environmental compliance and Contractor personnel transportation used to perform preventive maintenance services shall be included in the contract unit price for preventive maintenance service. Quarterly Preventative Maintenance (4 times per contract year) is required for the four (4) Trane Heating and Cooling Units identified above by model number and serial number.

1.2 Based on the frequency of the Preventative Maintenance requirements identified in the Schedule of Supplies/Services, the Contractor shall coordinate dates/times to perform preventative maintenance directly with the COR. The initial proposed preventative maintenance visits to be scheduled shall be submitted to the Contracting Officer Representative (COR) within 7 calendar days after the date of contract award. The COR will accept or propose an alternate PM schedule within 5 calendar days.

1.3 Within 5 calendar days after completion of a PM task, the Contractor shall document the work performed and submit to the COR. The documentation shall include:

1. Date PM was performed
2. The equipment on which the PM was performed
3. The labor hours spent and the tasks performed
4. All parts used by part name, part number, quantity and cost per unit
5. Legibly printed name of Contractor personnel performing the PM.

1.4 All repairs required as a result of preventive maintenance inspection, except as noted below, shall be accomplished under Corrective Maintenance, with the approval of the COR.

2.0 CORRECTIVE MAINTENANCE (CM) (Unscheduled)

2.1 This maintenance service includes all actions to diagnose equipment malfunctions and restore the equipment to normal operating condition. All CM maintenance shall be performed to the standards set by, and in accordance with the Original Equipment Manufacturer (OEM) specifications. The COR will advise the Contractor POC of the suspected problem and request an evaluation. The Contractor shall inspect the equipment, advise the COR of the problem and provide a cost estimate as soon as feasible possible. The Contractor shall begin repairs only after approval by the COR.

2.2 The Contractor shall provide the COR a point of contact and cell phone number to receive

and respond to CM service requests. The Contractor shall ensure that this cell phone number is monitored to guarantee prompt response to RM service requests.

2.3 Within 5 calendar days after completion of a CM, the Contractor shall document the work performed and submit to the COR. The documentation shall include:

1. Date and time of service call notification and arrival at Government location
2. The equipment on which the CM was performed
3. The labor hours spent and associated labor rates
4. All repair parts used by part name, part number, quantity and cost per unit which shall supported by actual supplier invoices, published price lists and/or proof of payment
5. Description of malfunction, work/service performed, and corrective action taken
6. Legibly printed name of Contractor personnel performing the CM.

3.0 MAINTENANCE PERFORMANCE SCHEDULE

3.1 Preventive maintenance services shall be completed within 5 calendar days of scheduled service, unless otherwise approved by the COR.

3.2 Corrective maintenance services shall be responded to on site by Contractor personnel within 48 hours after verbal notification by the COR, unless prior arrangements have been made and agreed upon. If, however, the Government notifies the Contractor that the equipment is completely non-operational or poses a safety risk, the Contractor shall respond on site within 24 hours. Upon arrival on site, Contractor personnel shall report to the COR. The Contractor shall continue corrective maintenance services until such time as the equipment is returned to full operational capability or as otherwise instructed by the COR.

4.0 REPLACEMENT PARTS/PRODUCTS

4.1 The Contractor shall use only new parts, or parts which have been refurbished to "like new" condition which enable the part to function or operate at a level equivalent to the specification of the original equipment. The maintenance documentation shall indicate if a "like new" part has been installed or used in the repair of the equipment.

4.2 Parts used in the performance of PM shall not be invoiced separately but shall be included as part of the PM price.

4.3 Replacement parts required in the performance of CM shall be invoiced to the Government in accordance with the terms and conditions of this contract (FAR 52.212-4 Alternate I).

4.4 Equipment lubricants and oils used in the performance of this contract shall be the same or equal to those recommended by the manufacturer's technical manuals or specifications.

4.5 The Contractor is responsible for obtaining equipment maintenance service manuals that are not available from the Government.

5.0 CONTRACTOR PERSONNEL

5.1 Contractor personnel shall wear required Government furnished badge, and be easily

recognized. This may be accomplished by Contractor personnel wearing distinctive clothing bearing the name of the company and/or by wearing appropriate badges which contain the company name and employee's name. During performance of the service requirements set forth in this PWS, all Contractor personnel shall introduce themselves or shall ensure they are introduced as Contractor employees. Contractor personnel shall also appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

5.2 Contractor personnel shall comply with directives pertaining to operation of privately owned vehicles on the Marine Corps Logistics Base, Albany, GA.

5.3 The Contractor shall assure that Contractor personnel completely understand the requirements of this PWS. All Contractor service technicians must have sound mechanical aptitude and ability; must have basic understanding of machinery, both mechanical and electrical; must have the ability to understand and comprehend technical manuals, drawings, diagrams and any other technical data supplied by various manufacturers. All Contractor service technicians must have working knowledge of diagnosis and repair for the types of equipment included in this PWS and be capable of diagnosis and repair.

6.0 QUALITY ASSURANCE

6.1 The COR is responsible for performing Government quality assurance functions for all services and supplies furnished under this contract. Contractor performance is subject to review by the COR and the Contracting Officer (KO). Upon contract award, the identity of the COR will be promptly furnished to the Contractor.

6.2 The COR will advise the Contractor in writing when discrepancies occur, and will request corrective action. The COR will make annotation of the discrepancy; the date and time the deficiency was noted, and will request the Contractor (or authorized representative) initial the entry.

7.0 MAINTENANCE SUPPORT HOURS

7.1 The Contractor shall provide preventive maintenance (PM) support services Monday through Friday between the hours of 0700 and 1530, excluding federal holidays. The Government observes the following federal holidays:

New Year's Day	1 January
Martin Luther King Jr. Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving	Fourth Thursday in November
Christmas	25 December

If the holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls

on a Sunday, it will be observed on the following Monday. The Contractor shall not be required to perform PM services on these days. Also, in the event an Executive Order issued by the President of the United States declares Agencies of the Federal Government closed on a Contractor-scheduled PM service date, the COR will advise the Contractor on whether PM services should be performed for that day or services should be rescheduled.

8.0 ENVIRONMENTAL COMPLIANCE

8.1 The Contractor shall comply with all Federal, State and Local regulations as well as DLA and Host installation rules and policies regarding the use, storage, transport and disposal of hazardous materials and wastes.

8.2 Hazardous work processes and hazardous materials utilized or generated in the performance of this contract shall be controlled and disposed of by the Contractor in a manner that is safe in accordance with the appropriate local, state and US Government laws and directives established for the control of those processes and materials.

8.3 The Contractor shall provide for clean-up of all hazardous and non-hazardous spills when they may occur in, around, or as a result of the Contractor's operation. The Contractor shall also provide for transportation and disposal off the facility of all hazardous and non-hazardous waste products generated in the performance of this contract. The Contractor shall immediately notify the COR of any hazardous waste spills.

9.0 SECURITY REQUIREMENTS

9.1 The Contractor or authorized representative shall submit to the COR a roster identifying all Contractor personnel who will be performing under this contract and require access to the equipment for which maintenance services are required. The roster shall contain the following information about each individual. An updated roster and individual information shall be provided to the COR when any Contractor personnel changes occur.

(1) Name (last, first, middle initial), aliases
(2) Status (type of employment)
(3) Name of company
(4) Office Phone
(5) Home address
(6) Date of birth
(7) Weight, height, color hair and eyes
(8) Length of anticipated employment

9.2 The roster shall be furnished to the COR within 5 calendar days after the date of contract award. When any Contractor personnel changes occur, the Contractor shall provide an updated roster and individual information to the COR within 5 calendar days. The prompt submission of this information will keep to a minimum any delay and inconvenience to the Contractor and Contractor personnel in performance of the contract.

9.3 Contractor personnel must bring personal identification and all completed forms to the Site Security Officer for badge photograph and identification when notified by the COR.

9.4 The Contractor and Contractor personnel shall comply with all security requirements imposed by the installation commander at all times while on the installation. Contractor personnel involved in civil crimes and/or other incidents of misconduct may be restricted entry to the base. The Contractor is responsible for insuring the badges are returned within three calendar days of employee termination or contract completion.

9.5 The Contractor shall prohibit the use of Government issued keys or Electronic Access Cards by any persons other than Contractor personnel. The Contractor shall prohibit the opening of locked areas by Contractor personnel to permit entrance of persons other than Contractor personnel engaged in the performance of assigned work in those areas.

10.0 ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH (ESOH)

10.1 The Contractor shall conform to all applicable safety and occupational health standards published in the Federal Register or any other Occupational Safety and Health Administration (OSHA) Public Laws and ensure employees observe safety, traffic control, and fire prevention requirements in effect at the site.

10.2 Government safety personnel may observe Contractor operations/processes at any time on Government premises. Imminent danger situations shall be reported to the COR within one (1) hour and corrected on the spot; other safety issues shall be reported to the COR within one (1) business day.

10.3 Upon request the Contractor shall provide a copy of a written SOH plan which outlines:

a. An on-site SOH point of contact (POC); the Contractor's POC shall be identified in writing to the KO or COR. The Contractor's POC shall be available to assist the KO or COR with any safety surveillances conducted by the local safety office.

b. How hazards and deficiencies are identified and corrected, procedures for identifying, tracking, and correcting hazards in the Contractor's assigned work area. Any hazards created during the work by the contractor must be abated prior to the final departure from the activity.

c. Responsibilities for protection of Government personnel, property and facilities, and procedures for reporting mishaps and correcting unsafe conditions, hazards, or practices.

10.4 The Contractor shall provide employees SOH training commensurate with the type of work being performed on the contract or activities involving Government facilities, personnel, or equipment.

10.5 The Contractor shall provide a Material Safety Data Sheet (MSDS) to the KO or COR for any chemicals brought on site to perform the requirements in the contract and shall provide the MSDS to the KO or COR prior to bringing the chemicals to the worksite.

10.6 The Contractor shall notify the KO or COR within one (1) hour of the occurrence of any accidents and incidents resulting in either personal injury, loss of life, property damage to a government facility or equipment.

10.7 The Contractor shall require their personnel to wear personal protection equipment (PPE) (e.g., hearing protection, eye protection, gloves, steel-toed shoes or boots, aprons, masks, face

shields, reflective vests, safety harnesses) in accordance with OSHA standards.

10.8 The Contractor shall inform personnel DLA Distribution is in the process of pursuing recognition under the Occupational Safety and Health Administration's (OSHA) Voluntary Protection Program (VPP). The Contractor is not required to "certify" to VPP, but employees must be aware of the VPP and DLA Distributions efforts towards the recognition.

10.9 The Contractor shall contact the KO before bringing any radioactive source or device that produces radiation when operated. The KO will contact the Installation Radiation Safety Office for approval.

11.0 GOVERNMENT-FURNISHED FACILITIES AND SUPPORT SERVICES

11.1 Work area

11.1.1 The Government will make available during performance of this contract inside work spaces close to equipment location. The Contractor shall be responsible for the orderliness and cleanliness of all areas utilized in the performance of this contract. These areas will be neat and clean, free from fire and safety hazards and unsanitary conditions.

11.2 Utilities

11.2.1 The Government will make available at no cost to the Contractor water and electricity for Contractor connection at Government provided work areas. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions which preclude the waste of utilities and shall include the following:

11.2.2 Lights shall be used only in areas where and when work is actually being performed.

11.2.3 Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the Contractor or by Contractor personnel in Government areas unless authorized.

11.2.4 Water faucets or valves shall be turned off after use.

11.3 Emergency Medical Services

11.3.1 The Government will provide emergency medical treatment and emergency patient transportation service for Contractor personnel. The Contractor shall reimburse the Government the cost of medical treatment and patient transportation service at the current inpatient or outpatient treatment rate as appropriate. Telephone number for Urgent Care is: 911.

12.0 GOVERNMENT OBSERVATIONS. Government personnel, other than the COR may from time to time, with Contractor/Government coordination, observe or inspect Contractor operations. However, these personnel may not interfere with Contractor performance.

13.0 DOCUMENTATION AND RECORDS. All documentation, records, and schedules, as described in this PWS, which are the responsibility of the Contractor, are the property of the Government and shall remain so upon termination or completion of the contract. The Contractor shall keep these items current. Documentation, records, and schedules shall be turned over to the Government upon termination or completion of the contract. All documentation, records, and schedules are subject to the Freedom of Information Act and Privacy Act.

END OF PERFORMANCE STATEMENT OF WORK