HVAC Maintenance Blanket Purchase Agreement (BPA) Statement of Work (SOW)

Fort Sill, OK

August 2026

1. Introduction

1.1 Purpose: This Blanket Purchase Agreement (BPA) will be established in order to facilitate support to all Heating, Ventilation, and Air Conditioning (HVAC) for all units at Fort Sill, Oklahoma that is not obtained by the Government and maintained by the Department of Public Works (DPW).

1.2 Background: The Mission and Installation Contracting Command (MICC), Fort Sill, Fort Sill, Oklahoma, intends to award a five-year Blanket Purchase Agreement (BPA) to a maximum of 2 (two) contractors. The appropriate North American Industry Classification System (NAICS)codes is 238220. Call-outs against this BPA shall be made by a Government Credit Card.

1.3 An award will be made to two vendors that is determined to be fully responsive to the solicitation. This Statement of Work is not a quote. All responses shall include, at /a minimum, the following information:

a. Company's full name, address, telephone, point of contact with email address, and Federal Tax Identification number.

b. Company's Unique Entity Identifier (UEI) Number and Cage Code for proof of Contractor's Registration within the System for Award Management (www.sam.gov).

c. A statement indicating the offeror's ability to accept payment via Government Credit Card.

d. Vendor Information Sheet, to include a price list of repair parts and a list of proposed labor rates and categories (in compliance with applicable Service Contract Act (SCA) and Wage Determinations for Comanche County, Oklahoma).

e. Any pricing information, such as trip charges, hourly rates, repair parts pricing, etc. may be included in the capability information. Some of this pricing that is general in nature may be included in any resultant agreement.

2. Scope of Work

2.1 Supplies and services should include the following:

a. Upon notification, Contractor shall provide basic HVAC maintenance consisting of, but not limited to, furnish labor, parts, materials, supplies, inspections, and other related services necessary.

b. Contractor shall provide a primary POC that can be contacted when call outs are requested.

c. Contractor shall possess and maintain a current Oklahoma license in HVAC repair. Technician(s) shall be certified to repair HVACs and shall utilize repair parts approved or certified.

d. Contractor shall only respond to requests for repair from the Contracting Officer Representative (COR), established Ordering Officials, or Contracting Officer (KO).

e. Contractor shall provide all specialized and general test, measurement, and diagnostic equipment, tools and repair parts necessary to accomplish repairs.

f. Contractor shall respond on site within four (4) hours of initial notification of maintenance request.

g. Contractor shall be located within a 100 Mile radius of Fort Sill, Oklahoma.

2.2 Real Property:

This BPA shall not be utilized to maintain real property that is obtained by the Government and maintained by the Department of Public Works (DPW).

2.3 Access and general protection/security policy and procedures. Contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

2.4 For contractors that do not require CAC, but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative); or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

2.5 Period of Performance: This will be a 5-year ordering period of 01 August 2026 – 31 July 2031.

3. **U.S. Holidays:** Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day	January 1st
M. L. King Memorial Day	3rd Monday in Jan
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence	Day July 4th

Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

4. Performance Requirements

4.1 Equipment Condition: All equipment must be in good working order, compliant with applicable safety standards, and subject to inspection prior to acceptance.

4.2 Maintenance and Repairs: Customer shall provide daily preventative maintenance upon receipt of the equipment. Contractor shall provide on site service calls to include maintenance, parts repairs, and/or replacement of HVAC equipment. Contractor shall be on-site within 4 hours of initial notification of maintenance request as stated in section 2.1.

5. Quality Assurance

5.1 Surveillance: The Government Contracting Officers Representative (COR) will receive complaints from Government personnel and pass them to the Contractor point of contact for correction.

a. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor meets the technical requirements of the contract, perform inspections necessary in connection

with contract performance, maintains written and oral communications with the Contractor concerning technical aspects of the contract, issue written into the contract. The COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

5.2 Appointed Ordering Official: As determined by the Contracting Officer, an Appointed Ordering Official will be identified for customers across the Installation. Ordering Official will be identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer, once their training is completed.

6. Pricing and Payment

6.1 Pricing Structure: Vendor Information Sheet, to include a price list of repair parts and a list of proposed labor rates and categories (shall not exceed applicable Service Contract Act (SCA) and/or Davis Bacon Act (DBA) Wage Determinations for Comanche County, Oklahoma).

6.2 Payment Terms: Payments and invoice processing will occur via Government Purchase Card (GPC), unless amount of order surpasses call out limit. If order has to be placed by Contracting Office via task order then payments and invoice processing will occur via the Wide Area Work Flow (WAWF) website. U.S. Army representatives will ensure payments are processed and provided in accordance with established timelines.