PERFORMANCE WORK STATEMENT (PWS)
HVAC PREVENTIVE MAINTENANCE SERVICES
Fort Yates Hospital (ND) and Youth Regional Treatment Center (SD)

1. General Information

This PWS establishes performance-based requirements for HVAC preventive maintenance, inspection, testing, troubleshooting, emergency response, controls support, and reporting services. The Contractor shall provide all management, supervision, labor, materials, tools, transportation, equipment, and incidental services necessary to perform the requirements.

2. Background

The Indian Health Service requires contractor support to maintain HVAC systems and building automation systems serving healthcare and residential treatment facilities. Services shall support reliable operations, regulatory compliance, patient safety, occupant comfort, and equipment longevity.

3. Scope

The Contractor shall maintain air handling units, rooftop units, boilers, chillers, condensing units, pumps, VAV boxes, split systems, filters, and Johnson Controls Metasys building automation systems located at both facilities. Equipment inventories shall be validated after award.

4. Applicable Documents

IHS A/E Design Manual; FGI Guidelines; NFPA 70; NFPA 99; NFPA 101; ASHRAE 170; ASHRAE Fundamentals; manufacturer O&M manuals; and all applicable federal, state, local, and tribal requirements.

5. Period of Performance

Base Year of 12 months with four (4) option years.

6. Contractor Requirements

Provide qualified HVAC technicians, controls technicians, and supervisory personnel. Maintain licenses, certifications, insurance, and safety programs required by law.

Superintendent. The prime contractor shall have an onsite superintendent for this project while any and all work is being performed unless prior approval is granted from the COR.

Construction Materials and Storage

1. All materials shall be stored and handled according the manufacturers' recommendations.
2. **All materials shall be submitted to the COR prior to ordering, for approval by the project engineer.**
3. The contractor(s) shall be present and on site to receive all construction material, equipment, or products. IHS staff will not be present, responsible, nor receive, or provide any type of offloading equipment for construction materials, products, or equipment. It is solely the contractor(s) responsibility to properly receive any and all construction equipment, products, and materials on site.

4. The contractor(s) shall provide their own means of storing any and all construction materials, products, or equipment required for installation. IHS staff will not be responsible or provide any means of storing construction material, products, or equipment before or during construction. All material, products, or equipment remain the contractor(s) property until the project has been deemed substantially completed by all parties.

7. Performance Requirements Summary (PRS)

Required Service	Performance Standard	AQL	Government Surveillance
Inventory Verification	Inventory and PM schedule submitted within 30 days.	100%	COR review
Preventive Maintenance	PM completed at required frequencies.	95% on-time	Reports/inspection
Emergency Response	Respond within 4 hrs Fort Yates; 24 hrs YRTC.	100%	Service logs
BAS Support	Backups, diagnostics and reporting completed.	100%	Report review
Documentation	Service reports submitted within 5 business days.	100%	COR review

8. Preventive Maintenance Services

The Contractor shall perform manufacturer-recommended maintenance and all inspections, testing, cleaning, calibration, lubrication, filter replacement, operational checks, seasonal start-up activities, combustion analysis, coil cleaning, BAS verification, and equipment condition assessments required to maintain equipment reliability.

The work hours shall be 8:00am – 5:00pm, Monday – Friday. Weekends and after hours work may be available upon request.

9. Emergency Service

The Contractor shall provide emergency troubleshooting and diagnostic services. Repair recommendations shall include root cause, parts required, labor estimate, and replacement recommendations when equipment is beyond economical repair.

10. Deliverables

Equipment inventory validation; PM schedule; service reports; BAS backup reports; deficiency reports; annual summary report; and closeout documentation. (see table below)

Deliverable	**Description**	**Due Date/Frequency**	**Format**	**Government Acceptance**
Equipment Inventory Validation Report	Verify and update HVAC equipment inventory, including equipment identification, location, manufacturer, model number, and condition assessment.	Within 30 calendar days after award and updated as needed.	Electronic (PDF/Excel)	COR review and approval
Preventive Maintenance (PM) Schedule	Detailed annual PM schedule identifying equipment, maintenance tasks, and planned service dates based on manufacturer recommendations.	Within 30 calendar days after award; updated annually.	Electronic (PDF/Excel)	COR review and approval
Service Reports	Documentation of all maintenance, inspections, testing, repairs, and corrective actions performed during each site visit.	Within 5 business days after each service visit.	Electronic PDF	COR review and acceptance
BAS Backup Reports	Documentation verifying successful backup of Metasys/BAS databases, controllers, servers, and configuration files.	Annually, and after significant system changes.	Electronic PDF	COR review and acceptance
Deficiency Reports	Identification of equipment deficiencies, operational concerns, code issues, safety concerns, and	Within 5 business days of discovery.	Electronic PDF	COR review and

Deliverable	Description	Due Date/Frequency	Format	Government Acceptance
	recommended corrective actions.			acceptance
Annual Summary Report	Summary of all maintenance activities, equipment performance trends, deficiencies, emergency service calls, recommended repairs, and lifecycle replacement recommendations.	Annually, no later than 30 days before contract anniversary date.	Electronic PDF	COR review and acceptance
Closeout Documentation	Complete record of inventories, PM reports, BAS backups, equipment status, outstanding deficiencies, and all contract deliverables.	Within 30 calendar days after contract completion.	Electronic PDF and one hard copy (if requested)	COR final acceptance

11. Quality Control

The Contractor shall maintain a quality control program ensuring compliance with all performance standards and documenting corrective actions.

12. Government Surveillance

The Government will utilize inspection, report review, customer complaints, performance metrics, and random verification of completed services.

13. Security and Safety

Contractor personnel shall comply with facility access procedures, infection control requirements, life safety requirements, lockout/tagout procedures, and all OSHA requirements.

Occupancy of Government Facilities. The contractor shall be responsible for properly informing the COR of any condition which would jeopardize the building or its contents, such as loss of heat, air conditioning, danger of pipes freezing, loss of electrical power, water, sewer or loss of building security.

Contractor personnel will wear identification and be accompanied by IHS staff in all patient areas.

14. Place of Performance

Fort Yates Hospital, Fort Yates, North Dakota and Youth Regional Treatment Center, Wakpala, South Dakota.

15. Invoicing

Invoicing under this order shall be processed through the Invoice Payment Platform (IPP), located at www.ipp.gov.

IPP is a secure, web-based electronic invoicing system provided by the U.S. Department of the Treasury's Bureau of the Fiscal Service, in partnership with the Federal Reserve Bank of St. Louis (FRSTL). The Office of Management and Budget (OMB) M-15-19 Memorandum "Improving Government Efficiency and Saving Taxpayer Dollars Through Electronic Invoicing" directs Federal agencies to adopt electronic invoicing as the primary means to disburse payment to vendors.

If your organization is not currently utilizing IPP, following award of an order, your organization will be automatically enrolled by IHS. Your company's IPP POC will be determined by the information listed in your SAM.gov account, and will receive two e-mails from the Bureau of Fiscal Service, one with a username and one with a temporary password. Please ensure your SAM.gov information is up to date.

If you are currently enrolled in IPP, either from a previous award with IHS or another Federal Agency utilizing IPP- you may use your existing IPP credentials for this order.

If you require assistance registering or IPP account access, please contact the IPP Helpdesk at (866) 973-3131 (M-F 8AM to 6PM ET), or IPPCustomerSupport@fiscal.treasury.gov

16. Contract Administration

Only the Contracting Officer may modify contract requirements. The COR may monitor performance but may not alter scope, schedule, or price.

In no event shall any of the following be effective or binding on the Government or imputed to the Contracting Officer with respect to this contract:

1. An understanding or agreement between the Contractor and anyone other than the Contracting Officer;
2. A purported modification or change order issued by anyone other than the Contracting Officer;
3. A promise by anyone other than the Contracting Officer to provide additional funding or make payments; or
4. An order, direction, consent, or permission from anyone other than the Contracting Officer to:
    a. Incur costs in excess of a specified estimated cost, allotment of funds, or other ceiling; or
    b. Expend hours in excess of a specified level of effort.

17. Tribal Requirements

1. The Contractor and all subcontractors engaging in work on the Standing Rock Indian Reservation will be required to comply with the Indian preference and Indian preference program requirements administered by the Standing Rock Sioux Tribe Tribal Employment Rights Office (TERO).
2. Before commencing work, contractors and sub-contractors are required to submit an acceptable "Compliance Agreement" to the TERO office. Copies of this form can be obtained from the TERO office. Typical requirements of TERO include a fee of 2.5% on the total contract price, and submission of weekly certified payroll reports to TERO.
3. Additionally, the rules and regulations of the TERO Ordinance require that no person who is not a local Indian shall be employed by a covered employer until a work permit has been obtained for them from TERO. The annual work permit fee for each employee is $250.00.
4. Contractors are strongly encouraged to contact the TERO office at (701) 854-7295 for an explanation of tribal requirements. Other fees may apply.

Appendix A – Bid Schedule

Appendix A – Equipment Categories

AHUs, RTUs, Boilers, Chillers, Condensing Units, Pumps, VAV Boxes, Split Systems, Filters, BAS/Metasys Controls and associated components at both facilities.