PERFORMANCE WORK STATEMENT (PWS)

MISSION UPS (UNINTERRUPTABLE POWER SUPPLY)

Part 1
General Information

1. General: This is a non-personal services contract to provide Preventative Maintenance, unscheduled and emergency repairs to all aspects and associated equipment for the multiple "point of use" UPS systems located on Tobyhanna Army Depot, Tobyhanna, PA. The Contractor shall perform routine scheduled preventative maintenance as well as respond to unscheduled/emergency repair calls, when requested. 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.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to design and fabricate the requested items

1.2 Background: Tobyhanna Army Depot's (TYAD) mission UPS units are an important part of the Depot's total ability to meet production goals. This service contract is necessary to ensure the equipment the UPS units support maintain operational status in the case of a power outage.

1.3 Scope: The contractor shall provide Preventative Maintenance, as well as Unscheduled or Emergency Repairs on equipment identified in this PWS.

1.4 Objectives: The preventative maintenance and emergency repair services described in this PWS will keep identified UPS equipment running to their optimal level as to minimize down-time.

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The contractor's existing quality assurance system shall be utilized in accordance with FAR 12.208. The Contractor shall develop and maintain a QCP to ensure services are performed in accordance with (IAW) this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is how it assures that the work provided complies with the requirements of the contract.

The Contractor's Proposed QCP shall be submitted to the Contracting Officer (KO) through the

Contracting Officer's Representative (COR) for review within ten (10) days after date of contract award

The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within 10 days. If the Government has provided comments, the Contractor shall then have 10 days to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the Contracting Officer's acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the Contracting Officer no later than 10 Days prior to the anticipated change and before implementation by the Contractor. The timeline noted above will apply for review and acceptance of proposed changes. At a minimum, the QCP must include and answer the following to be acceptable:

(a) A chart showing the organizational structure and lines of authority, the names, qualifications, duties, responsibilities, and classification of each member of the Contractor's Quality Control Team;

(b) How the Contractor will monitor work to ensure performance complies with all deliverables (etc. timelines, deadlines, and goals);

(c) How the Contractor will monitor work to ensure performance complies with all specifications and requirements of the contract, including the contract's clauses;

(d) How the Contractor will monitor and ensure staff qualifications remain current and valid including Department of Defense (DoD) Contractor Personnel Office (DOCPER) processes/approvals throughout contract performance;

(e) How the Contractor will ensure all keys issued will remain controlled items (Paragraph 1.7 Key Control);

(f) How the Contractor will inventory and track maintenance of all Government Provided Equipment / Materials;

(g) How the Contractor will identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future; and

1.5.1.1 The Contractor shall inform the COR of issues or potential issues that might affect the performance within 3 hours of identifying those issues. Verbal reports shall be followed by written reports within 7 days

1.5.2 <u>Quality Assurance</u>: The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance

standards will be applied, the frequency of surveillance, and the acceptable quality levels (performance thresholds).

1.5.3 Recognized Holidays: The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest workday prior to the holiday will apply as the deadline for submittal.

1.5.3.1 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
Presidents' Day 3rd Monday in February
Juneteenth June 19th
Labor Day 1st Monday in September
Veteran's Day November 11th
Christmas Day December 25th
M. L. King Memorial Day 3rd Monday in Jan
Memorial Day last Monday in May
Independence Day July 4th
Columbus Day 2nd Monday in October
Thanksgiving Day 4th Thursday in November

1.5.3.2 Host Nation Holidays: NA

1.5.4 Operating Hours: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 Government Facility Office Hours: The Government facility office hours are open 0700 to 1700, on days Monday through Friday, except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.4.2 Government Facility Operating Hours: The Government facility operating hours occur between the hours of 0600 to 1800, Monday through Saturday. The Government facility is open for operations during the recognized U.S. Holidays identified in paragraph 1.5.3.1 above. The Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings and will be communicated by the Contracting Officer to the Contractor.

1.5.4.3 Contractor Support Hours: The Contractor shall provide support between the hours of 0700 to 1700, days Monday through Friday. The Government facility is open for operations during the recognized U.S. Holidays identified in paragraph 1.5.3.1 above. The Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings and will be communicated by the Contracting Officer to the Contractor. The Contractor shall always maintain an adequate workforce, for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

1.5.4.3.1 Contractor Work Plan: The Contractor shall prepare and maintain a Work Plan. The plan, as a minimum, shall identify regularly scheduled work (to include location, work to be completed, timeline, etc.). If the need for overtime is anticipated, the Contractor must receive approval from the Contracting Officer at a minimum seven (7) calendar days prior to execution. The Contractor's proposed Work Plan shall be submitted to the Contracting Officer via the COR for review within 7 days after date of contract award. The Government will review and either accept or return their comments to the Contractor within 10 days. The Contractor shall then have 3 days to submit a Final Work Plan. Any proposed change to the accepted Final Work Plan is required to be resubmitted via the COR for review and acceptance by the Contracting Officer at a minimum thirty (30) days prior to implementation. The timeline noted above shall apply for review and acceptance of proposed changes.

1.5.5 Training Holidays: Tobyhanna Army Depot has historically granted military personnel training holidays as compensation for time that they spent in field training. These are typically combined with regular holiday leave schedules (for example, Christmas half days or days on day off schedules). Training holidays may affect access to military operated facilities. If scheduled work or access to facilities is required, coordination with occupants will be necessary or the work in affected facilities shall be rescheduled after the training holiday. However, announced training holidays or exodus of military personnel may provide the Contractor with an opportunity for unrestricted access to facilities and areas. The Contractor shall take full advantage of such opportunities by planning maintenance or actions that are better accomplished when such areas are vacant.

1.5.6 Place of Performance: The work to be performed under this contract will be performed at 11 Hap Arnold Blvd, Coolbaugh Township, PA 18466

1.6 Security Requirements: Please reference Attachment C for information on Tobyhanna Army Depot's security requirements.

1.7 Key Control: The Contractor shall establish and implement methods of making sure all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized people. NOTE: All references for keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Contractor's Security Plan and the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any incidents of lost or duplicate keys to the Contracting Officer. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from payment due to the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the payment due to the Contractor. The Contractor shall prohibit the use of Government issued keys by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees

to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Quality Control Plan.

1.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will appraise the Contractor of how the Government views the Contractor's performance and the Contractor shall appraise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.9 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. 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 regarding 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 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.

1.10 Key Personnel: The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in

writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 7:00 a.m. to 4:30p.m., Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons

1.11 Identification of Contractor Employees: All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports, produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

1.12.1 Contractor workspace (staging site, on-site office, desk or work area, etc.) shall contain a sign signifying the space is occupied by Contractor employee(s) to ensure that Government employees and the public know that they are not Government employees. The proposed sign shall be submitted to the Contracting Officer via the COR for review and acceptance within 10 calendar days after contract award. Workspace sign location shall be coordinated with the COR. Contractor employees shall identify themselves by name and company affiliation when answering the telephone, presenting briefings, conducting or attending meetings, and seminars. All Contractor correspondence (written, facsimile, and email display) shall include their company name. Requirements for Contractor vehicles is addressed under Part 4 paragraph 4.4.

1.12.2 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges IAW Contractor Identification (AE Reg. 27-715). (For services at Child, Youth, and School Services where children are present, recommend personnel wear identification when children are present.) Contractor and sub-contractor personnel will be provided with some form of identification with that will show that the they are allowed on base. Personal must have provided identification on display on their person at all times in a way that can be clearly seen. *Companies with U.S. Government contracts will require their employees to wear these badges visibly when performing work at Government workplaces unless this would be impractical because of mission or safety considerations. The Contractor shall collect all ID Badges upon completion of the contract or termination of employee. A listing of issued ID cards shall be furnished to the Contracting Officer prior to the contract performance date and updated as needed to reflect Contractor personnel changes*

1.13 Contractor Travel: The Contractor may be authorized travel expenses at rates no higher than the substantive provisions of the Joint Travel Regulation (JTR), IAW FAR Part 31.205-46, and the limitation of funds specified in this contract. All travel requires Government approval and authorization 10 days prior to scheduled travel.

1.14 Other Direct Costs (ODCs): Inclusion of ODCs must be preapproved by the Contracting Officer. This category includes travel (outlined in 1.13), printing and shipping expenses associated with training activities and visits to Contractor facilities; *this could also entail the*

renting of suitable training venues. Inclusion of ODCs in this PWS must be preapproved by the Contracting Office, if there is uncertainty as to what counts as ODCs, consult the COR.

1.15 Data Rights: The Government has unlimited rights to all documents and materials produced under this contract. All documents and materials, to include the source codes of software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership and copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.16 Non-Disclosure Requirements: Performance under this contract may require the Contractor to access data and information proprietary to a government agency, another Government Contractor, or of such nature that its dissemination or use other than as specified in this work statement would be adverse to the interests of the Government or others. The Contractor and Contractor personnel, shall not divulge or release data or information developed, or obtained under performance of this PWS, except to authorized Government personnel or upon written approval of the Contracting Officer. The Contractor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as specified in this PWS. All documentation showing individual names or other personal information shall be controlled and protected under the provisions of the Privacy Act of 1974, Public Law 93-579, 5 United States Code (U.S.C.) Section 552a.

1.17 Protection of Government and Contract Information: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/, the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

1.18 Non-Disclosure Statements: NA

1.19 Organizational Conflict of Interest (OCI): Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's OCI Mitigation Plan will be determined to be acceptable solely at the discretion of the Contracting Officer. In the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.20 Phase In /Phase Out Period: NA

1.21 Safety: Please reference Attachment A for information on Tobyhanna Army Depot's safety requirements.

1.22 Environmental Compliance: Please reference Attachment B for information on Tobyhanna Army Depot's environmental compliance requirements.

1.23 Required Training: The following provides information on training requirements.

1.23.1 Anti-Terrorism (AT) Level I Training: Please reference Attachment C for information on the training and Tobyhanna Army Depot's security requirements.

1.23.2 OPSEC Training: Please reference Attachment C for information on the training and Tobyhanna Army Depot's security requirements.

1.23.3 iWATCH Training: Please reference Attachment C for information on the training and Tobyhanna Army Depot's security requirements.

1.23.4 Information Assurance (IA) Training NA.

1.23.5 Personally Identifiable Information (PII): NA

1.24 Authorization to Perform Services in Germany: NA

1.25 Notice to Proceed: NA

1.26 Electromagnetic Compatibility Directive: NA

1.27 Government Property and Services: NA

1.28 Conventional Forces Europe (CFE) Treaty Verification Inspection: NA

PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions: Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

Contracting Officer – means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. DoD Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: "Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, Contracting Officer's technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line-item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing other surveillance support personnel to assist the COR when needed, "…These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the Contracting Officer as alternate CORs."

Contractor – means a supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

Contractor-acquired Property - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Defective Service – means a service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable – means anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

Government-furnished Property – As reflected in FAR 52.245-1, Government-furnished Property "means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance,

overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Government Property - means all property owned or leased by the Government. Government property includes both Government-furnished and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Property Administrator - means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.

High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Quality Assurance – (or Government contract quality assurance) means the various functions, including, inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on "what" is to be accomplished; however, they are not prescriptive in describing "how" the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

Workday - The number of hours per day the Contractor provides services in accordance with the contract.

Work Week - Monday through Friday, unless otherwise specified.

2.2 <u>Acronyms</u>: Although not inclusive of every term used within this PWS, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field.

ACOR	Alternate Contracting Officer's Representative
AE	Army in Europe
AFARS	Army Federal Acquisition Regulation Supplement
AHA	Activity Hazard Analysis
AOR	Area of Responsibility
AR	Army Regulation
AT	Anti-terrorism
ATCTS	Army Training Certification Tracking System
CAC	Common Access Card
CCE	Contracting Center of Excellence
CFE	Conventional Forces Europe
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer’s Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
FAR	Federal Acquisition Regulation
FRG	Federal Republic of Germany
GFP	Government Furnished Property
HLO	High Level Objective
HIPAA	Health Insurance Portability and Accountability Act of 1996
IA	Information Awareness
IAC	Installation Access Control
IACO	Installation Access Control Office
ID	Identification
IGCE	Independent Government Cost Estimate
IT	Information Technology
JTR	Joint Travel Regulation
JPAS	Joint Personnel Adjudication System
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operations Security
PA	Property Administrator
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out

POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RA	Requiring Activity
RCO	Regional Contracting Office
SIGE	Safety and Health Protection Plan
TE	Technical Exhibit
TYAD	Tobyhanna Army Depot
USAG	United States Army Garrison
USAREUR	United States Army Europe
UOM	Unit of Measure

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Property and Services

3.1 Services: The Government will provide guidance as needed to assist in the preventative maintenance of TYAD's uninterruptable power supply.

3.2 Facilities: NA

3.3 Utilities: The Government will provide access to water and electric outlets to assist with the process of maintenance. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves, light switches, etc. after using the required amount to accomplish tasks requiring the use of the utilities.

3.4 Equipment: The government will provide the contractor with a TYAD laptop to use for contract related work only. The contractor is allowed to take the laptop off base and shall return the laptop to TYAD at the end of the contract. If the contractor is deemed to be responsible for any damage to the laptop, they will be liable to pay for the repair or replacement of the unit.

3.5 Special Tooling and Test Equipment: NA

3.6 Materials: NA

3.7 Training: NA

3.8 Common Access Cards (CAC): The Government will provide Common Access Cards (CAC) via the Trusted Associate Sponsorship System (TASS) (Web site https://www.dmdc.osd.mil/tass/).

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: *The Contractor shall furnish all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform services as described in the PWS and associated contract documents, except for those items specified in Part 3 Government Property and Services*

4.2 Secret Facility Clearance: *N/A*

4.3 Materials: *N/A*

4.4 Vehicles and Equipment: *N/A*

4.5 Background Checks): The Contractor shall provide Background Checks in accordance with this PWS and as determined by the Government.

PART 5
SPECIFIC TASKS

5.1 Basic Services: The Contractor shall provide preventative maintenance to the mission UPS systems at Tobyhanna Army Depot. 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. A government Contracting Office Representative (COR) will be assigned as the contractor's main point of communication.

5.2 Tasks:

5.2.1 The assets covered under this PWS include the following:

Asset Name	UPS Serial Number	UPS Maunfacturer	UPS Model Name/No	UPS KVA
Leibert NX 20kVA	38-0961	Liebert	NXb	20
Leibert NX 20kVA	38-0965	Liebert	NXb	20
Leibert NX 30kVA	38-5152	Liebert	NXb	30
Leibert NX 30kVA	38-5164	Liebert	NXb	30
Toshiba 4400 Series 30kVA	TBD	Toshiba	4400 Series	30
Toshiba 4400 Series 30kVA	TBD	Toshiba	4400 Series	30
Leibert NX 30kVA	38-5142	Liebert	NXb	30
Leibert NX 30kVA	38-1597	Liebert	NXb	30

5.2.2 The assets listed above are all in working condition, but the Liebert branded machines are much older than their Toshiba counterparts. It is TYAD's plan to gradually replace the Liebert machines as they go beyond economic repair. TYAD predicts that all remaining Liebert Machines will be replaced over the next 5 years. The number of machines will remain constant and new units will have the same kVA of the units they replace. The contractor will receive a 3-month notice before any unit is replaced but it shall not change the cost of PM maintenance or frequency of maintenance.

5.2.3 Services shall address the following salient elements of each UPS system component including but not limited to:

- Overall Uninterruptible Power Supply System (UPS)
- Batteries (Including Sealed UPS)
- Environment
- Unit & System Configuration
- Mechanical Inspection
- Input / Output / Battery Power
- Measurements & Conditions
- Miscellaneous
- Documentation

5.2.4 The contractor shall perform routine preventative maintenance and service calls at intervals identified below in accordance with the following efforts:

- ANNUAL Major Service/ Major PM (MPM)
- SEMI-ANNUAL minor Service/ minor PM (mPM)

The title of the below sections indicates what visit the work should be completed on. Some tasks should be completed on both the Annual and the Semi-Annual service visit.

5.2.5 This schedule shall cover all elements of the UPS service:

- For preventative maintenance activities, the contractor shall budget and include in their proposal all time, mileage, meals and expendable items such as miscellaneous lubricants, cements, cleaners, filters, belts, and similar common hardware such as miscellaneous screws, nuts, bolts etc. considered part of the general repair and maintenance service. The contractor shall include associated costs of the replaceable wear items such as filters and belts to ensure compliance with the replacement schedule indicated in the preventative maintenance schedule.
- All “Scheduled” maintenance shall consist of the preventative maintenance activities required to keep the equipment operating in peak efficiency and to prolong life expectancy. This type of service includes the routine maintenance of measurements and testing, wearable item replacements, adjustments of sensors and controls and other similar activities. The following is the minimum that must be performed. Contractors shall provide additional services as recommended to enhance reliability.
- Contractors shall visit the job site for regular inspections and the monitoring covered equipment. Contractors must schedule each service with the Government TPOC at least 7 days in advance. Government TPOC will make every attempt possible to facilitate service and coordinate performance based on equipment accessibility and Governments acceptable “maintenance window”. If service requires system(s) to be de-energized or repair requiring a change of UPS status to maintenance bypass mode, disruption operations MUST BE APPROVED IN ADVANCE by the Government TPOC prior to any shut down or transfer.

5.2.6 Overall Uninterruptible Power Supply System (UPS): -Annual Major PM (MPM):

- With customer approval to place critical load in maintenance bypass, perform the following items as they apply, if accessible.
- Prior to shut down- Thermal Image inverter and rectifier section of UPS
- Inspect rectifier section for DC float voltage, DC recharge/Equalize Volt and filter for DC ripple.
- Verify DC bus reading, calibrate if necessary.
- Inspect Inverter section and circuits for frequency regulation, voltage regulation, commutation control, drive circuits and automatic operation.
- Inspect static switch for gate drive circuits, ensure voltage redundancy transfer level set properly, and retransfer time set.
- Calibrate equipment per operational specifications.
- Verify proper load sharing among modules.
- Check and torque mechanical connections.

- Test UPS switchgear transfer logic.
- Verify operational integrity, transfer and battery discharge, short duration battery run. Return unit to normal operational mode; verify output and float voltages.
- Submit a written report of the system load demands for the past year and make recommendations for future power demands.
- Check air filters; replace or vacuum it out if necessary.
- Inspect the environment, general room conditions, cleanliness, security, access to equipment, and similar to assure good practices are being maintained.
- Clean unit of dirt, and debris.
- Check all fans for proper operation.
- Check for proper air movement, in and out and around the equipment.
- Record the equipment display readings.
- Inspect the instrumentation.
- Check indication lamps.
- Inspect Magnetics for signs of deterioration.
- Check all electrical connections for signs of excessive heat.
- Check the equipment for excessive vibration.
- Inspect the power and control wiring for damage, worn insulation and signs of burning or arcing.
- Check power and controls and control lugs and connections.
- Check all AC and DC filter cap connections Check all electrical nuts and bolts for tightness.
- Check the capacitors, swelling and leakage.
- Verify alarm levels and status indications/operation.
- Check output waveform parameters.
- Verify alarm and status indications.
- Check the free running oscillator.
- Inspect the switchgear components for sign of heat.
- Check the switchgear power and control wiring for damage.
- Exercise the operation of the UPS circuit breakers, if applicable
- Inspect remote monitor.
- Check and record room temperature.
- Document findings in report

5.2.7 Overall Uninterruptible Power Supply System (UPS): -Semi-Annual minor PM (mPM)

- Perform visual inspection of all internal compacts and record abnormalities or deficiencies.
- Check and record room temperature.
- Check all fans for proper operation.
- Check for proper air movement, in and out and around the equipment.
- Record the equipment display readings.
- Verify alarm levels and status indications/operation.
- Document findings in report

5.2.8 Batteries (Including Sealed UPS): - Perform during both Major PM (MPM) and Minor PM (mPM)

- Visually inspect batteries, cabinets and environment
- Measure and record all individual batteries float voltage and current (100%) using a calibrated, accurate (.0.25%) digital voltmeter with a minimum two (2) decimal place referenced right-handed digit capability.
- Measure and record 100% of all battery impedance.
- Measure and record full string charging voltage and current.
- Measure and record the AC ripple voltage and current.
- Measure and record the voltage to ground for each string/cabinet.
- Measure and record conductance of each jar
- Review Battery status and integrity and supply written report of status of batteries.
- Clean oxidation on any posts
- Check and Re-torque loose connections.
- Inspect connection terminal, connections, cables and associated hardware.
- Record ambient room temperature.
- Check all batteries for leakage.
- Clean all normal dust and accumulation.
- Document findings in report

5.2.9 Environment: - Perform during both Major PM (MPM) and Minor PM (mPM)

- Verify that there is adequate cooling for the UPS. Record the room temperature.
- Verify that the general area around the UPS is clean.
- Verify adequate service space around UPS and exit ways.
- Document findings or deficiencies in report

5.2.10 Unit & System Configuration: - Perform during both Major PM (MPM) and Minor PM (mPM)

- Verify That the KVA rating in the personalization file matches the KVA rating on the label plate.
- Document all optional communications options.
- Perform a thorough visual inspection of all the de-energized sections of all auxiliary cabinets, maintenance bypass cabinets, battery cabinets and distributions cabinets.
- Document findings in report

5.2.11 Unscheduled Emergency repairs: Contractor shall provide a response to the COR within 24 hours of all initial unscheduled emergency service calls on a weekday and 24 hours after a weekend or holiday. Contractor shall provide a Firm Fixed Price (FFP) quote for service within 48 hours of initial service call, unless written authorization to respond after 24 hours is given by the COR. The FFP quote will need to be approved by the CS/COR prior to work being completed.

The Toshiba units that will be replacing the Leibert units as they go beyond economic repair will be under warranty. To avoid breaching the warranty on the Toshiba units the contractor must be able to subcontract the OEM (original equipment manufacturer) for emergency services. All replacement parts shall be purchased from and installed by the OEM until the warranty is expired. Emergency services that do not require replacement parts may be completed by the contractor if deemed by the COR acceptable to do so.

5.3 Service Contract Reporting:

5.3.1 System for Award Management (SAM) Service Contract Report (SCR): The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the via a secure data collection site. The Contractor is required to completely fill in all required data fields through the following web address: www.sam.gov. Reporting inputs will be for the labor executed during the period of performance during each Government FY, which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk by clicking "View Assistance for SAM.gov" which is located at the top of the SAM.gov website. From there, you can the select "Contact Our Service Desk" which will allow you to contact SAM.gov directly. If contract period of performance ends prior to September 30, the Contractor has 30 calendar days from end date of the contract to complete the SAM SCR requirement.

Steps for Submitting a Service Contract Report (SCR)

1. Go to www.sam.gov and log in.
2. Select Entity Registrations and then select Service Contract Reporting.
3. SAM displays your entities which have service contracts and meet the reporting criteria. Select View by entity to see the service contracts for each entity.
4. Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the FAR Subpart 4.1703 reporting thresholds is displayed.
5. You will be taken to the Complete Service Contract Report page. SAM displays the contract details and allows you to report. You are required to enter the following information:
   - **Total Amount Invoiced:** Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
   - **Prime Contractor Hours Expended:** Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.
6. Report any required Tier 1 subcontractor information by selecting the Add Tier 1 Subcontract Information button.

7. When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page where you can create other SCRs or edit an existing SCR.

Steps for Editing a Submitted Report

1. Follow steps 1-4 above. Any previously submitted SCR will have a View/Edit button instead of an Add button.
2. Select View/Edit. You will be able to view the current SCR, edit available fields, and resubmit the record. You can also delete previously entered information altogether.

STD: All information provided by the Contractor shall be accurate, complete, and not exceed suspense dates noted in corresponding paragraph above.

AQL: 100% Compliant

5.3.2 TYAD Secure Data Collection and Delivery

The contractor shall record all data on either hard copy material or on a laptop provided by TYAD. The contractor shall only use a TYAD laptop to submit all service contract reports as described above in section 5.3.1.

PART 6
APPLICABLE PUBLICATIONS

6. **Applicable Publications (Current Editions):** The following publications, manuals, regulations, etc. are mentioned in this PWS and are listed below.

6.1.1 Department Of Defense Contract Security Classification Specification (DD Form 254)
6.1.2 Department of Defense Security Agreement (DD Form 441)
6.1.3 National Industrial Security Program Operating Manual (DoD 5220.22-M)
6.1.4 Installation Access Control (AE Reg 190-16)
6.1.5 The Army Physical Security Program (AR 190-13)
6.1.6 Contractor Identification (AE Reg 27-715)
6.1.7 U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)
6.1.8 Electromagnetic Compatibility Directive (2004/108/EC)
6.1.9 Policies and Procedures for Property Accountability (AR 735-5)

PART 7
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

7. Attachment and Technical Exhibit List

7.1 Attachment A - SERVICE OR EQUIPMENT INSTALLATION CONTRACTOR SAFETY STANDARD MARCH 2024

7.2 Attachment B - TYAD Environmental

7.3 Attachment C - TYAD Security Requirements