Statement of Work (SOW): NDBC Forklift Fleet Maintenance Services

1. Project Overview

The objective of this Statement of Work is to establish a comprehensive preventive maintenance (PM) and repair agreement for the National Data Buoy Center (NDBC) forklift fleet. NDBC's mission involves maintaining an observational network of buoys and coastal stations; this procurement ensures the reliable operation of the material handling equipment necessary for those logistics and technology refresh efforts.

2. Scope of Services

The Contractor shall provide a mobile mechanic, including all labor, tools, equipment, transportation, and supervision necessary to perform routine maintenance and on-call repairs for the following fleet:

2.1 Equipment Asset List

Make	Model	Serial Number	Fuel Type
Hyundai	45D-9A	HFV17KE0000044	Diesel
Caterpillar	DP-45	5CM10698	Diesel
Kalmar	P-50BX	559477A	Diesel
Clark	CMP30L	CMPZ30L02329773KF	Propane
Toyota	8FGDU25	62978	Propane
Toyota	8FGDU25	70821	Propane

2.2 Historical Usage Data (Hours per Year)

The following table provides the recorded operating hours for the fleet to assist in projecting maintenance frequency.

Model	2022 Usage	2023 Usage	2024 Usage	2025 Usage
45D-9A	176 hrs	216 hrs	244 hrs	256 hrs
DP-45	45 hrs	51 hrs	64 hrs	35 hrs
P-50BX	88 hrs	107 hrs	58 hrs	101 hrs
CMP30L	95 hrs	98 hrs	85 hrs*	88 hrs*
8FGDU25 (S/N: 62978)	136 hrs	139 hrs	208 hrs	117 hrs
8FGDU25 (S/N: 70821)	159 hrs	167 hrs	179 hrs	174 hrs

2.3 Maintenance Tasks

- **Task 1: Routine Maintenance:** Perform all manufacturer-recommended preventive maintenance. Routine maintenance must be scheduled with the Government Point of Contact (POC) at least five (5) business days in advance.
- **Task 2: Diagnosis and Repair:** In the event of a breakdown, the Contractor shall be on-site for diagnosis or repair within **five (5) business days** of notification.

3. Technical Requirements & Deliverables

- **Maintenance Plan & Checklist:** The Contractor shall provide a detailed preventive maintenance plan for each forklift prior to the contract award. This plan must include a **standardized multi-point inspection checklist**.
- **Maintenance Reports:** A detailed maintenance report must be provided to the POC following the completion of any service. This report must include the **completed inspection checklist** for that specific unit, highlighting any deficiencies found, repairs made, and recommendations for future service.
- **Waste Removal:** The Contractor is responsible for the removal and legal disposal of all hazardous materials (used oil, batteries, etc.) and unneeded parts or tires from the site.
- **Certified Personnel:** Services must be performed by a certified forklift mechanic with a positive record of working with Federal or MS State agencies.

4. Bidding & Site Inspection

- **Recommended Site Visit:** To ensure a proper and accurate bid, it is highly recommended that the Contractor visit the National Data Buoy Center to inspect the forklift fleet prior to proposal submission.
- **Site Access:** Site visits must be coordinated with the Site Representative (see Section 5) at least 72 hours in advance to ensure visitor pass is approved.
- **Scope Verification:** Inspection allows the bidder to verify equipment condition, site accessibility, and required tooling, which shall be reflected in the submitted predetermined hourly rate.

5. Service Level Agreement (SLA) & Approvals

- **Business Hours:** Work shall be performed Monday through Friday, 8:00 am to 3:30 pm (excluding federal holidays).
- **Authorization Thresholds:**
    - **Under $2,500:** Approved and paid via Government purchase card.
    - **Over $2,500:** Requires approval from a Contracting Officer through a formal purchase order modification.
- **Compensation:** Contractor shall be compensated at a **predetermined hourly labor rate** as established at the time of contract award.
    - This rate shall be inclusive of all travel, fuel surcharges, and overhead.
    - The labor rate applies to both scheduled preventive maintenance and unscheduled repairs.
    - Materials and replacement parts must be itemized on all invoices and shall not exceed published manufacturer price listings.

6. Property Location & Access

- Location:
  National Data Buoy
  Center 3203 H Road
  Stennis Space Center, MS 39529

Stennis Space Center (SSC) Access Requirements:

- All personnel must be U.S. Citizens or hold a Green Card.
- Personnel must present identification compliant with the REAL ID Act.
- Contractor is responsible for ensuring all staff meet minimum requirements for unescorted access to SSC.

7. Period of Performance

The contract includes a base year with four subsequent option years:

- **Base Year:** TBD 2026 - TBD 2027
- **Option Year 1:** TBD
- **Option Year 2:** TBD
- **Option Year 3:** TBD
- **Option Year 4:** TBD

Points of Contact:

- **Site Representative:** Eric Lamky | (601) 568-3105 | Eric.lamky@noaa.gov
- **Alternet Representative:** April Ladner | (601) 568-1038 | april.e.ladner@noaa.gov