Statement of Work – PlateBright Preventative Maintenance

Section I: Background

1.1 The Bureau of Engraving and Printing (BEP) is an agency within the Department of the Treasury that designs, engraves, and prints United States currency and other security products.

1.2 The Office of Engraving manages the pre-press operations at the BEP and produces engraved plates used to print currency.

1.3 The PlateBright Intaglio Plate Cleaning Machine is critical piece of equipment used to clean and prep intaglio masters, altos, and plates. The PlateBright supports the production of high quality, defect free intaglio printing plates to manufacture United States currency at the BEP. The equipment was procured from Koenig and Bauer Banknote Solutions (KBBS) under contract 2031ZA21C00498.

Section II: Purpose

2.1 **Product, Service or Outcome Needed.**

The BEP requires preventative maintenance services for the PlateBright Intaglio Plate Cleaning Machine to ensure optimal performance, operational continuity, extend equipment life, and proactively mitigate mechanical failure through early diagnostic.

2.2 **Scope of the Product, Service, or Outcome.**

The Contractor shall provide preventative maintenance services to the PlateBright Intaglio Plate Cleaning Machines located at the BEP's DC Currency Facility (DCF) and Western Currency Facility (WCF). Preventative maintenance services include, but are not limited to, cleaning, replacement of consumables and parts, component inspection, wear analysis, alignment, and calibration. Work shall be performed in accordance with PlateBright specifications and applicable BEP safety standards to ensure the PlateBright operates reliably and safely after each service visit.

Section III: Technical Requirements/Tasks/Outcomes

3.1 **Technical Requirements**

3.1.1 The Contractor shall provide all labor, parts, tools, and expertise required to perform a Preventative Maintenance to the PlateBright Intaglio Plate Cleaning Machines.

3.1.2 Standard Preventative Maintenance shall include the following:

3.1.2.1 Water filter replacement

3.1.2.2 Polishing cream pump inspection

3.1.2.3 Polishing head

3.1.2.4 Cleaning head

3.1.2.5 Felt refreshing inspection

3.1.2.6 Battery Replacement

3.1.2.7 Water jet head inspection

3.1.2.8 Machine cleaning and inspection

3.1.2.9 Working tests

3.1.2.10 General supervision

3.1.3 Full Preventative Maintenance shall include the following:

3.1.3.1 Water filter replacement

3.1.3.2 Polishing cream pump inspection

3.1.3.3 Felt and brush air piston maintenance

3.1.3.4 Polishing head

3.1.3.5 Cleaning head

3.1.3.6 Felt refreshing inspection

3.1.3.7 UHP pump inspection

3.1.3.8 Battery Replacement

3.1.3.9 Plate blocking piston replacement

3.1.3.10 Swivel replacement with refurbished part

3.1.3.11 Water jet head inspection

3.1.3.12 Machine cleaning and inspection

3.1.3.13 Working tests

3.1.3.14 General supervision

3.1.4 The Contractor shall perform all services in accordance with the machine specifications, industry best practices, and applicable safety standards.

3.1.5 The Contractor shall conduct performance testing and calibration to verify the successful servicing of the PlateBright system. The Contractor must ensure that the system functions reliably and meets all specified performance criteria after service work is completed.

3.1.6 The Contractor shall dismantle and install a swivel during a Full preventative maintenance visit.

3.1.7 The Contractor shall refurbish PlateBright swivels once a year.

3.1.8 The Contractor shall provide a service report upon completion of the upgrade.

3.2 **Deliverables**

3.2.1 One (1) Standard Preventative Maintenance service per location per year to PlateBright Machines located in DCF and WCF.

3.2.2 One (1) Full Preventative Maintenance service per location per year to PlateBright Machines located in DCF and WCF.

3.2.3 Service Report - A written report detailing all work performed, settings changed, testing conducted, and verification of machine performance.

3.2.3.1 The report shall document recommended repairs, corrective actions, or other issues observed during the service visit.

3.2.3.2 The service list will be reviewed by an Office of Engraving representative and Contractor prior to the commencement of services.

3.2.3.3 The approved list shall be signed by both parties and will serve as a basis for service visit completion.

3.3 **Performance/ Delivery Period.** The period of performance is 12 month base year and four (4) 12 month option years from date of award.

3.4 **Place/Location of Performance/Delivery.**

All supplies required for the PlateBright Preventative Maintenance shall be shipped to the following addresses:

For DCF: Bureau of Engraving and Printing Attn: Office of Engraving 301 14 St SW Washington, D.C. 20228	For WCF: Bureau of Engraving and Printing Attn: Office of Engraving 9000 Blue Mound Rd Ft. Worth, TX 76131

All shipments shall be clearly marked and ATTN: Office of Engraving. The Contractor shall ensure the shipping containers are properly packaged and labeled to prevent damage in transit. A packing list identifying all the contents shall be included in the delivery.

3.5 **Travel Requirements.**

The Contractor will be required to travel to the BEP to perform required services. All travel and per diem expenses shall be reimbursed in accordance with the General Services Administration (GSA) Federal Travel Regulations.

3.6 **Special Requirements.**

3.6.1 Contracting Officer Representative (COR): The (COR) will be identified by separate letter issued by the CO. The COR monitors all technical aspects of the Contract and assists in Contract administration. 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 CO and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, 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 Contract.

3.6.2 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information and property provided for Contractor use under this Contract. This Contract requires access into the Controlled Industrial Area of the BEP. The Contractor personnel shall recognize that BEP deals with sensitive information and other proprietary information, which are valuable, special, and unique assets. All information pertinent to BEP's information technology resources is highly sensitive and may not be released to third parties without the express, written consent of BEP. This information requires strict control procedures to preclude unauthorized disclosure or dissemination. Information pertinent to personnel is protected from unauthorized disclosure under the provisions of the Privacy Act of 1974 (5 U.S.C. 552a). Contractor personnel shall not divulge, disclose, or communicate in any manner, any information to any third party without prior written consent of the BEP. Contractor personnel shall protect information and treat it as strictly confidential and will abide by the security requirements of BEP. A violation of this paragraph shall be a material violation of this Contract. Should the Contractor receive or suspect they have learned of sensitive or classified information, the Contractor shall identify and report suspicions to the COR.

Contractor personnel performing work under this Contract shall be subjects of background investigations, conducted by BEP's Office of Personnel Security, prior to start of work under this Contract.

Contractor personnel performing work under this contract must adhere to BEP Security protocols and the direction of BEP police officers.

All Contractors shall be escorted by BEP personnel at all times during their visit.

Visiting foreign nationals must provide a copy of their passport 30 calendar days in advance of their visit to the COR in order to receive security clearance to visit the facility.

3.6.3 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that

Contractor participation is appropriately disclosed. All Contractor personnel shall clearly identify themselves as a Contractor and shall be required to wear identification (ID) badges in a visible location on the front of exterior clothing, above the waist, (except when safety or health reasons prevent such placement). ID badges shall be worn at all times when performing work. Contractor personnel are prohibited from possessing weapons, firearms or ammunition, on themselves or within their Contractor-owned or privately owned vehicle while on BEP premises.

3.6.4 Organizational Conflict of Interest: 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 Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the CO 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 CO to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the CO and in the event the CO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the CO 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.

3.6.5 NON-PERSONAL SERVICE STATEMENT**:** Contractor employees performing services under this Contract will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Government Contractor. The tasks, duties, and responsibilities set forth in this Contract may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to its facility and will perform the inspection and acceptance of the completed work.

3.6.6 Environmental, Health, and Safety: Contracted services must be performed in a manner consistent with the all EHS federal regulations, standards, and BEP policies (75B-07.0-06). Any proposed repairs should also adhere to all pertinent EHS requirements intended for large equipment purchases from the latest version of the EMS document 75B-07.0-06.

SECTION IV: Applicable Documents

All Contractors must comply with the requirements and procedures established through the BEP Environmental, Health, and Safety (EHS) document(s):

- 75D-07.0-04 EHS Contractor Requirements

SECTION V: Requirements for Handling Sensitive, Classified, and/or Proprietary Information

Not applicable.

SECTION VI: Government Furnished Resources and Information

The BEP shall provide access to the facility and PlateBright Machine.