P1FL Printing Equipment Maintenance for the Packard Campus
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C.1. OVERVIEW / BACKGROUND

The Library of Congress (Library) requires contractor support for the regular preventive maintenance of equipment utilized at NVACC, their facility located in Culpeper, Virginia. The Packard Campus for Audio-Visual Conservation operates an archival film preservation laboratory responsible for storing, restoring, and providing public access to the world's most extensive collection of motion picture files. The film laboratory comprises a preparation space equipped with nine (9) inspection stations, along with a variety of both historical and modern equipment essential for preserving historic film formats. The film lab makes extensive use of contact and optical printers, film cleaners, film analyzers and film processors. The film lab is supported by six staff members.

C.2. SCOPE

Contractor shall provide periodic maintenance services, and equipment repair services, for the NAVCC film preservation equipment, both historical and contemporary. Contractor shall provide qualified technicians to perform these maintenance and repair services, in accordance with the requirements of this contract.

C.3. CONTRACTOR REQUIREMENTS

C.3.1 Performance Areas

The contractor shall provide the following services for the equipment listed in table C.3.2 Covered Equipment.

- Preventative maintenance. Contractor shall provide preventative hardware maintenance and adjustments according to the manufacturer's recommended requirements. If manufacturer's recommendations do not exist, then preventative maintenance will be performed to what is reasonable per the contracting officer representative (COR). For example, BHP contact printers will require adjustments, cleaning, and lubrication annually to bring them into top operating condition. Other equipment should follow this same standard. Example of maintenance requirements can be found in chart C.3.9 *Service Requirments.*

- Equipment repair. Contractor shall provide equipment repair services. As an example, this could be the change out of a motor or a light valve. Contractor shall troubleshoot and analyze the problem as identified by the COR, then provide diagnosis and an estimate of the time and materials required to complete the repair. COR will then direct Contractor on how to proceed.

- Phone/Email Support. Contractor shall provide distance support services throughout the period of performance of the contract.

- Parts Supply: At the direction of the COR, the contractor will be responsible for identifying and obtaining spare parts. Some of these spare parts may already be in the Library's inventory.

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C.3.2 COVERED EQUIPMENT
Equipment covered under this contract:

	Quantity	Equipment	Model #
1.	2	BHP Contact Printers	6127
2.	1	BHP Printer	7700RD
3.	1	HFC Proof Printer	18612
4.	3	HFC Wetgate Pumps	N/A
5.	1	Oxberry 1500 single head optical printer	1500
6.	2	Facit Paper tape reader/punch	4047
7	1	The RTI Group/Film lab systems International Colormaster Digital Analyzer	2001P
8.	2	Tries film processors- 1 negative and 1 positive machine	
9.	2	Lipsner Smith film cleaning machine	CF8200
10.	1	Lipsner Smith Alcohol film cleaning machine	Excel 1100
11.	1	Modified Film Analyzer	300D

C.3.3 Regular Preventative Maintenance and Repair Visits

C.3.3.1 Regular Service Visits
Contractor shall provide two (2) regular service visits within each year of the contract, following exercise of option years. These regular visits will include one "90-day method" visit and one "rapid-response method" visit (per Section C.3.3.3 Scheduling). At the start of each service visit, the COR will provide the contractor with a punch list of tasks to perform, prioritized from most important to least important. Contractor shall provide the services required following the COR's punch list. COR approval is required prior to making any changes to the Punch List.

C.3.3.2 Services and Reports
During each of the routine service visits, the contractor shall provide the following:

1. Preventative maintenance services (as listed in Section C.5.1) for the equipment covered (C.3.2.)

2. Equipment repairs, including minor to major repair work, for the covered equipment.

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3. At the conclusion of each workday, the contractor shall furnish the COR with a comprehensive written status report detailing the day's completed work.

C.3.3.3 Scheduling

• 90 days method. One of the two regular annual visits will be scheduled within 90 days of the period of performance start date for each year of the contract, subsequent to the exercise of option years.

• Rapid-Response method. The second of the two regular annual visits will be scheduled on a as needed basis as a rapid-response service visit. The Library will notify Contractor by written notice (via email) of an emergency repair requirement. Within 72 hours of such notice, Contractor shall agree to a date within 15 days of notice to perform the repairs. This rapid response visit could occur at any time during the annual period of performance for each year of the contract, following exercise of option years.

C.3.4. Additional Repair Visit(s)

If covered equipment (section C.3.2) breaks down after the two regular annual service visits are expended in any year of the contract, Contractor shall provide up to three (3) additional service visits. Additional repair visit(s) shall be scheduled according to the process described in section C.3.3.3 Rapid Response method. Optional Task fee shall include labor, parts, shipping and handling of parts, tools, and travel expenses.

C.3.5. Parts and Inventory

The Library has accumulated numerous essential maintenance parts for most of the equipment listed in section C.3.2. The contractor shall first make use of the Library's existing inventory of spare parts before additional parts are purchased. Necessary parts that are not in existing inventory may be sourced and acquired by the contractor at the direction of the COR. The Library may purchase these parts from the contractor at fair market value by credit card, subject to COR approval, as long as the total value of the parts is below $10,000. However, if the parts exceed this amount, it may necessitate a contract modification authorized by the Contracting Officer. The contractor will not receive compensation for time spent sourcing parts.

C.3.6. Troubleshooting Support

The contractor shall provide an additional ten (10) hours of troubleshooting support for hardware-related inquiries annually, after the option years are exercised.

C.4. CONTRACT PERFORMANCE

C.4.1. Schedule of Deliverables

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Requirements Paragraph Reference	Description of Event/Deliverable	Due Date/Payment chedule
C.3.3	Two Annual Service Visits to the Packard Campus for Audio Visual Conservation	Due as scheduled. Payment due 30 days after invoice is received and approved by COR
C.3.4	Additional Service Visits to the Packard Campus for National Audio Visual Conservation. Up to (3) additional visits per annual period of performance.	Due as scheduled Payment approx.. 30 days after invoice is received and approved by COR.
C.3.3.2	Daily Reports	Reports due at the end of each work day. Payment included in service visit invoice

C.4.2. Government furnished property.
The contractor will be granted access to a basic tool kit (including screwdrivers, wrenches, etc.) provided by the Library during visits. Specialized tools will not be supplied. The contractor is responsible for bringing or shipping any additional tools to the Packard Campus in preparation for the service call, and all associated shipping costs for these tools must be covered by the contractor.

C.4.3. Qualified Personnel
The contractor's service visit staff, under the terms of this contract, must possess the qualifications necessary to conduct preventative maintenance, as well as minor or major repairs on all the equipment listed in the table in Section C.3.2. The COR retains authority to approve the qualifications of the contractors' technicians.

C.5. EQUIPMENT PREVENTATIVE SERVICE REQUIREMENTS

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Equipment	Service Requirements (Follow manufacturers recommended requirements, otherwise)
BHP 6127Contact Printers	• Check all rollers that they are moving freely • Replace bearings when needed • Lubricate where needed • Check alignment of film path • Make necessary adjustments where needed
BHP 7700RD Printer	• Check all rollers that they are moving freely • Replace bearings when needed • Lubricate where needed • Check alignment of film path • Make necessary adjustments where needed • Clean drying components
HFC Proof Printer	• Check all rollers that they are moving freely • Replace bearings when needed • Lubricate where needed • Check alignment of film path • Make necessary adjustments where needed
HFC Wetgate Pumps	• Test, lubricate, adjust and change out filters when needed
Oxberry 1500 single head optical printer	• Check dry gate movements • Clean and oil if needed • Clean and lubricate various camera and projector components • Make adjustments as directed by COR
The RTI Group/Filmlab systems international Colormaster Digital Analyzer	• Clean and Oil if needed • Make adjustments to bring into top operating condition
Facit Paper Tape Reader/Punch	• Clean and Make adjustments as needed • Check general operation of the printer
Tries Film Processors	• Check gears and drive chain for wear • Lubricate drive chain when needed • Check general operation of the processors and make adjustments or repairs where needed.
Lipsner Smith CF8200 film cleaners	• Clean Y strainer and Change out Fluid filter as needed. • Drain and clean distilling tank and replace Calcium chips and resin as needed. • Check all fittings and hoses for leaks, clean air knives and clean compressor grill. • Make adjustments and lubricate where needed.
Lipsner Smith Excel 1100 Alcohol film cleaner	• Check and examine transport • Check belts for tension and check wear and alignment • Make necessary adjustments, oil/lubricate and replace parts where needed.

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