Scope of Work and Specifications

Inspection & Load Testing for

Cranes, Hoists, Vehicle Lifts, etc.

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Project COR

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1. **Scope**:
   The Contractor shall provide all necessary transportation, labor, equipment, materials, weights, measures, testing materials, supervision, and perform all operations in conjunction with load testing, inspecting, and reporting the condition of equipment which includes bridge cranes, hoists, boat lifts, telehandler, mobile cranes and vehicle lifts at the following locations:

   - Building# 3 – Rescue Swimmer Training Facility
   - Building# 6 – Aviation Technical Training Center (ATTC) Hangar & Shops
   - Building# 21 – MTU Training Building
   - Building# 43 – Pier @ Station # 43
   - Building# 49 – Air Station (AIRSTA) Hangar/Ops
   - Building# 55 – Air Station (AIRSTA) Hangar
   - Building# 73 – Aviation Logistics Command (ALC) GSE Support Maintenance
   - Building# 75 – Aviation Logistics Command (ALC) Hangar/Shops & Offices
   - Building# 79 – Aviation Logistics Command (ALC) Hangar/Shops & Offices
   - Building# 93 – Vehicle Maintenance Shop
   - Building# 97 – Aviation Logistics Command (ALC) Machine Shop
   - Building# 100 – Aviation Logistics Command (ALC) Engine Shop
   - Building# 101 & 101A – Aviation Logistics Command (ALC) Transmission Shop
   - Heavy Maintenance Facility (HMF) # 1
   - Heavy Maintenance Facility (HMF) # 2

   The base year shall be one (1) year from the time the written Notice to Proceed is issued with an option to renew for a period of four (4) option years at the discretion of the Contracting Officer.

2. **Government Facilities and Utilities**:
   a. Electrical power is available on the site. The Contractor will be permitted to utilize these utilities in performing the work, provided that the existing systems are not overloaded.
   b. Telephone services will not be available for use by the Contractor.
   c. Building restroom facilities are available for use.
   d. The Contractor, their employees, and any sub-contractors shall become familiar with and obey all Base regulations. All personnel employed on the project shall keep within the limits of the work area and shall not enter any other area outside of the work site unless to do so in the performance of their duties. Work site and execution must be arranged so as not to disrupt normal operations in this area. There shall be No Smoking in any Coast Guard building. All smoking must be done only in a designated smoking area.

3. **Materials and Locations**:
    a. Materials shall be delivered to the jobsite in their original unopened packages, clearly marked with the manufacturer's name, brand name, and description of contents. Storage shall be in accordance with manufacturer's recommendations in a clean, dry, well-ventilated area. Stored materials shall be protected from sunlight and kept away from excessive heat. Insulation board shall not be exposed to flame or other ignition sources. The Contractor shall not store any highly flammable materials in the work area. Sufficient area for staging is available on site; storage areas will be pre-approved by the Contracting Officer's Representative (COR). Special precautions shall be taken to ensure construction materials and debris does not enter the airfield, runways, or taxiways.
    b. Laydown areas will be approved by the COR with coordination from the Base Environmental Compliance Office. Any damage to vegetated areas shall be repaired and reseeded by the Contractor.

4. **Labor Laws**:
    a. The applicable labor for this contract is: Service Contract Act.

5. **Safety**:
    a. The Contractor is wholly responsible for work site safety. The Contractor shall implement a safety program that protects the lives and health of personnel in the construction area, prevents damage to property, and avoids work interruptions. The Contractor shall provide appropriate safety barricades, signs, signal lights, etc. as well as complying with the requirements of all federal safety regulations as published by the Occupational Health and Safety Administration, 29 CFR 1910 (series), 29 CFR 1926 (series), State and Local safety laws, rules, and regulations. Any operation defined as "Hot Work" as per OSHA/NFPA requires a permit to be issued by Base Elizabeth City Fire Department. This includes welding, cutting, brazing, grinding or any work that could produce sparks or heat and may initiate a fire.

6. **Environmental Compliance**:
    a. Environmental Discharges
        i. The Contractor shall ensure all discharges do not exhibit contaminates contrary to Base Elizabeth City Non-Significant User (Wastewater) Permit. Any flushes, backwashes and or slug loads shall

be scheduled and reported to Base Environmental Compliance Office Wastewater Permit Manager at least two weeks in advance. Wastewater associated with any maintenance or repair shall be quantified in a maintenance schedule. All work will be performed in accordance with the Base Spill Prevention Control and Countermeasures Plan, Clean Water Act and the Base Stormwater Pollution Prevention Plan. All activation flushes of the system shall be captured and disposed of IAW City of Elizabeth City Sewer Use Ordinance and USCG Base Industrial User Wastewater Permit. All storm drains within range of a potential discharge shall be covered/sealed during installation and kept covered until the work has been completed and the system has been deemed fully operational and compliant with all applicable Coast Guard policies/plans/permits/laws/ordinances. All storm drains and waterways within range of a potential discharge shall be covered/sealed or protected by silt fence. Nothing shall be discharged to a storm drain at any time during the project. If an Erosion and Sediment Control Plan is required, then these shall be preapproved by Base Environmental Compliance Office. All spills shall be reported to Base Environmental Compliance Office (Chris Dunn) at (252) 267-9789 after containing and dialing (252) 335-6257 for Base Spill Response.

b. Waste
    i. Any waste as a result of the project shall either be recycled in accordance with CIM 16455.10 and the Base Pollution Prevention Plan or be disposed of in accordance with the Resource Conservation and Recovery Act. Any Hazardous Waste shall be manifested off site with Base listed as the generator and signatory. Any hazardous waste shall be analyzed, characterized, stored and disposed of in accordance with the Resource Conservation and Recovery Act and all applicable federal, state and local laws and ordinances.
c. Chemicals
    i. All chemicals required for this project shall be preapproved by the Base Environmental Compliance Office. All applicable Safety Data Sheets shall be provided to both the Base Environmental Compliance Office and Base Safety Officer upon request. Proper storage shall be provided in accordance with 29 CFR 1910.1200. All installation related solid waste shall be removed from the Base after each working

day. All extra chemicals and products shall be removed from the site upon work completion, as the Emergency Planning and Community Right-To-Know Act requires Coast Guard to maintain an inventory of all Hazardous Materials located at the site. The Contractor is required to comply with local VOC laws and regulations.

7. **Liability of Contractor**:
    a. Any damage to government property caused by the Contractor shall be repaired or replaced by the Contractor at no cost to the government. The Contractor shall not disconnect any service without approval from the COR.

8. **Existing Site Conditions**:
    a. The Contractor must satisfy themselves with the existing site conditions and the work to be performed. All potential Contractors are strongly encouraged to visit the site to field verify any/all quantities before submitting proposals. All visitors must complete a visitor access request form in accordance with Base security policy and present a valid Real ID or passport as a method of identification. Visitors with a valid Military ID or RAPIDGate pass will not be required to complete the access form. Interested Contractors shall make arrangements for site visits with the COR. All site visits are to be prearranged a minimum of three (3) days in advance. To arrange a site visit, the following information must be provided: full name, date of birth, and driver's license number.
    b. After award, all Contractors that require Base access will have to be pre-vetted for entry prior to commencement of work. All work that has a period of performance greater than 10 days may be subject to obtaining a RAPIDGate pass as a method of Base entry.

9. **Site Restoration & Clean Up**:
    a. The work site shall be cleaned up at the completion of each workday. The Contractor shall take special care to contain dust while working. Upon completion of the job, the Contractor shall clean up the job site, returning it to a state of cleanliness equal to or exceeding that in which it was found. The Contractor shall properly dispose of any trash, extra materials, dirt, debris, or other litter that remains. There will be no final acceptance of the contract until the COR approves the appearance of the job site.

10. **Contract Timeline**:

a. Schedule of Work:
    i. A workday is defined as any non-weekend or non-Federal Holiday. The Contractor shall perform all work during normal base work hours. The normal base working hours are 0700 – 1530, Monday through Friday. If the Contractor would like to work outside normal working hours, permission must be obtained from the COR.
    ii. The Contractor shall provide all required information and complete this contract within the time schedule below, unless approved by the Contracting Officer.
    iii. Provide all required submittals to the Contracting Officer within 10 workdays after contract award.
    iv. The COR will have 7 workdays days to review the submittals and respond to the Contractor.
    v. The Contractor, upon receiving notification to proceed and acceptance of submittals, must mobilize to the site within 10 workdays.
    vi. Completion of work shall be accomplished within 30 workdays from notification to proceed and acceptance of submittals.
    vii. The Contractor shall schedule all work with the COR. The Contractor shall understand the importance to schedule and complete all work in a timely fashion.
    viii. The Contractor may notify the Contracting Officer of any long lead time equipment or materials and request a modified delivery date of the work.
b. Contract Submittals:
    i. The following list of submittals must be submitted on the timeline indicated and define the specific minimum requirements for this contract. The submittal shall contain sufficient information that can be used to determine compliance of the material with these specifications and referenced specifications.

Submittal Deliverable	**Required**	**Submittal Timeline**
Pre-Bid Site Visit Request Information	☒	In accordance with solicitation posting
Certifications/Licenses Crane Inspector License	☒	With quote/proposal

Past Performance of Related Work	☒	With quote/proposal
Project Schedule	☒	Within 15 calendar days after Contract Award
Boat Lift Detailed Plan of Action	☒	Within 15 calendar days after Contract Award
Conditions Found Report	☒	Within 7 calendar days after any failed inspection or load test*
Re-inspection & Follow-On Load Test	☒	Within 30 calendar days after deficiency/discrepancy corrected
Inspection/Load Test Report	☒	Within 10 Workdays after completion of inspection/load test*
Post-Award Site Visit Request Information	☒	As required

*Final payment will not be made until all deliverables are submitted and accepted.

11. **Detailed Technical Requirements**:

The Contractor shall provide all necessary transportation, labor, equipment, materials, weights, measures, testing materials, and perform all operations in conjunction with load testing, inspecting, and reporting the condition of equipment IAW specification provided. Attachments have been provided including map location for each building, floor plans, equipment photos, equipment inventory list, and Job Plans/Maintenance Procedure Cards (MPCs).

a) The Contractor shall provide a **ONE TIME - "ANNUAL"** service during the contract year to each piece of equipment listed in - Reference b) Equipment Inventory List. The Contractor shall provide an annual inspection and load test to each piece of equipment.

b) The US Coast Guard uses two (2) databases for validating equipment which are Shore Asset Management (SAM) and Support Equipment Product Line (SEPL). The Contractor shall ensure that **BOTH** the SAM equipment number and the SEPL number are documented on all inspection/load testing records.

c) **Job Plans/Maintenance Procedure Cards (MPCs)**: The US Coast Guard uses Job Plans/ Maintenance Procedure Cards (MPCs) which list certain tasks necessary to complete an annual inspection and a load test. The Contractor shall follow the Job Plan/Maintenance Procedure Cards (MPCs) to provide annual inspection and load testing to each piece of

equipment. The Contractor shall perform at minimum a combination of the following tasks listed in – Reference (c) Job Plan/Maintenance Procedure Cards (MPCs) **along with any other current manufacturer/industry standard procedures and/or recommendations.** Job Plans/Maintenance Procedure Cards (MPCs) are considered a living document and are updated from time to time. **The Contractor shall use the most up-to-date version MPCs that are available at the time of annual inspection and load testing.**

d) **Boat Lifts**: There are currently no available Job Plans/Maintenance Procedure Cards for boat lifts. The Contractor shall use any current manufacturer/industry standard procedures and/or recommendations to provide annual inspection and load testing for this equipment. The Contractor shall provide a detailed plan of action within fifteen (15) calendar days after contract award for annual inspection and load testing in writing to the Contracting Officers Representative (COR). The Support Equipment Product Line (SEPL) will review the detailed plan of action and be the approving authority before any work is accomplished for the boat lifts.

e) **OSHA**: The Contractor shall follow the Occupational Safety and Health Administration (OSHA) Code of Federal Regulations (CFR) Title 29, Part 1910, Subpart N, 176 through 184 establishes safety requirements for weight-handling equipment and rigging gear. The American National Standards Institute (ANSI) / American Society of Mechanical Engineers (ASME) B30 series of Safety Standards for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings, provides additional technical guidance for weight handling equipment.

f) **Discrepancy or Deficiency:** The Contractor shall determine whether a discrepancy or deficiency constitutes a major issue (i.e., a discrepancy or deficiency of a load bearing or load controlling part or operational safety device that hinders the safe operation or reduces the load bearing or load controlling capability of the equipment or component.). In this circumstance, the Contractor shall **immediately** contact the Contracting Officers Representative (COR), and the equipment shall be locked/tagged out by Facilities Engineering Department (FED) until further notice.

g) **Conditions Found Report**: The Contractor shall provide a "Conditions Found Report" should a discrepancy or deficiency cause a piece of equipment to be locked/tagged out. The report shall include an itemized proposal with costs broken down by parts, labor, shipping charges, etc. to restore the failed equipment back to operational status. **All repairs will**

be a modification to the contract and subject to approval by the Contracting Officer. The Contractor shall provide the "Condition Found Report" within seven (7) calendar days of any equipment failing an annual inspection or load test. The US Coast Guard reserves the right to fix any discrepancy or deficiency with in-house personnel.

h) **Re-inspection and Follow-On Load Tests:** If during any test or inspection defined in this specification, the equipment fails to meet the reference requirements, the Contractor shall re-inspect said equipment after the repair has been accomplished. This re-inspection shall include operational and rated load tests as required and described in this specification. Re-inspections shall be completed within thirty (30) calendar days after notification by the Coast Guard that the equipment is ready for re-inspection. The Coast Guard will notify the Contractor of the repair by providing a "Discrepancy Repair Memorandum" which identifies how each discrepancy was addressed. Any re-inspection or follow-on load testing will be conducted at **no additional cost** to the US Coast Guard.

i) **Certification Labels:** After a piece of equipment has been certified "Passed annual inspection and load test", the Contractor shall affix a stamped metal plate, punched plastic tag, or stick on decal as a certification label. This label shall be impervious to weather and shall not interfere with the operation of the equipment. The stamped metal plate, punched plastic tag, or stick on decal shall contain at least the following information:

   - Shore Asset Management (SAM) equipment number
   - Support Equipment Product Line (SEPL) number
   - Location and/or building number
   - Make
   - Model
   - Serial number
   - Annual Inspection date
   - Load test date
   - Expiration date of the annual inspection and load test
   - Inspector's name

j) It is **HIGHLY** recommended that the Contractor make a site visit to properly evaluate the location of the equipment and verify all aspects and/or specifications to the existing equipment.

k) **Scheduling:** The Contractor shall provide a detailed schedule within fifteen (15) calendar days after contract award. The Contractor shall

schedule all work with the Contracting Officers Representative (COR). The annual inspection/load testing lasts for one year from the date completed. The Contractor shall schedule equipment with a last known inspection/load test date thirty (30) calendar days prior to the equipment being out of compliance. The Contractor shall NOT let any equipment go out of compliance due to scheduling. The Contractor shall understand the importance to schedule and complete all work in a timely fashion to minimize the impact for each command and/or mission at each location.

l) **Inspection/Load Test Report:** The Contractor shall provide a detailed inspection/load test report electronically, that includes all findings and recommendations. The Contractor shall ensure the detailed reports are filled out completely including any equipment information (i.e. model numbers, serial numbers, capacity, etc.) that is missing and the US Coast Guard was unable to verify from the Equipment Inventory List – Reference (b). The Contractor shall provide this documentation to the Contracting Officers Representative (COR) within ten (10) workdays of completing the inspection/load testing of each piece of equipment.

12. **Inspection and Acceptance**:
    a. The Contractor shall ensure testing and start-up to verify proper operation. The COR will accomplish inspection and acceptance of work.
    b. The Contractor must notify the COR two working days before the performance, inspection and acceptance tests are to be conducted. The tests must be performed in the presence of the COR.
    c. Installation, workmanship, fabrication, assembly, erection, examination, inspection, and testing shall be in accordance with appropriate sections of 29 CFR 1910, 1926.
    d. The Contractor shall perform all work in accordance with all Federal, EPA, OSHA, and State of North Carolina laws and regulations.
    e. New equipment must be installed in accordance with manufacturer instructions, Federal, and State codes.
    f. Installation, operation, maintenance manuals and warranty information for the equipment shall be turned over to the COR upon project completion. The Contractor shall provide a one-year warranty on the equipment supplied by the Contractor (including labor) from the startup date of the equipment for any problems that might occur with the new installation.

13. **Reference Documents**:

a) Map Locations, Floor Plans, & Equipment Photos
b) Equipment Inventory List
c) Job Plan/Maintenance Procedure Cards