

STATEMENT OF WORK

FOR

ENERGY MANAGEMENT & CONTROL SYSTEM
TECHNICAL SUPPORT AGREEMENT

AT

KAYENTA HEALTH CARE CENTER
KAYENTA, ARIZONA

December 8, 2022

KAYENTA SERVICE UNIT

1. **Introduction:**

- 1.1. The Energy Management & Control System Service Plan project will be within the Navajo Reservation at Kayenta, Arizona. The Kayenta Health Center (KHC) is located off US Highway 160, 1/2-mile south of MP 394.3. This project requires vendor's expertise for quarterly testing and inspections, technical support, and software update services for the Energy Management & Control System at the Health Care Center. Kayenta Health Center is at a remote location; the nearest town is a two-hour drive. Contractor must be knowledgeable with current system in place.

2. **PROJECT BACKGROUND**

- 2.1. This is a turn-key project for contractor to provide Energy Management & Control System service at Kayenta Health Center. Contractor must be knowledgeable of providing Energy Management & Control System services.
- 2.2. The objective of this Energy Management & Control System Service Plan project is to ensure all Energy Management & Control Systems are maintained, serviced and repaired for safe and proper operation at Kayenta Health Center. Contractor to provide technical support for maintenance and on-call at KHC.

3. **PROJECT DESCRIPTION:**

- 3.1. The contractor shall prepare a proposal, and upon award, shall provide an accurate timeline to complete project and following will perform the work to completion.
- 3.2. Technical Support Agreement includes the following work:
- a. System and Service Review. Contractor will hold an annual formal review with USRO maintenance staff to discuss the services performed during the past year and to recommend improvements and options to enhance system performance, resolve operational problems, and to meet your changing needs and objectives.
 - b. Preventive Maintenance. Maintenance shall be performed per the attached Schedule B to optimize the system effectiveness, Scheduled preventive maintenance visits will occur four (4) times per year.
 - c. Software Maintenance. Contractor will furnish and install manufacturer's software revisions to maintain or improve present performance within the functional capabilities of your system. New software products shall be available for sale.
 - d. Database Protection. Contractor will protect your database by periodically saving this information and maintaining a copy on our premises, Database backups will be performed four (4) times per year.
 - e. Telephone Support. Technical experts will assist maintenance staff, via telephone, to identify and resolve operational problems.
 - f. On-Line Service. Contractor will provide you with on-line assistance to troubleshoot your system and resolve operational problems.
 - g. System and Service Log. Contractor will provide document concerns, system problems, and other related items requiring our attention. Each scheduled service visit shall begin with a review of log.
 - h. Documentation. For prompt quarterly payment, all scheduled and unscheduled service visits will be documented by a work order form, listing materials used and hours spent. All work orders will be signed by an authorized Client representative to verify all work completed. For staff's convenience, copies of all work orders and our service agreement scope will be kept in your System and Service Log.
 - i. Operator Training. Contractor will provide four (4) hours of on-site annual operator(s) training.
 - j. Preventive Maintenance. PM's will be conducted at the Kayenta Health Care center in addition to quarterly visits.

4. **CRITERIA:**

- 4.1. Codes and Standards: the contractor shall perform work in accordance with best common practices and standards;
- a. Safety and Hazard Awareness (PPE, jobs specific hazards, Electrical isolation).
 - b. NFPA criteria.
 - c. The Joint Commission standards and regulations.
 - d. CMS standards and regulations.

5. **GENERAL REQUIREMENTS:**

- 5.1. Contractor is responsible for furnishing all tools, materials and equipment to complete the project.
- 5.2. A report and walk through of the work area will be necessary after completion of project.
- 5.3. Work area should be well kept and free of trash and debris after work days.
- 5.4. Ceiling tiles, flooring and other “effected by construction” activities need to be repaired/replaced with the project completion.
- 5.5. The contractor shall perform work between the hours of 8:00am and 5:00pm Monday through Friday excluding Federal Holidays. Alternate hours work must be requested and approved with KHC.
- 5.6. The contractor shall furnish a schedule of the dates agreed upon with the project officer and the facility manager at least two weeks in advance.
- 5.7. Any foreseen or unplanned costs, workhours or changes that will effect or incur extra costs to KSU, needs to be brought to the attention of the KHC project representative before proceeding with this matter.
- 5.8. The Contractor must be mindful of keeping normal business activity uninterrupted.
- 5.9. Contractor is expected to be professional and efficient with his work.
- 5.10. Contractor to follow all safety policy and regulations.
- 5.11. Contractor shall concur all work with Supervisor before leaving KHC.
- 5.12. Contractor shall have all system running normally before leaving KHC.

6. **SPECIAL REQUIREMENTS**

- 6.1. Any pre-assembly of equipment must be done at contractor’s facilities, while other work can be done at hospital.
- 6.2. Contractor is required to obtain an identification badge (ID) before starting work at KSU. *This process can take up to 4 hours depending on the number of workers.
- 6.3. Contractor shall wear ID badge on KSU premises and check in with security every day

7. **Period of Performance**

- 7.1. Period of performance Award Date to December 31, 2023.

8. **Contact information:**

- 8.1. Desmond Jones, Facility Manager, (928) 697-4375
- 8.2. Vernon Begay, USRO Supervisor (928) 697-5914

9. **Warranty**

- 10.1 Workmanship warranty one year.