

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF 3	PAGES
2. AMENDMENT/MODIFICATION NUMBER 0001		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NUMBER RQISS20230019		
5. PROJECT NUMBER (if applicable)		6. ISSUED BY CODE 0300 Contracts and Grants Directorate Library of Congress 101 Independence Ave. SE LA 325 Washington DC 20540-9411		7. ADMINISTERED BY (If other than Item 6) CODE 9411 Contracts & Grants Directorate Library of Congress LA 325 101 Independence Av SE Washington DC 20540-9411		
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) To all Offerors/Bidders		(X)		9A. AMENDMENT OF SOLICITATION NUMBER 030ADV23Q0043		
				9B. DATED (SEE ITEM 11)		
				10A. MODIFICATION OF CONTRACT/ORDER NUMBER		
				10B. DATED (SEE ITEM 13)		
CODE		FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required) See CONTINUATION Page						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment to Solicitation 030ADV23Q0043 is to: 1. Update Section C to clarify that training on the fleet management system will be provided in-person. Changes are provided in blue text.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jillian Marconi				
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)		
				16C. DATE SIGNED		

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

MHE Fleet Management System

C.1 OVERVIEW / BACKGROUND:

The Library of Congress (Library) requires the use of Material Handling Equipment (MHE) within its warehouse and loading dock facilities to load and offload delivery trucks. ISS Logistics (LOG) is responsible for the lifecycle management of all Material Handling Equipment (MHE) for the Library. The Library currently has a total of fifty-seven (57) pieces of MHEs. These pieces of equipment are located in seven (7) different Library locations. The Library requires an automated Fleet management system to ensure that the MHE equipment is used in a safe and reliable manner, and maintained properly.

C.2 SCOPE:

The Library of Congress requires the procurement of a fleet management system that can collect usage and operator data on MHEs using the Library's guest Wi-Fi network. The fleet management system will provide remote access to reports on the data collected.

C.3 REQUIREMENTS:

The contractor shall provide the following:

C.3.1 Fleet Management System

- C.3.1.1 The contractor shall provide a fleet management system that collects and reports usage and operator data on 57 pieces of MHE. For a complete list of the pieces of equipment requiring the fleet management system, please see Attachment J1- Inventory of Equipment.
- C.3.1.2 The system shall be available online and hosted by the contractor. The system shall require access to the Library guest network. The system shall require Wi-Fi routers to provide signal from MHE to cloud based reporting system for up-to-date equipment information.
- C.3.1.3 The system shall allow Library managers to remotely manage forklift operator certifications, vehicle access, electronic maintenance/safety checklists, and average speed.
- C.3.1.4 The system shall provide Library managers, the COR and alternates, with impact alerts. An impact alert occurs when a MHE comes into contact with an object, and the force of the contact is above the established routine operating force.
- C.3.1.5 The system shall track usage rates by hour and allow managers to identify who was using a particular piece of MHE when an event occurs.
- C.3.1.6 The Library's preference is for the contractor to link the fleet management system to existing Library employee badges. If the contractor is unable to support, the contractor shall provide access cards for one hundred (100) current and future Library employees who are MHE Operators to access MHE using the Fleet Management System. Additional access cards shall be provided upon request at no additional cost to the Library.

- C.3.1.7 The contractor shall allow a third party contractor to have access to the Fleet Management system in order to do preventative maintenance and repairs on the MHE. The access will also include the ability to override the Fleet Management system.
- C.3.1.8 The contractor shall remove the existing fleet management system from the 57 pieces of MHE within five (5) business days of the start of the Period of Performance in Section B. This is only applicable if the prospective contract awardee utilizes a fleet management system different from what is currently installed.
- C.3.1.9 The contractor shall install the new fleet management system in all 57 pieces of MHE within 15 days of the start of the Period of Performance in Section B.
- C.3.1.10 The contractor shall provide customer service support during normal business hours of 7:30am to 4:30pm to troubleshoot any problems or questions from Library staff regarding the Fleet Management System.
- C.3.1.11 The contractor's quote shall include at least one picture of the Fleet Management System device that the contractor intends to install on the MHE, and may also include a picture of the web based application. Additionally, the contractor's quote shall include a detailed description of the technical capabilities of the Fleet Management System.

C.3.2 Fleet Management System Software User Training

- C.3.2.1 The contractor shall provide **in-person** training for all Library users who have not been trained on the Fleet Management System within 15 days of the start of the Period of Performance in Section B. On average there shall be eight Library Managers trained on the system at all times. An instructional manual and technical customer support are required for this requirement.

C.3.3 Warranty and Quality Assurance

- C.3.3.1 The contractor must guarantee a minimum ninety (90) day parts and labor warranty for all devices.

C.4 CONTRACT PERFORMANCE:

C.4.1 Schedule of Events/Deliverables

Paragraph Reference	Description of Event/Deliverable	Due Date
C.3.1	Project Kickoff	03/27/2023
C.3.1	Removal of existing Fleet Management System	03/31/2023
C.3.1	Installation of new Fleet Management System (Device and Software License)	04/13/2023
C.3.2	Fleet Management System Software User Training for all Library users	04/13/2023

End of Document