

Draft Statement of Work

KM504 Boxmaker Preventive Maintenance and Service

C1. OVERVIEW / BACKGROUND. The Conservation Division (CD) requires contract support to obtain a five-year maintenance service agreement for the KM504 Boxmaker currently in use in the Conservation Division. This service support agreement includes one preventative maintenance visit annually: inspecting, testing, cleaning, greasing, routine operating supplies, and assessment of any issues that affect normal operation of the machine. This maintenance must occur at the Library of Congress, Madison Building in Washington, DC. This equipment is a critical part of meeting the housing needs of General and Special Collections by the Conservation Division and is necessary for the long-term preservation of collection items.

C2. SCOPE. The Conservation Division requires a five-year maintenance agreement for the KM504 box machine which shall include annual preventive maintenance visits

C3. REQUIREMENTS. A maintenance agreement for KM504 Boxmaker that includes:

C3.1. Preventive maintenance on-site visits.

C3.1.1 Labor and travel is included with the preventive maintenance visit.

C3.1.2 All parts needed for the preventive maintenance visit and shipping to the Library of Congress is included.

C3.1.3 The timing of this preventive maintenance visit shall be coordinated with the COR and/or designated Conservation Division staff to schedule the time, duration, and other requirements of the visit.

C3.1.4 Preventive maintenance visit must take place within period of performance.

C3.2 Telephone and email support during period of this contract with contact within 72 hours.

C3.3 Proposal for parts and labor for emergency repairs.

C3.4 Kickoff Meeting – A kickoff meeting to discuss the implementation of this project will be held prior to 9/30/2023.

C3.5 Safety – Contractor responsible for their own safety and will advise Library staff of any additional safety requirements. Normal laboratory safety procedures will be followed.

C3.6 Security - The contractor must adhere to all Library of Congress and U.S. Capitol Police physical security protocols and offsite screening procedures.

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C3.7 Should additional parts or service visits be needed, the Contractor shall provide a quote before incurring these costs. The contract shall then be modified to add funds to cover the additional parts and services. The Contractor is not authorized to go above the amount obligated.

C4. CONTRACT PERFORMANCE

C4.1. SCHEDULE OF EVENTS/DELIVERABLES

Paragraph reference	Description of Event/Deliverable	Due date/Payment schedule
C3.4	Kickoff Meeting	No Later 9/30/22
C3.1	Preventive maintenance visit	Within period of performance

C4.2. QUALITY CONTROL. Contractor will provide a six month warranty for parts and labor to replace or repair defective parts, valid for six months from the date of installation of the part or repair.

C5. ADDITIONAL INFORMATION

C5.1. PLACE OF PERFORMANCE. The work to be performed under the contract will be performed at Library of Congress, Conservation Division, 101 Independence Ave, SE, Madison Building – Room LM-G18, Washington DC 20540.

C5.2. HOURS OF OPERATION. The contractor is responsible for conducting business between the hours of 8:30 AM to 5:00 PM Mondays through Fridays, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings.

C5.3. Government furnished property. Contractor may use consumables available in the lab that are compatible with the KM504 Boxmaker.

C6. SPECIAL QUALIFICATIONS. The contractor shall use trained service engineers for the KM504 boxmaker.