

DRAFT

PERFORMANCE WORK STATEMENT
USAREC 6TH BRIGADE N LAS VEGAS NV
HVAC Preventive Maintenance/Services Contract (PMS)

Part 1

General Information

1. GENERAL: This is a non-personnel services contract to provide HVAC PMS for USAREC 6th BDE Headquarters located in Las Vegas, NV. Government will not exercise any supervision or control over the contract service providers performing the services under this contract. Such contract service providers shall be accountable solely to the Contractor who, in turn shall be responsible to the Government.

1.1. Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform HVAC PMS in accordance with section 5, with the exception of any items specified as government furnished property and services. See Annex B for schematic of the facility.

1.2 Background: The contractor shall provide facility HVAC PMS for the USAREC Headquarters 6th Recruiting Brigade located at 4539 North 5th Street, North Las Vegas. The building is approximately 20,000 square feet (see exhibit 1) and has approximately 75 personnel that utilize the building on a daily basis. The contractor shall provide all management, tools, equipment and labor necessary to ensure that HVAC services are performed at HQ 6th Recruiting Brigade.

1.3 Objectives: The contractor shall accomplish all maintenance tasks to meet the requirements of this PWS.

1.4 Scope: This contract will provide for HVAC PMS in accordance with Technical Exhibit Two (TE 2).

1.5. Period of Performance: The period of performance shall be for one (1) Base Year of 12 months and four (4) 12-month option years. The Period of Performance reads as follows:

Base Year

Option Year I

Option Year II

Option Year III

Option Year IV

1.6 General Information:

1.6.1 Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

1.6.2 Quality Assurance: The government will evaluate the contractor's performance under a quality control plan that is approved by the contracting officer. Government will implement a quality customer review plan that establishes customer complaints as a means to review the contractors work. Acceptable performance is defined as no more than 3 customer complaints within a three month period for any task outlined in part 5 of this PWS.

1.6.3 Recognized Holidays: Federal Offices are closed on the following days and contractor will not be required to work:

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Juneteenth Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

1.6.4 Hours of Operation: HVAC PMS are to be performed during the Brigades work hours of 0800-1700. Any significant changes to the anticipated workload that is required outside the Brigades normal work hours must have prior coordination through the COR and approval from the KO via modification to the contract terms.

1.6.5 Place of Performance: The work to be performed under this contract will be performed at 4539 North 5th Street, North Las Vegas, NV 89031.

1.6.6 Type of Contract: Firm fixed price (FFP)

1.6.7.1 PHYSICAL Security: The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities shall be secured. Only those personnel cleared to have access to the facility (building and grounds) will be allowed access. No contractor will be allowed in any controlled access room by themselves and or have access to those rooms. Contractor shall comply with all physical security of the facility at all times.

1.6.7.2. Key Control: HVAC Contactor will have no need to have keys and or access cards to the facility.

1.6.7.3. Access to Offices: If the HVAC personal need access to government offices they will contact the governments COTR or COR at the work site.

1.6.8 Special Qualifications: Reserved.

1.6.9 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend post award conferences as required and when convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), Contracting Officers Technical Representative and or other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor shall apprise the Government of problems relating to performance of this contract. Appropriate action shall be taken to resolve outstanding issues.

1.6.10. Contracting Officer Representative (COR): A Contracting Officer's Representative (COR) will be appointed by the Contracting Officer (KO) The COR will be authorized to monitor performance under this contract and will assist KO with administration of the contract. Once appointed the contractor and the COR will be provided a letter outlining the official responsibilities of the appointee.

1.6.10.1 Contracting Officer Technical Representative (COTR): The Contracting Officer will determine if a COTR will be required to assist the CO or contractor in the interpreting of the contract specifications or technical requirements. Reviews any actual maintenance required necessary for the acceptance of deliverables (including contract line item numbers (CLINs).

1.6.11. Key Personnel: The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation under this contract. The contract manager or alternate shall be available between Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons.

1.6.12. Identification of Contractor Employees: All contract personnel (to include subcontractors) shall provide each employee an Identification Badge which includes, at a minimum, the Company Name and Employee Name. ID Badges shall be worn at all times during which the employee is performing under this contract. These badges shall be worn in a conspicuous place on the front of exterior clothing and above the waste, except when safety or health reasons prohibit.

PART 2

DEFINITIONS & ACRONYMS

ARE GENERAL GOVERNMENT/US ARMY LISTED THAT MAY OR MAY NOT BE LISTED IN THE PWS

2.1. DEFINITIONS:

2.1.1. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. **KEY PERSONNEL.** The contract person(s) responsible for the performance of work under this contract.

2.1.7. **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

2.1.8. **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY ASSURANCE Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

COR Contracting Officer Representative

KO	Contracting Officer
POC	Point of Contact
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
TE	Technical Exhibit

PART 3 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1 Facilities: N/A.

3.2 Utilities: The Government will provide all utilities.

PART 4 CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Equipment: The Contractor shall furnish all of the equipment to properly execute and meet the requirements under this PWS.

PART 5 SPECIFIC TASKS

5. Specific Tasks:

5.1. Basic Services. The contractor shall provide qualified personnel to perform the following tasks on Johnson Controls Program, TRANE 52 Ton Air Cooled Scroll Chill, Thermal Solution Armstrong Boiler and Aptech Generator, at a minimum for the USAREC 6th BDE HQs building located in North Las Vegas, NV.

5.2. Preventive Maintenance and Inspections Task.

5.2.1. The contractor shall provide all the preventative maintenance and inspections for the equipment listed in Appendix A in accordance with the manufacturer's instructions included in the facility's Operation and Maintenance (O&M) manuals. Preventative maintenance and inspections will be performed on a quarterly basis.

5.2.2. One copy of the O&M manual for each system will be available at the facility for review by the contractor's personnel. These manuals may not be removed from the facility, but limited copying of O&M manual information will be permitted per the using activity's discretion.

5.2.3. The contractor shall comply with O&M manuals for the building systems. The contractor may be required to move furniture in the performance of the tasks identified herein. All furniture shall be returned to its original position after the services are performed and the floor is clean and dry.

5.2.4. Replacement parts and supplies will be new original equipment quality and shall be installed by workmen using proper tools and equipment. The contractor shall maintain records of the dates and the locations pertaining to the installation of all replacement parts and supplies. Copies of these records will be provided to the COR at the 6th BDE.

5.2.5. The contractor shall perform other miscellaneous duties described below in accordance with the manufacturer's O&M manuals. These services shall be performed as required in manufactures manuals and identified to the QCP.

5.2.5.1. Reset all timers for facility systems.

5.2.5.2. Run emergency generator.

5.2.5.3. Replace all fuel used during generator operation.

5.2.5.4. Replace all batteries for the generator as needed.

5.2.6. The contractor shall be prepared to maintain emergency generator operations 24 hour/7 days a week in the event of a power failure.

5.2.7. The contractor shall provide repairs to equipment in accordance with manufacturer's specifications. Repairs will be accomplished upon user request and approval. All repairs shall be initiated and completed within the following periods:

Routine: 24 hours/96 hours

Urgent: 12 hours/48 hours

Emergency: 1 hour/24 hours

5.2.8. All parts costing under \$2500.00 shall be approved by the contract representative; over \$2500.00 must be approved by the contracting officer. Parts shall be paid under a separate line item on the contract on an "as needed basis".

5.2.9. All filters shall be changed quarterly per the applicable O&M manuals. The costs for filters shall be incurred by the contractor.

5.2.10. The contractor shall provide any applicable user training to the Headquarters 6th U.S. Army Recruiting Brigade Commandant and appointed contract representatives upon assignment.

5.2.11. The contractor shall perform at least one inspection on the building's ventilation system per year.

5.2.12. The contractor shall clean and treat the evaporator and condenser coils once per year.

5.2.13. The contractor shall clean and adjust the dampers once per year.

5.2.14. The contractor shall inspect all fans, bearings, and belts two times per year.

5.2.15. The contractor shall provide chemical water treatment as needed throughout the year.

5.2.16. The contractor shall notify the commandant and/or contract representative new updates to the TRANE software to ensure efficient operation of energy monitoring and control systems (EMCS). Provide and install the updated software.

5.2.17. The contractor shall be on call for TRANE, APTECH, and ARMSTRONG equipment outages on an “as needed basis”. Each call shall not exceed 4 hours per call at a cost not to exceed \$300.00 unless given prior approval by the contracting officer.

5.2.18. The contractor will ensure proper preventive maintenance schedules are compiled and provided to the contract representative so proper updates to the facilities O&M manuals can be accomplished.

5.2.19. The preventative maintenance is to include but not limited to these types of services.

5.2.20. The contractor shall provide a copy of all invoices to the 6th Brigade’s contract representative for verification and approval before submission into Wide-Area workflow (WAWF).

5.2.21. Special Qualifications. All workers must be able to speak English.

5.3. CONTRACTOR MANAGEMENT REPORTING (CMR)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the United States Army Recruiting Command- 6th Bde via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>, and then click on "Department of the Army CMRA" or the icon of the DoD organization that is receiving or benefitting from the contracted services.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2017. Contractors may direct questions to the help desk by clicking on "Send an email" which is located under the Help Resources ribbon on the right side of the login page of the applicable Service/Component's CMR website".

PART 6 APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS): N/A.

PART 7 ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary - See attachment.

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Performance Standard	Performance Threshold	Incentive / Disincentive
Quality control plan/checklist: preventive maintenance schedules are established for each piece of equipment using manufacture requirements.	Upon award of contract a completed QCP is provided to government.	No more than one update is not completed semi-annually.	Used to substantiate contract compliance and performance; substandard could result in non-payment and or re-do of requirement.
Electronic Metering Systems: Metrics are maintained on system efficiencies to ensure systems are balanced. System defects are identified for timely repair.	System is fully operational.	Downtime shall not exceed two hours during the service month.	Used to substantiate contract compliance and performance; substandard could result in non-payment and or re-do of requirement.
Emergency generator: Ensure preventive maintenance schedules are performed and equipment tested.	System is fully operational.	Failures upon required use during emergencies will not result in more than two hours of outages during normal work schedules Mon-Fri 0800-1700	Used to substantiate contract compliance and performance; substandard could result in non-payment and or re-do of requirement.

7.2. Attachment 2/Technical Exhibit 2

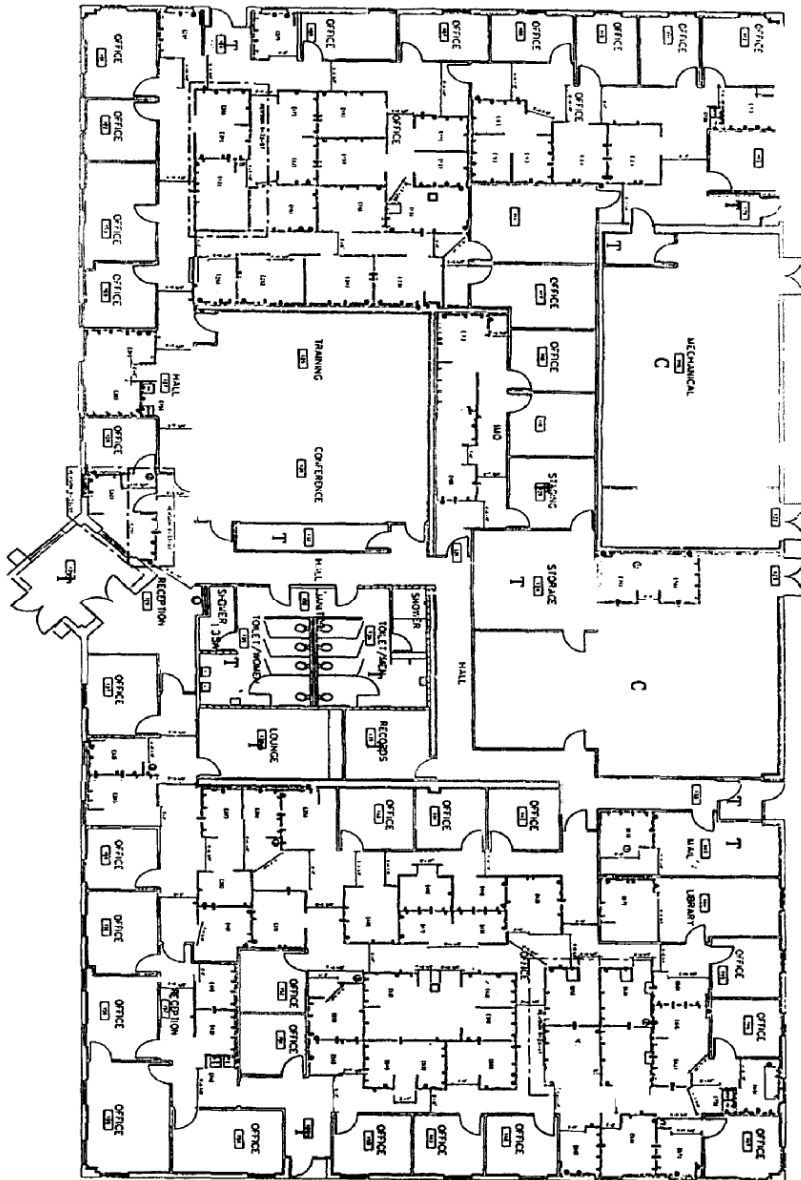
MINIMUM REQUIREMENTS FOR PREVENTIVE MAINTENANCE SERVICES (PMS)

The contractor shall be required to perform the following minimum maintenance services to ensure equipment operation. (Contractor is required to update PMS as needed).

Manufacture	Equipment	Size	Qty	Coverage	Comments
TRANE	Chiller	52 Ton	1	Inspection	1 Annual
TRANE	Air Handler		2	Inspection	1 Annual 4 Filter Changes
Armstrong	Hot Water Pump	2 hp	2	Inspection	2 Inspections
Armstrong	Chill Water Secondary	1-1/2 hp	2	Inspection	2 Inspections
Armstrong	Chill Water Primary	3 hp	1	Inspection	2 Inspections
	Variable Freq. Drive		5	Inspection	1 Annual
Carrier	Split System		1	Inspection	1 Annual 4 Filter Changes
Aptech	Generator	12158-1	1	Inspection	3 Inspections 1 Annual

Thermal Solutions	Boiler	750,000 BTU	1	Inspection	1 Annual
Ventilation System			1	Inspection	1 Annual

7.3. Attachment 3/Technical Exhibit 3
Army Recruiting Brigade Facility



All areas carpeted except as marked:
 C=Concrete
 T=Tile
 *Total approximate square footage is 20,000 sq. ft.