

**PERFORMANCE WORK STATEMENT (PWS)
FOR
HVAC MAINTENANCE & REPAIR SERVICES
SPECIAL OPERATIONS GROUP**

1.0 General: This is a service contract to provide Contractor Support for the HVAC Maintenance and Repair requirement for the United States Marshals Service (USMS) Special Operations Group (SOG). The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary to remotely monitor any HVAC malfunctions via automated alarm and to provide preventative and corrective maintenance in accordance with the PWS.

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary to provide monthly HVAC repair and preventative maintenance for the equipment listed in the attached equipment list.

1.1.1 Objectives: To establish a HVAC repair and preventative maintenance service for the USMS SOG facilities located in and around Camp Beauregard, LA.

1.1.2 Background: SOG is a specially trained, rapidly deployable law enforcement element of the United States Marshals Service (USMS) capable of conducting complex and sensitive operations throughout the globe intended to further the rule of law. SOG leverages these enhanced capabilities in support of the USMS and the Department of Justice (DOJ) mission to protect, defend, and enforce the federal judicial system.

1.1.3 Period of Performance (POP): The POP shall be one (1) base year of twelve (12) months, one (1) 12-month option year and one optional 6-month extension via FAR 52.217-8.

YEAR	POP
Base Year	30 March 2023 - 29 March 2024
Option Year 1	30 March 2024 - 29 March 2025
FAR 52.217-8	30 March 2025 – 29 September 2025

1.4 General Information:

1.4.1 Place of Performance: The contractor shall provide services between the core hours of 7:30 AM – 4:00 PM local time Monday – Friday, except on recognized US Federal Holidays, or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government directed facility/installation closings. Contractor may be required to perform services outside of these core hours. Work shall be performed in and around the SOG Tactical Operations Center located at:

USMS Tactical Operations Center
Special Operations Group
1401 F. Street
Pineville, LA 71360

Designated building facilities include:

- Special Operations Group Tactical Center (SOCTC)
- Warehouse
- SOG Range 8 Facilities and Classroom
- Annex Facilities and Urban Village
- SOG Range 4 Facilities and pavilions

1.4.1.1 Telework: N/A

1.4.1.2 Gate Closures: Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are

subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.1.3 The contractor's employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification at all times and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation which may affect performance. The Government reserves the right to direct the removal of any contractor employee from Government property or revoke access to Government locations for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. This contract requires continuous 24-hours a day, seven days a week monitoring. The contractor shall be available to review system alarms either remotely or onsite even on observed US holidays. Occasionally a holiday may fall on a weekend resulting in the Government observing the holiday on the weekday immediately prior to after the holiday.

1.4.2.1 New Year's Day: January 1st

1.4.2.2 Martin Luther King, Jr.'s Birthday

1.4.2.3 President's Day

1.4.2.4 Memorial Day

1.4.2.5 Juneteenth National Independence Day: June 19th

1.4.2.6 Independence Day: July 4th

1.4.2.7 Labor Day

1.4.2.8 Columbus Day

1.4.2.9 Veteran's Day: November 11th

1.4.2.10 Thanksgiving Day

1.4.2.11 Christmas Day: December 25th

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) 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 QCP is how it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after contract award.

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.5 Installation Access and Security Requirements. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the COR. The contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, or Security Office.

1.4.5.1 Contractor is required to identify all team members responsible for performing services in relation to this contract within 10 calendar days of contract acceptance. Each team member will be required to submit to a NCIC background check prior to performing work at any USMS facility location. All NCIC background checks must have a favorable finding.

1.4.5.2 Special Qualifications: Contractor must have a minimum of three (3) years in maintaining/servicing the equipment listed.

1.4.5.3 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the CO in accordance with FAR 42.5. The CO, COR and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the CO, or COR if CO is unavailable, will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.5 Contract Manager (CM): The contractor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the COR within 10-days of contract acceptance. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the CO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.6 Identification of Contractor Employees: The Contractor's staff shall, at a minimum, wear a company shirt and an identification badge that includes the employee's full name, photograph (portrait) and company name.

2.0 Definitions and Acronyms:

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 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.10 Contracting Officer (CO): 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.

2.1.11 Contracting Officer's Representative (COR): An employee of the U.S. Government designated by the CO to monitor contractor performance. 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 if 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.

2.1.12 WORKDAY: The number of hours per day the Contractor provides services in accordance with the contract.

2.1.13 WORK WEEK: Monday through Friday, unless specified otherwise.

2.2 Acronyms:

BBP	Best Business Practice
BI	Background Investigation
CFP/M/E	Contractor Furnished Property/Materials/Equipment
CM	Contract Manager
COR	Contracting Officer Representative
FPCON	Force Protection Condition
FAR	Federal Acquisition Regulation
FSO	Facility Security Officer
FY	Fiscal Year
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
GSA	General Services Administration
HSPD	Homeland Security Presidential Directive
CO	Contracting Officer
NACI	National Agency Check with Inquiries
POC	Point of Contact
POP	Period of Performance
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the following property, material, equipment, and/or services listed below solely for the purpose of performance under this contract: NONE

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as described in Paragraph 1.1. Contractor is required to furnish all equipment necessary to successfully fulfill the contract in accordance with the PWS.

4.2 Contractor Furnished Safety Equipment: Contractor will furnish all necessary and required safety equipment including, but not limited to: eye protection, hearing protection, high visibility safety vest, work gloves, safety footwear, safety harnesses and all other required safety gear. The Federal Government is not responsible for the safety of contractor personnel. The safety of contractor personnel is the sole responsibility of the contractor.

4.3 Insurance: Contractor is required to maintain professional liability insurance in the minimum amount of \$100,000.00 for the duration of the contract period. Insurance policies must be presented to the Government prior to any services being conducted at any USMS location. Failure to maintain required insurance(s) may result in termination of the contract agreement.

5.0 Requirements: The contractor shall:

5.1 Systems Monitoring: The contractor shall provide all labor, equipment, parts and materials that will enable the contractor to remote monitor any HVAC malfunctions via automated alarm. Coverage is to be 24 hours per day, 7 days per week, and 365 days per year. The contractor shall work with the Contracting Officer Representative (COR) to establish access to the monitoring system to contractor personnel as designated by the COR.

5.2 HVAC Repair/Service and Preventative Maintenance: The contractor shall furnish HVAC repair and/or services for maintenance and preventative maintenance to include one annual stop inspection and quarterly operating inspections. Contractor shall provide monthly HVAC preventative maintenance for the equipment listed in the equipment list (Technical Exhibit 3). Non-performance or substandard performance may constitute grounds for termination of this contract at any time, in the event the contractor fails to respond immediately to the COR's written notification of deficiency. See **Technical Exhibit 3** for a list of HVAC units to be serviced.

The contractor shall provide service(s) 24-hours a day, 7-days a week. The contractor shall be available to review system alarms either remotely or onsite. As determined by the alarm alert, the contractor shall respond telephonically within one hour and provide on-site service within three hours to restore the system in response to system failures. The contractor shall provide the necessary qualified personnel to assess equipment and perform any maintenance that may be required.

Service areas are defined in the attachment titled "Annual Inspection and Checklist Requirements."

5.3 Monthly Reports: The contractor shall provide a monthly written report on each unit's status of all air conditioning units verified during preventative maintenance and of all work performed during that reporting period and submit the report to the COR. The monthly report shall indicate the model, serial number of equipment serviced, date of service, status of the units, the name of the service representative, and the services performed and parts replaced.

5.4 Site Security: All contractor personnel shall follow the onsite security rules mandated by the US Government Representative/COR. Unescorted access to the facility is strictly prohibited. Contractor will be furnished with the name of an onsite point of contact in order to exercise response to emergency alarms.

5.5 Clean Up: The contractor is responsible for disposing of all trash related items resulting from the repair and/or maintenance service provided. All grease, oil, lubricants and other environmental hazards shall be disposed of in accordance with Local, State and Federal regulations. Contractor is solely responsible for removing all environmental hazards and disposing of them appropriately. There is no "on-site" collection area for these items and the USMS will not reimburse the contractor for any fees and/or fines contractor incurred related to their disposal.

5.6 Close Out Report: The contractor shall submit a close out report that includes the status of funding and all outstanding issues no-later-than 15 days prior to the end of contract performance.

6.0 Schedule of Services

6.1 Contractor Availability: The contractor shall be available to provide service as needed, twenty-four (24) hours a day, seven (7) days a week. The contractor shall be available to review system alarms either remotely or onsite. As determined by the alarm alert, the contractor shall respond telephonically within one (1) hour and provide on-site service within three (3) hours to restore the system in response to system failures. The contractor shall provide the necessary qualified personnel to assess equipment and perform any maintenance that may be required.

TECHNICAL EXHIBIT 1**Performance Requirements Summary (PRS)**

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level(s) (AQL).

<u>Performance Objective</u>	<u>Performance Standard</u>	<u>AQL</u>	<u>Surveillance Method / By Whom</u>
5.1 System Monitoring	Monitor systems 24 HRS/Day, 7 Days/Week, 365 Days/Year	Monitoring must be in place a minimum of 95% of the time Zero deviation authorized	Monthly/COR
5.2 HVAC Repair and/or Service and Preventative Maintenance TO INCLUDE one annual stop inspection and quarterly operating inspections.	Contractor must respond to alarms by telephone within one (1) hour and have qualified repair personnel on-site of alarm within three (3) hours. Inspections must be conducted both annually and quarterly	Contractor must respond to alarms within one (1) hour via telephone, and in person at site of alarm within three (3) hours 100% of the time Zero deviation authorized	Monthly/COR
5.3 Monthly Reports	Contractor must provide written report on each AC unit verified during preventative maintenance period, and all work completed during the reporting period	Reports are required to be submitted to the COR monthly. Reports are due by the 10 th day of the month following the reporting period. Report shall include the model, serial number of equipment serviced, date of service, status of the units, name of service representative that completed service, services performed, and parts replaced 10% deviation acceptable	Monthly/COR
5.4 Site Security	All contractor personnel shall follow the onsite security rules mandated by the Base Security Office, COR or CO.	Contractor personnel must follow all security rules Zero deviation authorized	Monthly/COR
5.5 Clean Up	Contractor is required to properly dispose of all trash related items	Contractor must dispose of all trash items in safe manner per Local, State and Federal regulations	Monthly/COR

TECHNICAL EXHIBIT 2
Deliverables Schedule

<u>PWS Reference / Deliverable Title</u>	<u>Frequency</u>	<u>Number of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Quality Control Plan (QCP) 1.4.3	The contractor's QCP shall be submitted to the COR within 10-days of contract award	1	Electronic Submission	COR
Background Investigation Requirements 1.4.5.1	Contractor shall provide names of all contractor personnel who will be servicing this contract to the COR within 10-days of contract acceptance. This is required to get necessary clearances for contractor personnel.	1	Electronic Submission	COR
Contract Manager (CM) 1.5	Contractor shall provide the name of CM to the COR within 10-days of contract acceptance. The appointment of an alternate CM is acceptable and encouraged	1	Electronic Submission	COR
Close Out Report 5.6	contractor shall submit a close out report that includes the status of funding and all outstanding issues no-later-than 15 days prior to the end of contract performance.	1	Electronic Submission	COR

TECHNICAL EXHIBIT 3

HVAC Units on Site

Special Operations Group Tactical Center

Manufactor	Equipment Description	Model Numbers	Serial Numbers
Trane	Chiller	CGAM110F	U12K32616
Lockinvar	Boiler	FBN2000	J14H00270161
McQuay	AHU #1	CAH029GDAM	FBOU130301488
Williams	AHU #4		
Williams	AHU #5	AV-B030W4B617R000	347274-2
Williams	AHU #6	AV-B040W4b617L000	347274-9
Williams	AHU #7	AV-B030W4B617R000	347274-2
Magic Air	AHU #8	368H112GH	9U229770
Carrier	AHU #9 (E011)	39LL1061AB1026-R	0892T21935
Williams	AHU #10A	AH-B012W4B617R000	34724-3
Williams	AHU #10	AH-B012W4B617R000	34724-3
Williams	AHU #11	AV-B040W4B517L000	347274-4
Williams	AHU #12	AH-B040W4B517R000	347274-5
	Hot Water Heater (E019) (QTY 2)	1201106017	72V250
	Fan Coil Units (QTY 26)		
	Pump (E015)		
	Pump (E016)		
	Pump (E017)		
	Pump (E018)		
	Air Handler	39L0106203	0892T22006
	Boiler	793A-0492	211A-12-W-I
	Air Handler (E010)	9U229770	368H1126H
Gree	Gree LIVO Gen3 24,000 BTU Ductless Mini Split	LIVV24HP230V1AO	3821GS16309
Bell & Gossett	Hot Water Recirculating Pumps (QTY 2)	106192LF	
	Vent Fans (over sleep quarters) (QTY 5)		
	Roof Centrifugal Ventilating Fans (QTY 11)		
	Centrifugal Upblast Ventilating Fans (QTY 4)		
	Centrifugal Ventilating Fan (QTY 1)		

Training Center (Warehouse)

Manufactor	Equipment Description	Model Numbers	Serial Numbers
Johnson		JA5ZHA07A45AA6A	NIE2861174
Johnson		J12ZRN20N45ZZ50001A	NID4577047
Johnson		J072RN10A452250001A	NID4577059
Johnson		J072HN10A45AA5A	NIE2867046
Luxaire		ZRO90N12PHA1AAA1A	N2K1534829
Aaon		RN-010-3-0-CA01-329	201206-ANFJ23593
	201206-ANGJ23593 (E029)		RN-010-3

Warehouse

Manufactor	Equipment Description	Model Numbers	Serial Numbers
Lennox	Multi-Position Air Handler	CB29M-65-1P	5803F 27193
	PTAC (E023)		
	PTAC (E023)		
	Radiant Heaters (4 each)		

Annex/Urban Village

Manufacturer	Equipment Description	Model Numbers	Serial Numbers
	Unit Heaters	E02	
	Unit Heaters	E03	
	Unit Heaters	E04	
	Unit Heaters	E01	
	PTAC	A08	
	PTAC	A06	
	PTAC	A07	
	PTAC	A05	
Comfort Star	Mini Split	CPG036CD	8401GP211270106

Range 4

Manufacturer	Equipment Description	Model Numbers	Serial Numbers
	Split System (E01)		

Range 8

Manufacturer	Equipment Description	Model Numbers	Serial Numbers
	Air Handler C-53 (E001)	1602251467	ARUF37C14 112684
	Condensing Unit (E002)	1603243495	GSZ140361-095565
	Condensing Unit (E003)	1603243496	GSZ140361-095565
	Air Handler C-53 (E004)	1603327110	ARUF37C14-112684
	Wall Mounted (E04)		
	Wall Mounted (E05)		
	Split System (E03)		B10724A
	Split System (E02)		B10AJA36
	Split System (E01)		13ACX-036
	Condenser 36,000 BTU (E005)	B48ZP3CG200106F	AJ036JCJ5CH/AA

Range 4A

Manufacturer	Equipment Description	Model Numbers	Serial Numbers
Mitsubishi		MXZ-3C24NA2-U1	84U22519C
Mitsubishi		MXZ-3C24NA2-U1	84U22518C
Mitsubishi		MXZ-3C30NA2-U1	73U18436B
Mitsubishi		MUZ-GL24NA	7005275T
Mitsubishi		MUZ-D36NA	7003465T
Mitsubishi		MUZ-D36NA	7003470T
Mitsubishi		MUZ-D36NA	7003431T
Mitsubishi		MXZ-3C324NA2	78U16828D