

BUILDING AUTOMATION SYSTEM PREVENTATIVE MAINTENANCE STATEMENT OF WORK

A. GENERAL

1. The U.S. Embassy located in Abidjan, Cote d'Ivoire requires Building Automation System (BAS) Preventative Maintenance (PM) services. The Contractor shall perform BAS PM Services as described in this Statement of Work. The Contractor shall also provide further evaluation of the overall functionality of the BAS based on concerns and input provided to the Contractor by the Facility Manager (FM) and Facility Maintenance Staff (FMS).
2. The Contractor shall provide BAS PM Services for the upkeep of the BAS indicated below in Section "C. BUILDING AUTOMATION SYSTEMS TO BE SERVICED".
 - a. The objective of scheduled preventive maintenance is to eliminate system malfunction, breakdown and deterioration. The BAS PM work required shall include but is not limited to: Preventative Maintenance; Investigation & troubleshooting; Adjustments; Trend & Alarm configuration; etc...
 - b. BAS PM Services shall result in all systems serviced under this agreement being in good operational condition when the work is completed
 - c. The Contractor shall provide all necessary managerial, administrative and direct labor personnel as well as all transportation, tools, instrumentation, equipment and supplies required to perform the BAS PM Services defined in this Statement of Work. The Contractor shall provide the services of qualified, trained, manufacturer certified technicians to perform the required BAS PM services.
 - d. BAS PM Services shall be performed on BAS installed in serving the General Work Areas (GWA) & Public Access Areas (PAA) at Post.
 - e. BAS PM Services shall be performed on BAS installed in the Controlled Access Areas (CAA) Restricted spaces at Post. Additional clearance and security provisions are required to access and work in these spaces.
3. All work shall be accomplished in a manner which conforms to the intent of all applicable IBC, ASHRAE, NFPA/NEC, U.S. EPA, and DOS policy, procedures, and directives; causes no damage to buildings or property; endangers none of the building occupants or workers during these task; and leaves the areas safe for occupancy.

B. PERIOD OF PERFORMANCE

1. The period of performance shall be one (1) year as of the date of the Notice to Proceed for the base contract year, with five (5) additional one (1) year option periods, to be exercised at the sole discretion of the Government.
2. This contract shall provide for four (4) BAS PM Site Visits per year for each year of the contract.
3. BAS PM Site Visits shall be equally spread out over the course of the contracted year.
 - a. All BAS PM Site Visits shall occur within the 365-day window.
 - b. Combining multiple site visits into a single site visit is not allowed.
 - c. The first BAS PM Site Visit must occur within 60 days of contract award / renewal.
 - d. Bi-Annual Site Visits: When two (2) BAS PM Site Visits are required per year, the second Site Visit shall occur roughly 180 days after the first Site Visit was completed.
 - e. Quarterly Site Visits: When four (4) BAS PM Site Visits are required per year, each Site Visit shall occur roughly 90 days after the previous Site Visit was completed.

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- f. The work shall be considered deficient if the Contractor fails to provide the required number of BAS PM Site Visits within the 365 days after contract award / renewal or fails to space out the BAS PM Site Visits in the manner described above.
- C. BUILDING AUTOMATION SYSTEMS TO BE SERVICED
1. Building Automation Systems (BAS) installed at Post: The Contractor shall maintain the Building Automation System(s) in a safe, reliable and efficient operating condition. The following information provides a rough summary of each BAS that is to be serviced. NOTE: Quantities listed below in sections C.1.a, C.1.b, and C.1.c are estimates and the Contractor must verify quantities during the initial Site Visit.
- a. BAS #1 (GWA & PAA)
- 1) Manufacturer of the BAS: Siemens
 - 2) Name of BAS Product Line: Apogee
 - 3) BAS Software Name and Version Number: INSIGHT 3.9.1
 - 4) BAS Communication Network Type(s) Used: BACnet
 - 5) Type and Quantity of BAS Components Installed:
 - a) Operator Work Stations (OWS): 1
 - b) Building Controllers (BC): 28
 - c) Advanced Application Controllers (AAC): 45
 - d) Application Specific Controllers (ASC): 411
 - 6) Estimated Quantity of Hardware Points in BAS:
 - a) BC and AAC Points: 650
 - b) ASC Points: 1500
- b. BAS #2 (CAA Restricted)
- 1) Manufacturer of the BAS: Siemens
 - 2) Name of BAS Product Line: Apogee
 - 3) BAS Software Name and Version Number: INSIGHT 3.9.1
 - 4) BAS Communication Network Type(s) Used: BACnet
 - 5) Type and Quantity of BAS Components Installed:
 - a) Operator Work Stations (OWS): 1
 - b) Building Controllers (BC): 4
 - c) Advanced Application Controllers (AAC): 8
 - d) Application Specific Controllers (ASC): 25
 - 6) Estimated Quantity of Hardware Points in BAS:
 - a) BC and AAC Points: 70
 - b) ASC Points: 120
2. Equipment Controlled and/or Monitored: The following is a rough summary of the types and quantities of equipment controlled and/or monitored at Post by BAS. NOTE:

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Quantities listed below are estimates and the Contractor must verify quantities during initial Site visit.

- a. Chilled Water System (Primary/Secondary Variable Flow Type):
 - 1) Water Cooled Chillers: 1
 - 2) Constant Flow Primary Chilled Water Pumps: 1
 - 3) Constant Flow Condenser Water Pumps: 1
 - 4) Cooling Towers: 2
 - 5) Water Treatment Systems: 1

 - b. Backup Chilled Water System (Primary Constant Flow Type):
 - 1) Air Cooled Chiller: 1
 - 2) Constant Flow Chilled Water Pumps: 2
 - 3) Water Treatment System: 1

 - c. Heating Hot Water System (Primary/Secondary Variable Flow Type):
 - 1) Constant Flow Primary Heating Hot Water Pumps: 2
 - 2) Water Treatment System: 1

 - d. Air Handling Units: 17
 - e. Terminal Units (Single Duct Cooling Only): 230
 - f. Terminal Units (Single Duct w/Hot Water Reheat): 140
 - g. Fan Coil Units (Four Pipe - Heating & Cooling): 8
 - h. Computer Room Air Conditioning Units (Cooling Only): 2
 - i. Domestic Water Filtration System (Monitoring Only): 1
 - j. Fuel Oil System (Monitoring Only): 1
 - k. Domestic Water Treatment System (Monitoring Only): 1
 - l. Fire Alarm System (Interlocks & Monitoring Only): 1
3. Buildings where BAS are Installed: The Post is composed of multiple buildings. The following buildings at Post utilize BAS:
- a. Chancery Building: siemens apogee
 - b. Office Annex Building: siemens apogee
 - c. Utility Building: siemens apogee
 - d. MSGQ: siemens apogee

D. BAS PREVENTATIVE MAINTENANCE (PM) SERVICES

1. General: The Contractor shall perform BAS Preventative Maintenance services for the Building Automation Systems indicated. Provide the necessary investigative services to ensure BAS controls are working as designed and in accordance with documented operating sequences. BAS PM Services shall include, but are not limited to, the following tasks.
2. Scheduling: Upon being awarded a Contract the Contractor shall develop a PM Service Activity Schedule.

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- a. The Contractor shall indicate which PM Activities will be performed at each site visit.
 - b. The schedule shall cover a five (5) year time period so that the schedule can properly address tasks that are to be spread out over this time frame.
 - c. As a supplement to the schedule, the Contractor shall include a PM Service Activity Description List which will provide a detailed description of each PM activity, including the means and methods by which the Contractor intends to perform each PM activity.
 - d. See section "H. PRE-TRAVEL DELIVERABLES" for further requirements.
3. Checklist Development:
- a. For the first BAS PM Site Visit to Post the Contractor shall utilize generic PM Checklists that the Contractor has previously utilized in the performance of their trade.
 - b. During the site visit the Contractor shall collect data on the existing BAS(s) at Post and the associated equipment being controlled. This data shall be used to create site specific PM checklists for use in future BAS PM Site Visits.
 - c. After the completion of the Contractor's first BAS PM Site Visit, the Contractor shall create site specific Checklists for each BAS and the equipment controlled and/or monitored by each BAS. These Checklists shall be developed from existing As-Built Data; Operation & Maintenance Data; Set Point Data; Time Schedule Data; and any other data relevant to the PM effort found at Post. This data shall be reviewed by the Contractor to determine the operational baseline requirements that will be used in the Checklists.
 - d. All future BAS PM Site Visits shall utilize the site-specific Checklists. These Checklists will be used by the Contractor when Preventative Maintenance is performed to verify the Building Automation Systems are functioning as originally intended.
 - e. There shall be one Checklist provided for each system controlled and/or monitored by a BAS.
 - f. See section "H. PRE-TRAVEL DELIVERABLES" for further requirements.
4. Implementation: The Contractor shall perform BAS PM Services at the frequencies indicated in the PM Service Activity Schedule using the site-specific Checklists developed for the equipment and systems called out in the Contract. The Contractor's technician shall sign off on every item of each checklist when the associated PM is performed.
5. Periodic PM Activities: At a minimum, the following PM Service activities are required to occur during each site visit.
- a. Check BAS Communication Network: Validate the network connectivity of all BAS controllers, Operator Work Stations (OWS) (desktop and laptop computers), Servers, and Network components (repeaters, switches, hubs, etc...). Investigate and remediate any issues found.
 - b. Confirm Time Schedules: Review existing time schedules and validate correct operation based on actual time of day and facility occupancy. Adjust time schedules as needed to reflect the actual occupancy patterns of the buildings at Post.
 - c. BAS Investigation and Troubleshooting: The Contractor shall provide investigation and troubleshooting services for issues related to the BAS as

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required in this Statement of Work or as requested by the Facility Manager at Post during a PM Services site visit.

- 1) The Contractor shall review Facility Maintenance logs since the last visit to Post and determine if there are any operational issues which need to be checked.
 - 2) The Contractor shall determine the cause(s) of any problems found with the BAS and determine the repairs and/or modifications to the BAS that will be needed to correct these problems.
- d. **BAS Trend and Alarm Configuration:** The Contractor shall review the BAS Alarm History and Trend log files. Any problems noted from this review shall be investigated.
- 1) The Contractor shall validate the correct reporting of alarms and verify that the correct codes and messages are being reported.
 - 2) If no trends or alarms are configured in the BAS, the Contractor shall coordinate with the Facility Manager and configure the trends and alarms desired by the Post.
 - 3) Archive data as necessary to free up hard drive space on the BAS OWS / Server for future trend and data storage.
- e. **BAS OWS Graphics:** The Contractor shall confer with the Facility Manager after reviewing the BAS OWS graphics and trend logs to determine if any modifications are desired to the presentation of information. Minor changes to improve graphics and reports shall be implemented as needed.
- f. **Review of Post's Spare Part Inventory:** The contractor shall review the Post's spare part inventory during each PM Site Visit and determine what parts need to be procured by Post and update the Spare Part Schedule. See "I. POST-TRAVEL DELIVERABLES" in this statement of work for additional requirements.
- g. **BAS Backup Retention:** The Contractor shall, at the end of each site visit, create a current backup of the data, programming, graphics, settings, license files, and any other files necessary to restore a controller, Operator Work Station (OWS; Desktop or laptop computer) or Server for each BAS installed at Post.
- 1) Each backup shall be configured to allow Facility Maintenance staff to recover the associated BAS in the event there is a BAS failure.
 - 2) Step by step instructions on how to recover a controller, OWS or Server shall be included with each BAS backup.
- h. **User Account Retention:** For each BAS OWS and Server at Post the Contractor shall:
- 1) Create an Administrator level user account called "BAS Support" in the Operating System, the BAS software and the encryption software. The account shall be configured in such a manner that it cannot be deleted by an account that does not have administrator rights. The Contractor will utilize a random password generator to create a password for this account. This step can be skipped if the "BAS Support" user account already exists.
 - 2) Create a listing of the user accounts that exist within each BAS. The Contractor shall create tables listing the Operating System user accounts,

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- BAS user accounts and encryption software user accounts that exist within each BAS OWS and/or Server that are used to access each BAS at Post.
- 3) If there are user accounts that are generic in nature, the Contractor shall also gather the passwords associated with these generic accounts. The Contractor will not attempt to gather password information for user accounts that are set up for specific individuals.
 - 4) Separate tables shall be created for each BAS OWS / Server. The associated BAS OWS / Server shall be identified, and the designation included with the following information:
 - a) The Operating System User Account tables shall contain the following information. These tables shall include the following four (4) columns.
 - i. User Account Name
 - ii. Name of Person Associated with the User Account
 - iii. User Account Password (if applicable)
 - iv. Type of User Account (Administrator, Standard User, etc...)
 - b) The BAS User Account tables shall contain the following information. These tables shall include the following four (4) columns.
 - i. User Account Name
 - ii. Name of Person Associated with the User Account
 - iii. User Account Password (if applicable)
 - iv. Type of User Account (Administrator, Standard User, etc...)
 - c) The Encryption Software User Account tables shall contain the following information. These tables shall include the following three (3) columns.
 - i. User Account Name
 - ii. Name of Person Associated with the User Account
 - iii. User Account Password (if applicable)
 - i. Updated BAS As-Built and BAS Operation & Maintenance Manual Documents: When work is performed which modifies the existing BAS hardware / software configuration and/or programming, the Contractor will be responsible for providing updated As-Built and O&M Manual documentation to accurately reflect the new state of each BAS at Post.
 - 1) Modifications shall be made to reflect any changes made to the Sequences of Operation by the Contractor and any permanent changes to the Sequences of Operation discovered by the Contractor but not previously documented.
 - 2) Modifications shall be made to reflect any physical changes made to the BAS, to include but not be limited to: wiring changes, changes to controller configurations, addition or removal of points, etc...
 - 3) Any new BAS Software and/or Hardware Licenses associated with the work performed shall be provided. Licenses shall be fully documented and

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- information provided in a manner that allows Post to work directly with the BAS manufacturer.
- 4) In cases where BAS CAD As-Built Drawings are not available, the Contractor shall produce BAS CAD Drawings for only the drawings that are affected by the work performed. PDFs of these modified drawings shall be inserted into the existing BAS As-Built drawings to replace the outdated drawing pages.
 - 5) O&M Manual data shall be provided for any BAS equipment installed as part of this work. A PDF of the Original O&M Manual shall be altered to remove components that are no longer used. O&M information for components added shall be appended to the O&M Manual.
6. Annual PM Activities: At a minimum, the following PM Service activities are required to occur at least once a year. It is the intention of this statement of work that tasks noted here which cannot be realistically completed during a single site visit, shall be broken up to occur over multiple site visits.
- a. Panel, Controller and Wiring Inspection:
 - 1) Physically inspect all field panels and controllers for damage, excessive dirt or moisture and clean/vacuum as necessary.
 - 2) Verify proper voltage at all control transformers.
 - 3) Inspect all connections, wire raceways in panels and wire arrangements. Remove any abandoned devices and wiring and update panel diagrams as may be necessary to reflect current arrangements and configurations.
 - 4) Verify condition of local battery / UPS that may be connected to the panel power source.
 - b. Confirmation of Sequences: The Contractor shall review the operation of BAS controlled equipment / systems and confirm that the functionality corresponds with the As-Built Sequences of Operation. When equipment / systems do not operate as described in the sequences the, Contractor shall review the associated programming, sensors, wiring, etc... and determine the cause.
 - 1) The Contractor shall consult with Facility Maintenance personnel and the Facility Manager to determine if functionality that does not correspond with the sequences is legitimate or if it is a deficiency that needs to be corrected.
 - 2) If it is determined that the functionality discovered is not correct, the Contractor shall make adjustments and modify programming as needed to reinstate the functionality described in the As-Built Sequences of Operation.
 - c. Review of Post's Expendable Sensors / Equipment: Parts for which product data indicates there is a defined operating life expectancy shall be tracked and scheduled for replacement at the time intervals recommended by the manufacturer. For HVAC applications these will typically include Humidity Sensors, Carbon Monoxide Sensors, Carbon Dioxide Sensors, UPS Batteries, etc... There are other specialty parts that can fall under this category. See "I. POST-TRAVEL DELIVERABLES" in this statement of work for additional requirements.

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- d. **BAS Evaluation:** For each BAS at Post, review the system and provide an assessment of and recommendations with regard to the condition, level of functionality, age, possible obsolescence, possible need for upgrades or replacement, etc... of all or any portion of the system.
 - 1) **BAS Software Assessment:** The Contractor shall review the BAS software installed on the BAS OWS and/or Servers to determine if the software is in need of an upgraded.
 - a) If the software needs to be upgraded it shall be ascertained if upgrading the software is possible with the current operating system / computer combination.
 - b) BAS Software that is not of the most current version is not considered in and of itself a justification for upgrading the software. Other factors justifying the need for an upgrade must be presented. Supporting information justifying the recommendation shall be provided.
 - c) A description of the effort involved and a cost estimate shall be provided if the software needs to be upgraded.
 - 2) **BAS OWS / Server Assessment:** The Contractor shall review the condition of the BAS OWSs and/or Servers to determine if the hardware is in need of being upgraded or replaced. A description of the effort involved and a cost estimate shall be provided if the hardware needs to be upgraded or replaced.
 - 3) **Missing BAS OWS:** Under circumstances where a BAS OWS is found to be missing (typically a laptop computer) the Contractor shall determine what hardware / software is needed. A description of the effort involved in providing the missing BAS OWS and a cost estimate, shall be provided if a BAS OWS is needed at Post.
 - 4) **BAS Controller Assessment:** The Contractor shall review the various models of BAS controllers installed and determine if any of the controllers are obsolete, are no longer available from the manufacturer and/or are no longer supported by the manufacturer.
 - a) Documentation from the manufacturer that clearly indicates one of these conditions exists shall also be provided.
 - b) A description of the effort that would be involved and a cost estimate for this effort shall be provided if the controller(s) needs to be updated or replaced.
 - c) Work of this nature will not be considered by the COR if supporting documentation from the manufacturer is not provided.
- e. **BAS Inventory Retention:** While at Post performing PM services, the Contractor shall take inventory of each existing BAS. BAS Inventory data collection shall be performed once, during the initial site visit. The BAS Inventory shall be updated during subsequent PM site visits and resubmitted if it is found that changes have been made that affect the inventory data. The intent of this requirement is to take a full inventory of each installed BAS and to document all of the programming and physical hardware points in each BAS

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- 1) Inventory data collection for each BAS shall include the following information. Separate inventory data collection documents shall be provided for each BAS:
 - a) The quantity and locations of BAS OWS / Servers and the software installed on each of these OWS / Servers. (Operating System, BAS software, production software, encryption software, etc...)
 - b) The locations of each OWS, Server, Hub, Router, Switch, Repeater, Building Level Controller and Supervisory Level Controller, shall be shown on sanitized floor plans. If CAD drawn floor plans are not available, it is acceptable to show this information on a scanned copy of the floor plan drawings.
 - c) A table providing the following details about the BAS. This table shall include the following five (5) columns:
 - i. Name of Manufacturer
 - ii. Name of Product Line
 - iii. The Model of each type of controller installed
 - iv. The Part Number of each type of controller installed
 - v. The quantity of each type of controller installed
 - d) A table providing the following details about the Equipment and Systems monitored and/or controlled by the BAS. This table shall include the following two (2) columns:
 - i. Type of Equipment / System controlled /monitored
 - ii. The quantity of each type of Equipment / System installed
- 2) The Contractor shall generate a document containing a database printout of the BAS programming, points and other settings for each controller. This will be done using the built in functionality of the associated OWS / Server. An individual printout shall be provided for each controller.
- f. BAS As-Built and Operation & Maintenance Manual Document Retention: The Contractor shall coordinate with the Facility Maintenance Staff at Post to find the existing BAS As-Built and O&M Manual documentation for each BAS installed at Post. As-Built and O&M Manual documentation retention shall be performed once, after the initial site visit has been completed.
 - 1) If electronic media versions of these documents exist at Post, the electronic media versions of the documentation shall be copied.
 - 2) If no electronic media versions of this documentation are available at Post, the Contractor shall scan hard copies of this documentation to create electronic media for submission.
7. Planned Out Five (5) Year PM Activities: At a minimum, the following PM Service activities are required to occur at least once over the five (5) year span of the BAS PM Service Activity Schedule. It is the intention of this statement of work that tasks noted here shall be broken up evenly to occur over multiple site visits, over the duration of five (5) years.

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- a. Sensor, Operator and End Device Point-to-Point Checkout: Hardware points in the BAS shall be verified against actual field conditions once every five (5) years of service life.
 - 1) This checkout shall verify that each hardware point indicated in the BAS is the actual physical point connected to the controller, that the point is functioning properly and that the point is shown / labeled correctly on the appropriate graphic screens.
 - 2) Any discrepancies shall be investigated and adjustments made as necessary so that all sensors monitored and devices controlled by the BAS match the associated hardware points indicated in the BAS and provide the desired functionality.

- b. Sensor, Operator and End Device Calibration: The calibration of hardware points in the BAS shall be verified against actual field conditions once every five (5) years of service life.
 - 1) Where sensors, operators and other end devices are capable of being adjusted, the Contractor shall perform the calibration.
 - 2) Sensors shall be calibrated to within the accuracy range stated in the associated manufacturer's literature.
 - 3) Operators and other end devices shall be adjusted so that the BAS output signal corresponds to operator's or end device's full control range.
 - 4) Where sensors, operators and other end devices are not capable of being adjusted, the Contractor shall note the deviation between actual and measured value for sensors and between actual output function and commanded signal.
 - a) The Contractor shall use calibrated instrumentation with a higher accuracy than the sensor, end device or operator being calibrated.
 - b) Calibrated instrumentation used shall have been certified by an independent calibration agency within one (1) year of the dates used.

8. Manufacturers' Recommended PM: It is the responsibility of the Contractor to perform all BAS Manufacturers' recommended PM. This shall be completed in addition to the tasks listed above if there are any discrepancies between what is required by this statement of work and the Manufacturers' recommended PM.
9. Deficiency Reporting: Any and all problems, issues, failures, etc... related to the BAS and/or the equipment / systems controlled and/or monitored by the BAS, discovered by the Contractor while performing any of the PM Services described within the "D. BAS PREVENTATIVE MAINTENANCE (PM) SERVICES" section of this Statement of Work shall be considered Deficiencies. All Deficiencies (open or closed) shall be documented in the PM Report, following the criteria described in "I. POST-TRAVEL DELIVERABLES".

E. EXCLUSIONS, PURCHASE ORDERS AND MODIFICATIONS

1. Exclusions: This Statement of Work does NOT include the repair of equipment, the replacement or procurement of parts, controllers or computers, the replacement of BAS systems, software upgrades or re-commissioning of the BAS. This exclusion

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does not apply if the work (parts and/or services) is to correct damage caused by Contractor negligence.

2. Purchase Orders and Modifications: Work outside the scope of PM Services must be approved by the COR prior to performance of the work. The Contractor shall prepare a proposal, including pricing and scope of work, for Non-PM Service work and submit it to the Government for approval and acceptance as a separate Purchase Order or as a Modification to the Contract.
 - a. The Government shall accept, reject, or defer action on the Contractor's proposal for work outside the PM Services statement of work and reserves the right to obtain similar work from other competitive sources.
 - b. When a proposal from the Contractor to perform work outside the scope of PM Services is approved by the Contracting Officer (CO), the Government will issue a Purchase Order or a Modification to the Contract for the additional work. Work is not authorized to proceed until the date so indicated in the Purchase Order or the Modification to the Contract.
 - c. The Contractor shall coordinate this additional work with the PM Service work to achieve logistic efficiencies. In addition to the requirements described elsewhere in this statement of work, the following requirements will also apply:
 - 1) The Contractor shall be required to provide a Submittal for review to the COR. The submittal shall clearly describe in detail repairs and/or modifications being made and shall include control drawings, product data and Sequences of Operation as applicable to the work being done. Work will not proceed without approval of the Submittal by the COR.
 - 2) The Contractor shall procure parts (including controllers and computers) and/or software required to perform the additional services defined in the approved proposal and arrange for shipping that will allow for the arrival of parts at Post prior to the dates scheduled for the associated PM Service site visit. These additional works / services will be provided as part of an upcoming, regularly scheduled PM Service site visit.
 - 3) Non-PM Service work being provided as part of a Purchase Order or a Contract Modification shall be thoroughly tested by the Contractor and functionality demonstrated to a Government designated representative (COR or Facility Manager as project conditions require.) Depending on the scale and scope of the work, Commissioning may also be required by the Purchase Order / Contract Modification.
 - 4) The Contractor shall warrant all parts, labor, installation, modification and other services provided by a Purchase Order or a Contract Modification for a period of one (1) year from the date of acceptance by the COR.
 - a) The warranty shall guarantee that the work performed and any parts provided function as intended.
 - b) The warranty shall guarantee that the portions of the BAS that were worked on function after the work is completed.
 - c) The warranty shall guarantee that the work is complete and that the intent of the Purchase Order or Contract Modification was achieved.
 - d) The Contractor shall provide technical support by telephone throughout the warranty period.
 - e) The Government reserves the right to make changes to the BAS during the Warranty Period. Such changes do not constitute a waiver

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of warranty. The Contractor shall warrant parts and installation work regardless of any such changes made by the Government, unless the Contractor provides clear and convincing evidence that a specific problem is the result of such changes to the BAS.

- d. If the Contractor proceeds to perform any work without Government approval, the Contractor will be performing this work "At-Risk" and the Government will not be obligated to pay for this work. Furthermore, the Contractor shall fix, repair or replace, at the Government's sole discretion, any systems adversely impacted by unauthorized work.
3. Travel Extensions: If, while at Post, it is determined by the COR, in concurrence with the Contractor, that extending the time the Contractor is at Post is needed to provide non-PM Services, the COR can authorize the extension and provide the Contractor with a Purchase Order for the additional effort.

F. GENERAL DELIVERABLE REQUIREMENTS

1. General: The Contractor shall be responsible for producing schedules and documenting work and activities performed while on site. The deliverables required by this statement of work shall be submitted to the Post Facility Manager / COR at Post and also to OBO/CFSM/FAC/PS - "BAS Support" for review and approval as well as record keeping purposes. Failure by the Contractor to provide submissions to either party will result in a delay of payment. This information will also be used by OBO to assist in making decisions concerning the funding of other work, as recommended by the Contractor.
 - a. Two (2) sets of Deliverable disk(s) shall be created.
 - b. One (1) set of Deliverable disk(s) shall be submitted by the Contractor to the Post Facility Manager.
 - c. One (1) set of Deliverable disk(s) shall be submitted by the Contractor to OBO/CFSM/FAC/PS - "BAS Support".
2. Document Creation, Classification and Handling Requirements: Each submission shall consist of the appropriate documentation as required herein.
 - a. Drawings and other documents prepared for or used for this work shall become the property of the Government. The Government reserves the right to reproduce, in part or whole, the deliverables for internal Government purposes.
 - b. Deliverables shall be prepared after each PM site visit has been completed. It is not acceptable for the Contractor to spend time at Post preparing reports and other deliverables. Information required to create deliverables shall be generated / gathered while at Post and utilized by the Contractor to create the required deliverables after the trip has been completed.
 - c. All Contractor deliverables shall be provided as electronic media. No paper deliverables are required.
 - 1) Electronic media shall be provided to the Government on read-only CD and/or DVD disks.

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- 2) Multiple deliverable items shall be provided on individual CD or DVD disks when possible to reduce the number of disks required to create the deliverable.
 - 3) USB thumb drives or other forms of removable, re-writeable media are not allowed.
 - 4) Each individual deliverable shall include a Transmittal Number for tracking purposes. The Transmittal Numbers shall be formatted XXXXXXXXXXXXXX-YYY (Rev Z):
 - a) XXXXXXXXXXXXXX represents the Contract Number which the deliverable is associated with.
 - b) YYY represents the deliverable number. This number increases for each new deliverable provided for review and approval.
 - c) Z is the revision number for the deliverable in question. This number will increase when a deliverable has been resubmitted, provided for review and approval more than one (1) time.
 - d) Example: SAQMMA18D2948-003 (Rev 1). This would be a deliverable associated with Contract SAQMMA18D2948; 003 indicates that this is the third unique deliverable provided for review and approval; (Rev 1) Indicates that this is the second time this deliverable has been provided for review and approval.
- d. The CDs and/or DVDs on which deliverables are provided shall be labeled with computer generated labels as indicated below. CDs or DVDs which are submitted without a proper label, that have no label, or are labeled by hand will be rejected without review.
- 1) The Post location
 - 2) The Contract number
 - 3) The Contractor's name
 - 4) The Transmittal Number associated with the deliverable
 - 5) The date when the deliverable was created
 - 6) The classification marking.
 - 7) The name(s) of the deliverable(s) that has (have) been burned onto the disk.
 - 8) When multiple deliverables are provided on a single disk, the deliverables shall be included in dedicated directories which have been named appropriately for each deliverable being submitted. A document shall be included in the root directory which provides a list of the deliverables included in each directory.
- e. Electronic media documentation shall be submitted in the form of searchable PDF files. These documents shall also be submitted in their native file formats (AutoCAD, Word, Excel, Power Point, Project, etc...).
- 1) Any new documents generated using Microsoft Office products shall be submitted utilizing Microsoft Office file formats that are backwards compatible with Office 2010.
 - 2) Any new drawings included in the documentation provided shall be submitted utilizing the AutoCAD file format (*.dwg files) and shall be backwards compatible with AutoCAD 2013.

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- 3) Execution Schedules provided shall be submitted utilizing the Microsoft Project file format (*.mpp files) and shall be backwards compatible with Project 2010.
 - 4) The quality of electronic media prints and plots will, at a minimum, be 600 dpi.
 - 5) All new documentation shall be provided in the English language.
 - 6) All new documents shall include a Table of Contents. The Table of Contents shall include all sections of the document and any addendums included with the document.
 - 7) The pages in all new documents shall be numbered. The numbering in the associated Table of Contents shall be coordinated to ensure the correct page numbers are used.
 - 8) Numeric values shall be provided in both Imperial and Metric units of measurement.
 - 9) The files associated with each BAS Backup created shall be compressed into the standard ZIP file format. Each ZIP file will contain all of the files and directories associated with the BAS Backup created.
- f. New drawings, if required, will be set up in accordance with OBO A&E Design Guidelines and Criteria. Drawings will be set up to plot on 11" x 17" media.
- g. The Contractor shall be responsible for reviewing all documentation generated under the contract against the "Security Classification Guide for the Design and Construction of Overseas Facilities" (SCG) to ensure appropriate classification, marking and handling. This shall include but not be limited to reports, submittals, manuals, drawings, etc...
- h. "Classified" documents shall be generated on a "Classified" computer approved by Defense Security Service.
- i. Documentation established to be "Classified" or "Sensitive But Unclassified" (SBU) will need to follow specific classification, storage, and delivery guidelines.
- j. Any deliverables deemed to be "Classified" shall be provided to the Government separately from other deliverables, in a manner that meets SCG requirements.
- k. Please note that all BAS at Post are "Unclassified" systems. The Contractor will make every effort to avoid overclassifying documents used and created for this Task Order.

G. EXECUTION SCHEDULES

1. General: The Contractor shall submit to the COR and the Post Facility Manager an Execution Schedule (ES) for review. The ES will provide a reference plan of execution for the contract, forecast final PM completion, and assure coordination of the work between Post, the Contractor's staff / personnel and all other parties associated with the work.
2. The ES shall include the following tasks and milestones:
 - a. Contract Award
 - b. Creation / Monthly Update of Execution Schedule
 - c. Submission, Review and Approval of New / Updated Execution Schedule
 - d. Creation of Pre-Travel Deliverables
 - e. Submission, Review and Approval of Pre-Travel Deliverables
 - f. Start of each Site Visit
 - g. End of each Site Visit

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- h. Creation of Post-Travel Deliverables for each Site Visit
 - i. Submission, Review and Approval of Post-Travel Deliverables for each Site Visit.
 - j. Annual Contract Renewal
 - k. Contract Completion
3. The schedule shall include each task, specifically linked together in a logical manner, which clearly identifies the critical path of the work.
4. The schedule shall be broken down to the task and activity level for all activities required by the contract. The schedule shall include all milestone activities (i.e. scheduling of Site Visits, submittal preparation start and completion, etc...). The schedule shall include the following information for each broken out activity: activity description, activity duration in hours, early start and finish dates, late start and finish dates, activity duration and a unique activity identifier for each activity. The schedule shall be scaled by weeks or as requested by the COR and shall fully disclose all activities (i.e. no roll-ups or summations).
5. The schedule shall include in the header field the contract number, contract name, and Post name. The schedule shall also include a datum indicating the date on which the schedule was base lined. For subsequent schedule submissions the datum shall reflect the date the schedule was revised.
6. In addition, the Contractor shall indicate in the schedule the dates of activities that could interfere with, disrupt, or otherwise impact Post operations:
- a. Outages
 - b. Access to Restricted Areas
 - c. Start / End Dates on Site
 - d. Post Briefings
7. The Contractor shall update the ES on a monthly basis. The updated ES shall incorporate updated schedule changes and actual progress of the work.

H. PRE-TRAVEL DELIVERABLES

1. PM Service Activity Schedule: A schedule that indicates which PM Service Activities will be performed at each site visit. The Contractor shall submit the PM Service Activity Schedule for approval prior to commencement of any work at Post. The schedule shall cover a span of five (5) years to account for PM Service Activities that occur only once over this time frame.
- a. Each PM Service activity described within this statement of work shall be broken into separate line items for each individual BAS installed at Post. (i.e. there will be three separate line items for activity "Check BAS Communication Network" if there are separate BAS installed in the GWA/PAA spaces, the CAA Restricted spaces and the CAA Core spaces.)
 - b. For activities that are spread out over multiple site visits, each line item will indicate the equipment that will be worked on during each specific site visit.
 - c. For all activities each line item will note what equipment was serviced during the PM site visit, the dates when all equipment were last serviced, the recommended dates for the next servicing for all equipment.
 - d. For each site visit during the schedule's five (5) year timeline, the schedule shall indicate the equipment for which "Sensor, Operator and End Device Point-to-

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Point Checkout” and “Sensor, Operator and End Device Calibration” will be performed.

2. PM Service Activity Description List: The activity description list shall provide detailed descriptions for each of the PM Service Activities listed in the PM Service Activity Schedule. The Contractor shall submit the PM Service Activity Description List for approval prior to commencement of any work at Post. Each description will be presented in narrative form and broken down into the three (3) parts described below.
 - a. Name of PM Service activity that is being described.
 - b. A detailed description of the PM Service activity which clearly describes the Contractor’s understanding of what the PM Service activity is intended to accomplish.
 - c. A detailed description of the means and methods the Contractor will be using in order to provide the PM Services required by the activity.
3. Generic PM Checklists: Generic PM Checklists shall be submitted for approval prior to the first PM site visit.

I. POST-TRAVEL DELIVERABLES

1. Site Specific PM Checklists: PM Checklists, modified to reflect actual field conditions, shall be submitted for approval. There shall be one Checklist for each system controlled and/or monitored by a BAS. This shall be done after the completion of the initial site visit.
2. PM Service Activity Schedule and PM Activity Description List: A revised PM Service Activity Schedule and PM Activity Description List, updated based on actual field conditions, shall be submitted for approval. This shall be done after the completion of the initial PM site visit.
3. Preventative Maintenance Reports: The Contractor shall be responsible for providing a detailed PM Report after each site visit. Each PM Report shall include, at a minimum, the following:
 - a. Executive Summary: A narrative of the PM Services performed, up to two pages long, shall provide background on the PM Services Provided, how the work went, and a brief description of major issues encountered.
 - b. PM Activities Performed: A table listing all PM Activities Performed while at Post. The table shall include the following four (4) columns:
 - 1) Date PM Activity was performed
 - 2) PM Activity that was performed
 - 3) Detailed description of Adjustments made, if any
 - 4) Date Adjustments were made
 - c. Deficiencies: A table listing all Deficiencies found while at Post. The table shall include the following six (6) columns:
 - 1) Date Deficiency was discovered
 - 2) A brief description of the Deficiency that was discovered
 - 3) Status of Deficiency – “Open” or “Closed”

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- 4) This column shall include references to the unique designators associated with the Corrective Action descriptions for Deficiencies that have a status of "Closed". A description of the Corrective Action taken shall be provided in the body text of the "Corrective Action" section in the PM Report. The unique designator shall point to where in the PM Report the description of the Corrective Action is located.
 - 5) Date Corrective Action was taken
 - 6) This column shall include references to the unique designators associated with the Proposed Solution descriptions for Deficiencies that have a status of "Open". A description of the Proposed Solution shall be provided in the body text of the "Proposed Solution" section in the PM Report. The unique designator shall point to where in the PM Report the description of the Proposed Solution is located.
- d. Corrective Actions: A section describing the Corrective Actions taken to resolve "Closed" issues listed in the Deficiency List. The beginning of each description shall include a unique designation which can be used as a reference designator in the Deficiency List. Use of paragraph numbers / letters is acceptable for this purpose. Corrective Action descriptions will be presented in narrative form and broken down into the three (3) parts described below.
- 1) A clear and detailed description of the deficiency and the cause of the deficiency (if known).
 - 2) A clear and detailed description of the Corrective Action Taken.
 - a) Indicate if the Deficiency was resolved as part of the PM effort or if a separate Purchase Order or Contract Modification was required to implement the Corrective Action. Append any Purchase Orders and/or Contract Modifications to the end of the PM Report along with the associated proposal.
 - b) If the Corrective Action involved revisions to the associated Sequence of Operation, include the revised Sequences.
 - c) If the programming was changed to correctly implement the existing Sequence of Operation, describe the changes that were made to the programming.
 - d) If point or system override(s) were removed or added to the system in order to allow for proper system operation, identify the point or system override(s) that were modified and describe the reason for removing or adding the override(s).
 - e) If the Sequences of Operation were modified in order to meet new conditions at Post, describe the changes that were made to the Sequences.
 - f) If the BAS hardware installation was modified, clearly indicate what was changed. (wiring, sensors, end devices, operators, the network, controllers, etc...)
 - 3) A table listing any parts that were utilized to implement the Corrective Action Taken. (If Applicable) The table shall include the following four (4) columns:

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- a) Complete part numbers specific to each part. Part numbers shall include all selection specific information required to order the desired part.
 - b) Quantity Required
 - c) Part description
 - d) Manufacturer
- e. Proposed Solutions: A section describing the Proposed Solutions proffered to resolve "Open" issues listed in the Deficiency List. The beginning of each description shall include a unique designation which can be used as a reference designator in the Deficiency List. Use of paragraph numbers / letters is acceptable for this purpose. Proposed Solution descriptions will be presented in narrative form and broken down into the seven (7) parts described below.
- 1) A clear and detailed description of the deficiency and the cause of the deficiency (if known).
 - 2) A clear and detailed description of the Proposed Solution.
 - 3) A description of any impact the work will have on Post. (If Applicable)
 - 4) A description of any assistance the Contractor would require from Post to implement the Proposed Solution. (If Applicable)
 - 5) A table listing any parts that would be needed to implement the Proposed Solution. (If Applicable) The table shall include the following five (5) columns:
 - a) Complete part numbers specific to each part. Part numbers shall include all selection specific information required to order the desired part.
 - b) Quantity Required
 - c) Part description
 - d) Manufacturer
 - e) Unit Cost
 - 6) A manpower estimate for how much effort would be required to implement the Proposed Solution during a future PM visit.
 - 7) A Cost Estimate for the Contractor to implement the Proposed Solution during a future PM Site Visit.
 - a) If parts that failed or are needed to implement the Proposed Solution are available in the Post's Spare Part Inventory and the Facility Manager permits the Contractor to use the available spare parts, the Contractor shall modify the cost estimate to utilize the spare parts now and procure replacement parts to replenish the Spare Part Inventory later.
 - b) If a Post's Spare Part Inventory does not include the appropriate parts or the Facility Manager will not allow the use of the Post's spare parts, the Contractor's cost estimate shall include procurement and shipping of the parts needed.
 - c) If the Post chooses to procure the parts on their own, the Contractor's proposal shall include only the cost to remove parts / install new parts.

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- f. Completed Checklists: This section shall compile all of the signed PM Checklists that were filled out during the PM site visit. All checklists provided shall be complete and clearly legible. Handwritten or document scans that cannot be easily read will be rejected.
- g. Updated PM Service Activity Schedule: A revised PM Service Activity Schedule, annotated to note what equipment was serviced during the PM site visit, the dates when all equipment were last serviced, the recommended dates for the next servicing for all equipment and any other alterations that the Contractor may make to the schedule.
- h. Spare Part Schedule: The Contractor shall create a Spare Part Schedule listing the spare parts the Contractor recommends Post keep on site, after the initial PM Site Visit has been completed. The schedule shall list the spare parts the Contractor recommends Post keep on site. The Spare Part Schedule shall be updated during each subsequent PM Site Visit. Separate tables shall be provided for the GWA/PAA Spaces the CAA Restricted Spaces and the CAA Core Spaces. If more than one BAS product line is installed at Post, a separate Spare Parts Schedule shall be provided for each system. Each table shall include the following seven (7) columns:
 - 1) Complete part numbers specific to each part. Part numbers shall include all selection specific information required to order the desired part.
 - 2) Recommended quantity to keep in stock
 - 3) Actual quantity in stock at Post
 - 4) Part description
 - 5) Manufacturer
 - 6) Supplier, including contact information for ordering parts
 - 7) Part Availability: Locally Available, Commercially Available, Authorized Reseller Only, etc...
- i. Expendable Part Replacement Schedule: The Contractor shall create an Expendable Part Replacement Schedule listing all Expendable BAS Parts installed, after the initial PM Site Visit has been completed. The Expendable Part Replacement Schedule shall be updated during each subsequent PM Site Visit. Separate tables shall be provided for the GWA/PAA Spaces, the CAA Restricted Spaces and the CAA Core Spaces. Each table shall include the following eight (8) columns:
 - 1) Complete part numbers specific to each part. Part numbers shall include all selection specific information required to order the desired part.
 - 2) Quantity installed
 - 3) Part description
 - 4) Manufacturer
 - 5) Supplier, including contact information for ordering parts
 - 6) Manufacturer's recommended replacement period
 - 7) Recommended date on which the expendable part should be replaced
 - 8) Part Availability: Locally Available, Commercially Available, Authorized Reseller Only, etc...
- j. Contractor's PM Staff: A section that identifies the Contractor's staff that was involved in the preparation of deliverables and in providing BAS PM Services at Post. This shall include the following information:

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- 1) Full Name
 - 2) Company Name
 - 3) Job Title
 - 4) Role in providing BAS PM Services
 - 5) Work Phone Number
 - 6) Work Email address
 - 7) Work Mailing address
- k. Post Key Staff: A section that identifies the Post Facility Manager and the Facility Maintenance Staff BAS Technician. This shall include the following information:
- 1) Full Name
 - 2) Company Name (if not an employee of the Department of State)
 - 3) Job Title
 - 4) Office Symbol
 - 5) Work Phone Number
 - 6) Work Email address
 - 7) Work Mailing address
- l. FM Staff PM Assistance: A section that identifies any Facility Maintenance Staff at Post that assisted the Contractor in providing PM Services. This shall include the following information:
- 1) Full Name
 - 2) Company Name (if not an employee of the Department of State)
 - 3) Job Title
 - 4) Office Symbol
 - 5) Work Phone Number
 - 6) Work Email address
 - 7) Work Mailing address
- m. Test Equipment Calibration Certificates: A section that contains Calibration Certificates for all testing instrumentation used.
- n. Sensor, Operator and End Device Point-to-Point Checkout Schedule: A multi-year Point-to-Point checkout schedule, spanning five (5) years, shall be created after the initial site visit has been completed. This schedule shall be updated after each subsequent site visit as work is completed. A separate table shall be provided for each system monitored and/or controlled by a BAS. Records of Point-to-Point Checkouts shall be kept in such a manner that a change in BAS technicians or Contractors will not adversely impact the overall multi-year Point-to-Point Checkout Schedule. These tables shall include the following thirteen (13) columns:
- 1) Point Name
 - 2) Point Address
 - 3) Part Description
 - 4) Part Number
 - 5) Name / Designation of the Associated Controller
 - 6) Network Address and/or IP Address of the Associated Controller
 - 7) Terminal Wire Connection Information (Terminal Block Designation and Terminal Numbers) at Associated Controller

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- 8) Terminal Wire Connection Information (Terminal Block Designation and Terminal Numbers) at Sensor, Operator or End Device
 - 9) Method which the Contractor used to perform the Point-to-Point Checkout
 - 10) Status after Point-to-Point Checkout: "Good", "Bad", "Corrected", etc.
 - 11) Date Last Point-to-Point Checkout was performed (Leave blank if Point-to-Point Checkout has not occurred yet.)
 - 12) Date of Next Scheduled Point-to-Point Checkout (This date will most likely fall outside the multi-year window of the contract.)
 - 13) Checkbox for each line item to indicate if Point-to-Point Checkout was or was not performed during the site visit. (A check in the checkbox will indicate that the Point-to-Point Checkout for that point occurred during the site visit.).
- o. Sensor, Operator and End Device Calibration Schedule: A multi-year calibration schedule, spanning five (5) years, shall be created after the initial site visit has been completed. This schedule shall be updated after each subsequent site visit as work is completed. A separate table shall be provided for each system monitored and/or controlled by a BAS. Records of Sensor, Operator and End Device Calibration shall be kept in such a manner that a change in BAS technicians or Contractors will not adversely impact the overall multi-year calibration schedule. These tables shall include the following sixteen (16) columns:
- 1) Point Name
 - 2) Point Address
 - 3) Part Description
 - 4) Part Number
 - 5) Checkbox to indicate if Part can or cannot be calibrated (A check in the checkbox will indicate that the Part can be calibrated.)
 - 6) Value before calibration
 - 7) Deviation from measured/known value before calibration
 - 8) Value after calibration
 - 9) Deviation from measured/known value after calibration
 - 10) Acceptable Deviation Range in accordance with Manufacturer's literature
 - 11) The procedure used by the Contractor to perform the calibration
 - 12) A description of how the actual part was calibrated (Span and zero screws, built in calibration button, etc...)
 - 13) Status after calibration: "Good", "Questionable", "Failed"
 - 14) Date the part was last calibrated. (Leave blank if calibration has not occurred yet.)
 - 15) Date of Next Scheduled Calibration (This date will most likely fall outside the multi-year window of the contract.)
 - 16) Checkbox for each line item to indicate if calibration was or was not performed during the site visit. (A check in the checkbox will indicate that the point was calibrated during the site visit.).
- p. Consolidated Proposed Solutions Cost Estimate: A section that provides an overall combined cost estimate for the Contractor to provide repairs described in the Proposed Solutions for all of the "Open" Deficiencies described within the PM Report. This cost estimate shall be broken down into parts, shipping to Post, labor and travel.

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- q. Spare Part Procurement Cost Estimate: A section that provides an overall cost estimate to provide the Spare Parts required by Post. This estimate shall include shipping costs to Post.
- r. Expendable Part Procurement / Installation Cost Estimate: A section that provides an overall cost estimate to provide and replace the scheduled Expendable Parts required by Post. This estimate shall include shipping costs to Post.
 - 1) When the Expendable Part Replacement Schedule indicates that there are expendable parts due for replacement, the contractor shall provide a proposal to the Facility Manager which lists the expiring parts along with the associated costs to remove the expired parts and to procure and install the new parts. If the proposal is accepted, the expired parts shall be replaced at the next PM visit to Post.
 - 2) If the Post chooses to procure the parts on their own, the contractor's proposal shall include only the costs to remove the expired parts and install the new parts.
- 4. Appendix A – BAS Backup Retention: An appendix to the report which contains the BAS backups collected for each BAS installed at Post.
- 5. Appendix B – User Account Retention: An appendix to the report which documents the user account information collected for each BAS installed at Post.
- 6. Appendix C – Updated BAS As-Built and BAS Operation & Maintenance Manual Documents: An appendix to the report which contains the updated BAS as-built and operation & maintenance documents generated by the Contractor, collected for each control system installed at Post.
- 7. Appendix D – BAS Evaluation: An appendix to the report that documents the condition of and makes recommendations with respect to each BAS installed at Post.
- 8. Appendix E – BAS Inventory Retention: An appendix to the report that documents the inventory information collected for each BAS installed at Post.
- 9. Appendix F – BAS As-Built and BAS Operation & Maintenance Manual Document Retention: An appendix to the report which contains the BAS as-built and operation & maintenance documents collected for each control system installed at Post. Appendix F is not required if the documentation has already been included in Appendix C.

J. DELIVERABLE SUBMISSION SCHEDULE

- 1. Execution Schedules: Initial Execution Schedule (ES) must be submitted within fifteen (15) business days of the Notice to Proceed. Subsequently the ES shall be submitted on the first Monday of every month throughout the duration of the contract. The Contracting Officer's Representative will respond within fifteen (15) business days of receipt of each ES regarding further action or revisions, if any are required.
- 2. Pre-Travel Deliverables: The items described under "H. PRE-TRAVEL DELIVERABLES" must be submitted within twenty (20) business days following Notification to Proceed. For each of these submissions, the COR will respond within fifteen (15) business days of receipt regarding additional actions or revisions, if any are required.
- 3. Post-Travel Deliverables: The items described under "I. POST-TRAVEL DELIVERABLES" must be submitted within twenty (20) business days following completion of each site visit. The COR will respond within fifteen (15) business days of receipt regarding additional actions or revisions, if any are required.

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K. RETENTION OF DELIVERABLES AND OTHER DATA BY THE CONTRACTOR

1. All documentation, deliverables, backups, user account information and other data gathered and/or created by the Contractor as part of this contract shall be retained by the Contractor for a period of fifteen (15) years after the completion of the Contract. This data shall be stored as electronic media.
2. This information shall be securely stored by the Contractor at a facility that maintains an appropriate Facility Level Clearance for the type and classification of the information being stored.
3. The retention of this data by the Contractor shall act as an external backup for OBO and Post to reference back to when this information cannot be located within the Department of State.
4. The Contractor shall make this data available to OBO and/or Post upon request of the Government.

L. CONTRACTOR'S RESPONSIBILITY

1. General
 - a. Performance will be accomplished in strict conformance with the contract clauses, provisions, and conditions contained herein.
 - b. The Contractor shall be responsible for all methods, techniques, and procedures used and for coordinating the work following the proposed schedule. Portions of the facility not directly affected by work activities shall remain functional.
 - c. The Contractor shall be responsible to the Government for acts and omissions of the Contractor's employees, subcontractors and their employees, and other persons performing any of the work under contract with the Contractor.
 - d. If the Contractor performs any work contrary to U.S. laws, ordinances, or regulations, the Contractor shall assume full responsibility and shall bear all costs attributable thereto.
 - e. The Contractor shall save, defend, keep harmless and indemnify the U.S. Department of State, officers, departments, agencies, agents, and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (e.g., court costs and attorney's fees), charges, liability of exposure, however caused, on account of any copyright, patented or un-patented invention, process or article manufactured or used in the performance of this Contract, including its use by the Department of State. If the Contractor uses a design, device, or materials covered by license, patent, or copyright, it is mutually agreed and understood that the Contract price, without exception, includes all royalties or costs arising from the use of such design, device, or materials in any way involved with the work.
 - f. The Contractor's work schedule shall be as directed by the Post Facility Manager. When not indicated otherwise work shall occur during one 8-hour shift per day, 5 days per week. Weekends and holidays shall be considered workdays provided access to the worksite is available, these specific workdays are needed to complete the work, and approval to work these specific days has been granted by the Post's Facility Manager. The proposed work schedule is subject to Post's Facility Manager (FM), General Services Officer (GSO) and/or the Management Officer's approval. The work schedule shall be determined prior to the scheduling of site visit activities at Post.

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2. Codes and Regulations

- a. U.S. Government codes and regulations, the applicable laws, codes, and standards of foreign countries, and industry standards apply and are incorporated herein by reference and made part of the contract.
- b. Contractor shall adhere to work practices and procedures set forth in applicable codes, regulations, and standards, including obtaining permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with codes, regulations, and standards.
- c. Except to the extent that more explicit or more stringent requirements are written directly into the contract, all applicable U.S. EPA and U.S. OSHA codes, regulations, and standards have the same force and effect (and are made a part of the contract by reference) as if copied directly into the contract, or as if published copies are bound herewith.
- d. The Contractor shall assume full responsibility and liability for compliance with all applicable U.S. EPA and U.S. OSHA regulations and shall hold the U.S. Government and its representatives harmless for failure to comply with any applicable work, hauling, disposal, safety, health or other regulations on the part of the Contractor, their employees, or subcontractors.

3. Authorization to Visit Site

- a. The Contractor is responsible for obtaining proper passports, visas, emergency medical evacuation insurance, Defense Base Act insurance and immunizations.
- b. A "Notice to Proceed" cannot be issued for a site visit until the Contracting Officer has received verification / proof that the Contractor is covered by Defense Base Act (DBA) insurance for the site visit. No authorization to travel will be given if this information is not provided.
- c. The following describes the minimum clearance requirements that must be met for BAS work performed at Post as part of this contract.
 - 1) Contractor personnel performing Contract requirements in General Work Areas (GWA) and Public Access Areas (PAA) do not require a clearance.
 - 2) Information for Un-cleared personnel must be submitted to the Post Resident Security Officer (RSO) for screening and approval prior to being granted access to Post.
 - 3) Contractor personnel performing Contract requirements in CAA Restricted spaces shall be U.S. Citizens and have a minimum security clearance at the TOP SECRET level, verified by DS, to allow for unescorted access. (Required by 12 FAH-6 H-631.5-2) An Interim TOP SECRET clearance will not be accepted for CAA Restricted unescorted access.
 - 4) Contractor personnel performing Contract requirements in CAA Core spaces shall be U.S. Citizens and have a minimum security clearance at the TOP SECRET level, verified by DS, to allow for limited escorted access. (Required by 12 FAH-6 H-631.5-2) An Interim TOP SECRET clearance will not be accepted for CAA Core access.
 - 5) Clearances shall be certified to DS/IS/IND via Visit Authorization Requests (VAR).

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- d. The Contractor shall submit a Country Clearance Request (CCR) to the COR at least fifteen (15) business days prior to the Contractor's departure for Post. Submission of the CCR information will result in official electronic Country Clearance (eCC) to Post and official certification of Contractor personnel security clearance levels to the Regional Security Office (RSO) of the Post to be visited. Subsequent changes in personnel or schedules will not be permitted unless specifically authorized by the COR. The Contractor shall not depart to Post without a Diplomatic Security (DS) verified Country Clearance.
4. Contractor and Personnel Qualifications
- a. The Contractor shall employ a competent On Site Supervisor, satisfactory to the Government, to work at all times with the authority to act for the Contractor.
 - b. The Contractor shall utilize competent BAS engineers, technicians, programmers, etc..., satisfactory to the Government, to perform the work and services required by the contract. BAS Engineers, technicians, programmers, etc... shall have a minimum of five (5) years of experience performing the type of work described within the Statement of Work.
 - 1) The personnel engaged in providing PM Services for the DOS shall be trained and certified by the BAS Manufacturer on the Manufacturer's Product Line(s) being serviced by that employee. Certifications shall be current and maintained throughout the life of the contract.
 - 2) Biographical data (a resume), a list of recently completed projects demonstrating five (5) years of BAS experience and proof of training and certification from the BAS hardware and software manufacturer shall be submitted for personnel providing BAS PM Services under this statement of work. The manufacturer shall certify that installer has been trained on the proper installation of the manufacturer's BAS and is an approved installer.
 - 3) Personnel not trained and certified by the manufacturer of a BAS will not be permitted to work on that BAS. Exceptions to this requirement will be made on a case by case basis for older BAS that are no longer produced or supported by the Manufacturer or for which the Manufacturer no longer exists.
 - 4) The personnel who are proposed by the Contractor to perform BAS work on site in the CAA Restricted spaces at Post shall have appropriate security clearances as required by paragraph L.3, and the associated sub paragraphs, in this Statement of work.
 - 5) The personnel who are proposed by the Contractor to perform BAS work on site in the CAA Core spaces at Post shall have appropriate security clearances as required by paragraph L.3, and the associated sub paragraphs, in this Statement of work.
 - c. The Contractor shall not change the proposed personnel without permission from the COR. The Contractor shall submit such a request in writing with justification for change to the COR.
 - d. The Contractor shall provide a means of transportation to bring personnel, supplies, tools and equipment to and from Post. The Contractor shall be

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- responsible for providing this service. The costs shall be included in the Contractor's proposal.
- e. The Contractor shall be responsible for providing all tools required to perform the work at Post. If the Contractor requires Post to provide tools or equipment, written permission shall be required in advance of the trip.
 - f. The Contractor shall at all times enforce strict discipline and good order among all persons utilized to work and shall not utilize any unfit persons not skilled in the tasks assigned to them.
5. Materials and Equipment
- a. The Contractor shall obtain the approval of a Procurement Plan and/or a Shipping Plan from the Post Facility Manager prior to undertaking either activity.
 - b. All parts, materials, components, equipment, systems, and products furnished by the Contractor shall be new, unused and shall not be remanufactured in any manner. Used or remanufactured parts or components are not allowed nor are they acceptable for use. All replacement or warranty parts shall be new and equal to or better than manufacturer recommended replacements. Exception: BAS Controllers may be provided that are refurbished or repaired if they are no longer produced by the BAS Manufacturer and the BAS Manufacturer no longer has any new stock for sale.
 - c. The Contractor shall ship all materials and equipment in accordance with current Government regulations governing carrier usage (contact Post General Service Officer (GSO) for specific entry guidance).
 - d. The Contractor shall deliver all materials and supplies to the site in the original packaging bearing the name of the manufacturer and details for proper storage and usage. The Contractor shall pack all project materials and equipment to protect them from damage that can be caused by shipment, transit and rough handling. Damaged or deteriorated materials and supplies must be promptly removed from the premises and new materials and supplies sent to Post to replace the damaged or deteriorated materials and supplies.
 - e. The Contractor shall complete a line item inventory for materials received and validate that received materials are correct.
 - 1) The Contractor shall furnish to the Post Facility Manager a line item list of material ordered (to include quantities and cost) and a line item receiving report of material received by the Contractor (to include quantities and cost) prior to shipment of any material to Post.
 - 2) The Contractor shall furnish to the Post Facility Manager a line by line packing list (to include quantities and cost) of materials being shipped to Post by the Contractor.
 - f. The Contractor shall submit to the Post Facility Manager MSDS sheets for all HAZMAT. The Contractor shall pack HAZMAT per DOT requirements and provide line item inventory and packing list(s) for all packages containing HAZMAT.
 - g. Upon arrival at Post, storage of all materials will be subject to security restrictions and inspections in accordance with Diplomatic Security (DS) mandated requirements.
 - h. The Contractor shall securely procure all materials destined for use in the CAA Restricted and CAA Core Spaces. Personnel involved in the procurement

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process of CAA Restricted and CAA Core materials, specifically all coordination with potential vendors, choice of vendor, issuance of orders and coordination of deliveries to the Contractor's Consolidated Receiving Point (CRP), if applicable, must possess SECRET clearances. Secure procurement may not be accomplished by un-cleared individuals. Secure procurement shall be accomplished by not disclosing the Post name, location or project for which the items are ordered to any un-cleared vendor. Vendors will not be informed of the ultimate destination or that the materials are destined for installation in CAA Restricted or CAA Core spaces.

- 1) All materials and equipment destined for CAA Restricted and CAA Core spaces shall be shipped using secure transport modes.
- 2) The Contractor shall establish a Consolidated Receiving Point (CRP), or utilize an existing DS approved CRP, to receive, stage, store and ship all secure materials.
- 3) Shipping plans for secure materials, those which will be installed in CAA Restricted and CAA Core spaces, shall identify the Consolidated Receiving Point (CRP) to be utilized by the Contractor.

6. Contractor Use of Premises

- a. The Contractor shall confine operations to the areas permitted under the Contract. Portions of the site beyond areas in which work is indicated are not to be disturbed. All persons shall report directly to the Facility Manager (FM) or General Services Officer (GSO) upon arrival and participate in a security briefing provided by the Regional Security Officer (RSO). The Contractor's personnel shall conform to Post's security rules and regulations affecting the work while engaged in the effort and regarding personal behavior. No cameras, computers, phones or other electronic equipment will be permitted at Post without prior approval by the Regional Security Officer (RSO). The RSO will identify any other site restrictions to the Contractor.
- b. The Contractor shall at all times keep the site free from accumulation of waste materials or rubbish generated by the work. At the completion of the work, the Contractor shall remove all such waste materials and rubbish as well as tools, equipment, and surplus materials.
- c. The Contractor must adequately protect and work around equipment or other fixed items that cannot be moved out of the work area.
- d. The Contractor shall keep existing driveways and entrances serving the premises clear and available to Post personnel and the public at all times, and not unreasonably encumber the site with materials or equipment. Stockpiling of equipment and materials shall be confined in a construction trailer or other area approved by the Post Facility Manager. All public areas such as hallways, stairs, elevator lobbies, and toilets are to be kept free from accumulation of waste, rubbish and debris.
- e. The Contractor shall take all precautions necessary to protect the building and its occupants during work at Post, and repair damages caused during execution of the work.

M. DELIVERY, MAIL AND COURIER ADDRESSES

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1. Classified Packages & Mail: Classified packages / mail shall NOT be sent via the U.S. Postal Service.

a. Delivery by Courier: Contractors and subcontractors authorized to send Classified packages to the Department shall provide delivery of packages, by appropriately Cleared Contractor, via approved hand-carry methods in accordance with NISPOM 5-410 and 5-411.

1) All Classified hand-carry deliveries from the Contractor to DOS shall be made between the hours 8:00 AM and 4:00 PM. The contractor shall advise the intended recipient of the materials and estimated time of arrival a minimum of 48 hours prior to dispatching the package by courier.

2) Address for Classified Packages / Mail to be sent by Courier to Post:

ABIDJAN AMERICAN EMBASSY
2010 ABIDJAN PLACE
WASHINGTON DC,20521-2010

3) Address for Classified Packages / Mail sent by Courier to OBO/CFSM/FAC/PS "BAS Support":

ANTHONY PELLEGRINO (703-516-1987)
1701 NORTH FORT MYER DRIVE
SA-6, ROOM 2012.25
ARLINGTON, VA 22209

ALTERNATE POINTS OF CONTACT:
CHRIS TJIATTAS (571-345-0301)
ASENATH HILL (703-812-2223)

b. Delivery by Commercial Carrier: Alternatively, GSA Schedule 48, Commercial Delivery Carriers, may be used in accordance with NISPOM 5-403-e, and ISL 2006-02, para 18.

1) Currently, the carriers on that list include:

- a) DHL (Astar Air Cargo) - Same Day Service
- b) FedEx – Same Day Service, First Overnight, Priority Overnight or Standard Overnight
- c) Airnet Systems – Mission Critical or Same Day Service
- d) United Parcel Service – UPS Next Day Air Early, Next Day Air, or Next Day Air Saver
- e) UPS Supply Chain Solutions – Constant Surveillance Service

2) Classified Packages / Mail to be delivered via authorized Commercial Delivery Carrier listed above should be addressed as follows:

a) Address for Classified Packages / Mail sent by Commercial Carrier to Post:

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ABIDJAN AMERICAN EMBASSY
2010 ABIDJAN PLACE
WASHINGTON DC,20521-2010

- b) Address for Classified Packages / Mail sent by Commercial Carrier to OBO/CFSM/FAC/PS "BAS Support":
ANTHONY PELLEGRINO (703-516-1987)
1701 NORTH FORT MYER DRIVE
SA-6, ROOM 2012.25
ARLINGTON, VA 22209

ALTERNATE POINTS OF CONTACT:
CHRIS TJIATTAS (571-345-0301)
ASENATH HILL (703-812-2223)

2. Unclassified Packages and Mail: Unclassified packages / mail sent via U.S. Mail, Registered or Certified Mail, Courier Service and U.S. Postal Service Overnight Express shall be addressed as follows.
- a. NOTE: Classified information cannot be sent via the methods described above.
b. Address for Unclassified Packages sent to Post:

AMERICAN AMBASSADOR
AMERICAN EMBASSY
ABIDJAN COTE D'IVOIRE,
BP 730 ABIDJAN CIDEX 03.
POC: CUSTOMS & SHIPPING
TEL: (225)22494000

OR BY POUCH

ABIDJAN AMERICAN EMBASSY
2010 ABIDJAN PLACE
WASHINGTON DC,20521-2010

- c. Address for Unclassified Mail sent to Post:

CO: DixonR@state.gov
COR: keitaab@state.gov
GTM: NdohouJA@state.gov

- d. Address for Unclassified Packages sent to OBO/CFSM/FAC/PS "BAS Support":

ANTHONY PELLEGRINO (703-516-1987)
OBO/CSFM/FAC/PS - BAS SUPPORT
U.S. DEPARTMENT OF STATE
1701 NORTH FORT MYER DRIVE
SA-6, ROOM 1202.25

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ARLINGTON, VA 22209

ALTERNATE POINTS OF CONTACT:
CHRIS TJIATTAS (571-345-0301)
ASENATH HILL (703-812-2223)

- e. Address for Unclassified Mail sent to OBO/CSFM/FAC/PS "BAS Support":

ANTHONY PELLEGRINO
OBO/CSFM/FAC/PS - BAS SUPPORT
U.S. DEPARTMENT OF STATE
SA-6, ROOM 1202.25
WASHINGTON, DC 20522-0612

N. GOVERNMENT'S RESPONSIBILITY

1. The Government will provide access to all identified areas for work.
2. The Government will provide to the Contractor the name and phone number of at least one person at Post with authority who can be contacted 24 hours a day.
3. Any escort responsibilities shall be arranged and provided by the Post Facility Manager at no expense to the Contractor.