ATTACHMENT 1

Performance Work Statement

PERFORMANCE WORK STATEMENT (PWS)

FOR

MAINTENANCE, REPAIR, OPERATION AND MODIFICATION

OF

BUILDINGS, STRUCTURES, UTILITY SYSTEMS,

AND GROUNDS

AT THE

MIKE MONRONEY AERONAUTICAL CENTER

OKLAHOMA CITY, OKLAHOMA

February 14, 2012

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SECTION 1. GENERAL

1.1 STATEMENT OF NEED. Except as provided in Section 3, the Contractor shall furnish all labor, transportation, equipment and tools to accomplish maintenance repair, operation, and modification to Government owned and leased facilities in accordance with the terms of the contract. Performance shall be according to the standards contained in the contract. The main functions include the maintenance, repair, operation, and modification of buildings, utility systems, structures, mechanical and electrical equipment systems, water treatment program, security systems, computers, elevators, pest control, fire suppression, fire detection systems, hazardous waste transfer, radio paging and/or communications devices, government owned scooters, and AOA ground equipment, exterior building lights and complete care of grounds to keep the MMAC complex in full operation to support its assigned mission. Contractor shall comply with Executive Order 13423: Strengthening Federal Environmental, Energy and Transportation Management. Certain work as described in this document may be the responsibility of the Oklahoma City Airport Trust and is excluded from this contract.

1.1.1 Additional Contracts. The Government may award additional contracts to perform maintenance, repair, modification, operation, and construction work at the MMAC. It is not the intent that all work at the MMAC will be performed under this contract.

1.2 PERSONNEL

1.2.1 Key Personnel The following positions are key personnel to this contract:

a. Project Manager
b. Assistant Project Manager of Preventative Maintenance (PM) Section
c. Assistant Project Manager of Environmental Section
d. Environmental/Safety/Quality Control Specialist
e. Central Control and Monitoring System (CCMS) Supervisor
f. Preventive Maintenance (PM) Supervisor
g. Grounds Supervisor
h. Environmental Section Supervisor
i. CCMS Operator

Required qualifications for key personnel positions can be found at Section 5.0, Personnel Qualifications.

1.2.2 Contractor Employee Identification Each contract employee shall have and display a Government-furnished identifying badge (PIV), which shows the employee's full name and the expiration date of the contract. Contractor personnel shall wear uniforms, not provided by the Government, identifying them as Contractor employees, which will be not less than a shirt and pants.

1.3 HOURS OF OPERATION

1.3.1 Normal shop operations, maintenance, repair, and modification work shall be done between the hours of 0800 and 1630, Monday through Friday. Occasionally, project requirements and

emergency requirements may dictate work to be performed before or after normal duty hours as directed by the Government. All work performed outside of 0800 - 1630, Monday through Friday, must be approved by the COTR and will be coordinated in accordance with AC Order 1600.21x.

1.3.2 **Preventive Maintenance (PM)** work shall be performed Tuesday through Friday from 0800 – 1630 and Saturday from 0700 - 1530. The Saturday work will be work that requires shutdown of buildings, systems, or equipment that will have a major impact on FAA operations. The PM crew working on Saturday will perform any emergency repairs to correct malfunctions that occur during the 0800 - 1630 workday that is within the skill level of the PM crewmembers. All work outside of these hours must have prior approval from the COTR.

1.3.3 **Central Control and Monitoring System (CCMS) Operators** shall provide 24 hour day coverage. Coverage shall include weekends and federal holidays. The CCMS Operators shall keep current status of all systems under its control and be able to provide information why any system is down.

1.3.4 **Service Levels** As a result of unknown budget restraints; the FAA has defined different service levels for each task. Multiple service levels have been defined to allow for options of reduced services during anytime of the fiscal year. FOR SERVICE LEVEL DEFINITIONS, SEE SECTION 4 BELOW.

1.4 **DISASTER RESPONSE WORK.** In the event Government property or equipment is damaged due to any circumstance or natural disaster, and the Contracting Officer determines emergency action is necessary to protect Government property, he/she may direct the Contractor to perform emergency work to the extent necessary to protect Government property. After award, the Contractor shall develop written emergency plans for the above issues, and submit them to the Contracting Officer for review.

1.5 **"AS-BUILT" DRAWINGS** The Contractor shall provide complete red line "AS-BUILT" drawings on all projects that include drawings. The "AS-BUILT" will be updated by the Contractor to show work performed and any (Government) approved changes made on the project. The completed "AS-BUILT" drawing shall be returned to the Government no more than 3 working days after project completion. Changes to the "AS-BUILT" will be "red-lined" by the Contractor.

1.6 **INTERFERENCE WITH FAA OPERATIONS.** The Contractor's Project Manager shall consult with the COTR to coordinate the work in such a manner as to minimize interruptions of FAA operations. The Contractor shall advise the trouble call desk when any building equipment or system is taken off-line or brought back on-line. All equipment shut down shall be coordinated with the COTR, in some cases, coordination and approval times will have to be approved days, weeks, or months in advance.

1.7 **SHOP OPERATIONS.** All equipment issued to the Contractor shall be kept in operating condition by the Contractor. The Contractor shall perform all maintenance to all Government-furnished equipment (GFE) issued. The Contractor shall keep assigned shop, building, compound, shed areas of the Base Maintenance building in a neat, safe condition and meet all Federal and State safety regulations pertaining to shop and work site operations.

1.8 **SALVAGE MATERIAL AND EQUIPMENT.** Salvage material and equipment will be inspected by the COTR and may be used for parts on future projects or declared surplus in accordance

with Government Property and Control procedures. The Contractor shall remove reusable material to a storage location at the MMAC as directed by the COTR.

1.9 REPORTS. The Contractor shall make reports to provide information on the performance of each task listed in Section 4 of this PWS. Reports shall be made on a daily, weekly, monthly and annual basis as required by the Government. Reports may be reoccurring or may be requested on an as needed basis. Reports shall be requested by the COTR.

1.10 ENVIRONMENTAL/SAFETY/QUALITY CONTROL/QUALITY ASSURANCE

1.10.1 Environmental/Safety The Contractor shall establish a complete Environmental/Safety management program to assure all federal, state, local and FAA regulations are met. Copies of the Contractor's program shall be provided to the COTR prior to starting any work activities under this contract. Changes that adapt the program to this contract must be provided to the / COTR within 10 calendar days as they occur. The Contractor shall perform an annual review no later than January 31st of each calendar year. The program shall include, but not be limited to, the following:

1.10.1.1 Development of Standard Operating Procedures, contingency plans, checklist and other compliance procedures for all areas of this PWS.

1.10.1.2 An inspection system covering the services stated in this PWS. It must specify areas to be inspected on both a scheduled or unscheduled basis and the title of the individual who will do the inspection.

1.10.1.3 A method of identifying deficiencies in the Environmental/Safety management program and recommended corrective actions.

1.10.1.4 A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the COTR upon request.

1.10.1.5 A documented employee training program to meet required regulations.

1.10.2 Quality Control. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Copies of the Contractor's quality control program shall be provided to the COTR prior to starting any work activities under this contract. Updated copies that adapt the program to this contract must be provided to the COTR on the contract start date and as changes occur. The Contractor shall perform an annual review no later than January 31st of each year. The program shall include, but not be limited to, the following:

1.10.2.1 An inspection system covering the services stated in this PWS. It must specify areas to be inspected on both a scheduled or unscheduled basis and the title of the individual who will do the inspection.

1.10.2.2 A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.

1.10.2.3 A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the COTR upon request.

1.10.3 **Quality Assurance Surveillance Plan (QASP).** The Government will monitor the Contractor's performance under this contract using the quality assurance surveillance procedures specified in Technical Exhibit 1. The QASP is to be considered a living document and the Government may modify / change quality surveillance items and methods as deemed necessary to ensure satisfactory contract performance.

1.10.4 **Performance Evaluation Meetings.** After award, the Government will establish regular progress meetings to discuss performance, upcoming operational needs, and other information necessary to allow proper communication between the Contractor and the Government necessary to ensure successful performance.

SECTION 2 DEFINITIONS AND ABBREVIATIONS

2.1 DEFINITIONS AND ABBREVIATIONS. The following special terms, phrases, and abbreviations are used in this Performance Work Statement (PWS):

2.1.1 Parts Manufacturer. A manufacturer of equipment parts supplied direct to original equipment manufacturers for incorporating into the production equipment and/or resale as replacement parts. The original equipment manufacturer is the actual parts manufacturer for those parts produced solely by it.

2.1.2 Advisory Documents. Documents, which the Contractor may use for information and guidance. They are not binding for compliance.

2.1.3 Building Operations. Operation of CCMS and physical surveillance of HVAC and auxiliary building equipment and systems at the MMAC.

2.1.4 CCMS. Central Control and Monitoring System, Johnson Control System for HVAC environmental controls and monitoring system installed in the Base Maintenance building, Room 122.

2.1.5 Check List Forms. Check List Forms (CLF) for equipment checked by surveillance and CCMS, and provided to the COTR as needed. (See Section 5 Work Tasks.)

2.1.6 Contract Discrepancy Report (CDR). A written document issued by the Government to the Contractor identifying unsatisfactory performance.

2.1.7 Contracting Officer's Technical Representative (COTR). Individuals delegated, in writing by appointment letter, the authority to act on behalf of the Contracting Officer for the purposes of day-to-day technical oversight and management of the contract. COTRs are limited by the authorities outlined in their appointment letter. More than one (1) COTR may be appointed for this requirement.

2.1.8 Equipment Marking. Building utility equipment may have a special numbering system. All equipment must have a maintenance management system nameplate with special number and data. These numbers will be used during communications pertaining to the building or equipment.

2.1.9 Facility Management Specialist (FMS). A government employee who is trained in quality assurance procedures in conducting inspections, evaluations and surveillance of the contracts work performance in accordance with the PWS. The FMS must maintain COTR certification as required by the AMS.

2.1.10 Government-Furnished Equipment (GFE). Government owned equipment provided to the contractor for use in fulfilling the terms of the contract.

2.1.11 Government-Furnished Property (GFP). All facilities and materials provided by the Government for the exclusive use of the contractor in fulfilling the terms of the contract.

2.1.12 HVAC. Heating, ventilation, and air conditioning systems.

2.1.13 Industrial Waste Treatment Plant (IWTP). The Industrial Waste Water Treatment Plant receives industrial waste from the lift pump stations located throughout the MMAC.

2.1.14 Inspection. Those actions taken by the Government to verify successful performance of all tasks, terms & conditions of the contract.

2.1.15 MMAC. Mike Monroney Aeronautical Center or Aeronautical Center.

2.1.16 Original Equipment Manufacturer. The manufacturer of the complete production equipment whether assembled from parts of its own manufacturer or from parts or components furnished by other manufacturers or a combination of both.

2.1.17 P-1. This is a priority designator that places this project above all others. A project with a "P-1" designator is to be given necessary resources until completed. Response to a P-1 shall be within one (1) hour without delay even if other projects must be halted or delayed.

2.1.18 Preventive Maintenance (PM). That service performed by the Contractor on a scheduled basis, which is designed to keep the equipment/systems in proper operating condition. It includes a verification of proper tolerances (tightness, fluid levels, voltages, etc.), and adjustments or other actions as necessary and appropriate in accordance with the manufacturer's maintenance specifications and as authorized in specific PM work request. The term also includes "inspection."

2.1.19 Quality Assurance (QA). Those actions taken by the Government to check maintenance and repair services to determine if they meet contract requirements.

2.1.20 Quality Control (QC). Those actions taken by the Contractor to control the maintenance and repair services so they meet the requirements of the contract.

2.1.21 Rebuilt Parts. Parts that since last used have been dismantled and reconstructed as necessary; all internal parts cleaned and made free from rust and corrosion; all impaired, defective, or substantially worn parts restored to a sound condition or replaced with new, rebuilt, or unimpaired parts; and such other operations performed as are necessary to put the product in sound working condition.

2.1.22 Repair. That work necessary to restore an item to serviceable condition.

2.1.23 Work Request Preventive Maintenance. A PM work request is a document in brief outline form issued for PM work to be performed. These work request are issued periodically varying from weekly to annually. The tasks ordered on these work request are usually in an abbreviated form. In all cases the Contractor shall perform the indicated preventive work necessary to prevent undue wear or deterioration of the facility; or the necessary recharging, minor repairs, adjustments, or other work required to obtain the results desired from the facility; or report substantial damage, deterioration or other deficiencies for repair or correction by other means.

SECTION 3 GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1 FACILITIES. The Government shall provide at no cost to the Contractor, facilities for administrative use, shop space, vehicle parking, and storage space for supplies, materials, and equipment as set forth in Technical Exhibit 3: Facilities for Contractor Use. The Contractor shall be responsible for physical security and adequate routine maintenance of Government-furnished facilities.

3.2 SUPPLIES AND MATERIALS. The Government shall provide supplies and materials required to accomplish specified work. The Government may request the Contractor to purchase supplies or materials under a Directive Program.

3.3 EQUIPMENT. The contractor shall maintain the master copy of the inventory of all Government Furnished Equipment and Property (GFE and GFP) in accordance with AMS Clause **3.10.3-2 Government Property - Basic Clause** (April 2004). No Government-furnished tools, materials, equipment, or supplies shall be removed from the MMAC.

3.4 UTILITIES. Water, sewage service, refuse collection, electricity, and heat shall be furnished by the Government for accomplishing work described in the PWS. The Government will provide one on-Center telephone for use by the Contractor at the Base Maintenance building. This telephone will not connect to telephones off the Aeronautical Center complex. The Contractor shall use Government-furnished utilities in a prudent manner consistent with current energy conservation policies.

3.5 REFERENCES AND TECHNICAL DOCUMENTATION. The Government will provide for the Contractors technical review the Government documents as listed in Section 7. Some items may have been added or deleted from the technical library. The Contractor is responsible for maintaining technical documents provided by the Government.

3.6 TRANSPORTATION. The Government shall furnish General Services Administration (GSA) leased vehicles required to accomplish specified work. Total number, Make and Model of the vehicles needed will be determined and approved by the COTR/CO. Other types of transportation shall be furnished and listed in Government Furnished Equipment document. GSA Vehicles may not be used for personal transportation by the Contractor to include lunch breaks, personal errands not related to work under the contract, or as primary transportation of Contractor employees to and from the MMAC.

3.7 IDENTIFICATION BADGES. The Government shall furnish each employee identification badges. See Section H of this contract for specific security and identification badge requirements.

SECTION 4. WORK TASKS

The Contractor shall provide in writing a **transition plan** for services that specifies the method of transitional performance, beginning at award for the first 30 calendar days, through contractor Phase-In / Phase-Out periods for different service levels throughout each contract year, and at the end of the contract to insure uninterrupted services are provided to MMAC in accordance with the service and support requirements for all areas of the PWS.

The Contractor shall provide all labor, materials, tools, training, transportation, equipment and other items necessary to provide services for the maintenance, repair, operation and modification of facilities of the Aeronautical Center and off-site facilities leased to support the Aeronautical Center.

The Contractor shall provide grounds maintenance services caring for lawns, shrubs, trees and areas leased by the Aeronautical Center. Blizzard recovery action is included in the tasks required by this contract. The grounds maintenance schedule with technical requirements can be found in **Technical Exhibit 6.**

4.1 TASK 1 Preventive Maintenance Program (Performance Based/Fixed Price). The Contractor shall be responsible for assuming complete control of the Preventive Maintenance (PM) system and equipment records. The PM system and equipment records will be updated as required by the Contractor so that it is a dynamic system that will sustain the installed equipment at the highest possible operational level using the latest state of the art methods and techniques to preclude premature failure of components, extend equipment life, keep equipment at design level of operation and efficiency and at the optimum cost. Priorities will be assigned and maintained for each piece of equipment using the automated maintenance management system. Equipment PMs shall be completed in order of the priority, highest priorities first.

4.1.1 The computerized PM program includes each piece of equipment and schedules PM work to be done on an annual, semiannual, quarterly, monthly, and weekly basis. It provides and adjusts the level of maintenance based on FAA operations, equipment characteristics, age, repair and modification history data, operational environment, and the next scheduled major overhaul, renovation or replacement. Changes to the computer program, equipment, or system shall be approved by the COTR and will become the property of the FAA when the contract is completed. The computer program provides craft hours and costs, material lists and costs, and any other costs by building. The automated maintenance management system operates on computer hardware supplied by the FAA. The Contractor will have access, via terminals, into the computer and shall be responsible for keeping complete and accurate data on the PM program.

4.1.2 The objective of PM is to reduce unscheduled downtime of equipment and maintain a high level of functioning equipment to enhance and support MMAC operations. Nothing in the contract should be interpreted to infer that the PM program takes less emphasis than any other aspect of the contract. If properly accomplished, the PM program will reduce the need for unscheduled maintenance and repair activities.

4.1.3 The PM program will utilize a computer based schedule of PM functions that covers each piece of equipment and provide for adjustment in levels of maintenance based on FAA operations. The PM program will also record equipment information including but not limited to age, repair and modification history data, operational environment, and the next scheduled major overhaul/renovation or replacement. The data/information contained in the PM Program on system building equipment will be approved by the COTR and will become the property of the FAA when the contract is completed. The computer program will provide craft hours and costs, material lists and costs, and other costs by building as to PM work performed. The automated maintenance management system will operate on computer hardware supplied by the FAA. The Contractor will have access via terminals into the computer and will be responsible for keeping complete and accurate data on the PM program.

4.1.4 Preventive Maintenance task must be closed and returned for review to the designated COTR within three (3) calendar days after the onsite work is completed with the following listed information.

a. Total craft hours used, broken down by each craft.
b. Completed listing of materials used.
c. Time and date onsite work completed.
d. Any special information regarding the work or problems encountered.

4.1.5 **Repair Work** The Contractor is responsible to identify potential problems and make minor repairs during the performance of scheduled PMs. Minor repairs must be able to be completed within the due date of the PM work request. All Major repairs shall be performed as a Trouble Call with the appropriate priority level assigned. Designation of Minor and Major repairs shall be coordinated and approved by the appropriate COTR.

4.1.6 **Life Safety Equipment** The Contractor shall be responsible for repair and preventive maintenance of all Life Safety equipment. All Life Safety Equipment will receive preventive maintenance as called for on the PM work request. 100% of all Life Safety equipment PMs shall be completed during each month. Additional equipment may be added or subtracted as directed by the COTR.

4.1.7 **Service Levels**

4.1.7.1 **Level 3** Fully staffed - provide staffing for 100% of all services during all normal operating hours Tuesday thru Saturday.

4.1.7.2 **Level 2** Reduced staffing - provide 100% of services for all normal operating hours excluding Tuesdays.

4.1.7.2 **Level 1** Reduced staffing - provide 100% of services for all normal operating hours excluding Tuesdays plus a reduction in staffing for the following tasks:

- For Elevator PM Tasks, reduce staffing by 50% of Level 3.
- For Data Entry PM Tasks, reduce staffing by 100% of Level 3.
- For Electrical PM Tasks, reduce staffing by 50% of Level 3.
- For Plumbing PM Tasks, reduce staffing by 100% of Level 3.

4.2 TASK 2 Work Request for Support/Modifications (Performance Based/Fixed Price) The Contractor shall make minor modifications to buildings, equipment, facilities, and systems upon receipt of a Work Request for Support. Project requirements will be issued on a Work Request for Support. These projects will be for minor renovation, modification, additions, and special repairs to the Aeronautical Center buildings, equipment, and facilities. The work request will denote the work required. It will include an estimate for materials and labor required, and the standards, specifications, and drawings or sketches to be followed. Work called for may require multi-crafts. Special requirements for coordination or time schedule for performance of work will be noted. The Government may or may not specify a date for the Contractor to commence work; however, it will specify an expected completion date on the work request. Under unusual circumstances, the Government may find it necessary to specify a start-work date (see 1.6: Interference with FAA Operations). The completed work request folder and all required information shall be delivered to the appropriate COTR within three calendar days after completion. The work request shall be annotated with the date work was completed and have attached a complete list of materials used and the number of hours used by craft category. (See Technical Exhibit 7, Work Request for Support).

Project Estimates All Support work request shall have an estimate that includes materials, labor and other cost needed to complete the job. Estimates that involve electrical modifications shall be estimated by a licensed Electrical Contractor. Estimates that involve mechanical modifications shall be estimated by a licensed Mechanical Contractor. Each Support work requests may include multiple crafts. Examples of crafts may include but are not limited to, electrical, mechanical, plumbing, carpentry, painting and electronics. All estimates will use the RS Means standards for labor calculations.

4.2.1 Service Levels

4.2.2.1 Level 5 Fully staffed - provide staffing for 100% of all services during all normal operating hours Monday thru Friday.

4.2.2.2 Level 4 Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays.

4.2.2.3 Level 3 Reduced staffing - provide 100% of services for all normal operating hours Monday thru Friday plus a reduction in staffing for the following tasks:

- For Support Electrical tasks, reduce staffing by 50% of Level 5.
- For Support Painting Task, reduce staffing by 50% of Level 5.
- For Support Sheet Metal tasks, reduce staffing to 0%.
- For Support Estimating tasks, reduce staffing by 50% of Level 5.

4.2.2.4 Level 2 Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays plus a reduction in staffing for the following tasks:

- For Support Electrician tasks, reduce staffing by 50% of Level 5.
- For Support Painting Task, reduce staffing by 50% of Level 5.
- For Support Sheet Metal tasks, reduce staffing to 0%.

- For Support Estimating tasks, reduce staffing by 50% of Level 5.

4.2.2.5 **Level 1** Reduced staffing - provide 0% of services under this task.

4.3 TASK 3 Work Request for Trouble Call (Performance Based/Fixed Price). The Contractor shall perform maintenance and repairs to building fixed equipment, facilities and systems upon receipt of a Work Request for Trouble Call. The types of trouble calls are lighting, mechanical, HVAC, plumbing, electrical, structural, locks, door hardware, security systems, security cameras, fire alarm systems, communication repeaters, and miscellaneous items that do not fall precisely in these categories but are required to keep the Aeronautical Center facilities operational. The Contractor must respond and complete all trouble calls based on the assigned priority level schedule. Information recorded on the Trouble Call is, priority level, date originated, due date based on priority, date completed, materials used, and total hours of each craft used. (See Technical Exhibit 8: Work Request for Trouble Call)

The contractor must respond to P-1 trouble calls within 1 hour and continue work as feasible until the problem is resolved and/ or corrected as directed by appropriate COTR based on priority level. Trouble calls relating to emergency problems (where continued operation without correction would cause undue expense or inconvenience to the Government) shall be accomplished expeditiously with temporary repair or provisions made where appropriate. Items of this nature include (but are not limited to) leaks, utility outages, and lack of physical security. In most cases, at least temporary repairs or provisions shall be made the same day as the trouble call.

4.3.1 Service Levels

4.3.1.1 **Level 3** Fully staffed - provide staffing for 100% of all services during all normal operating hours Monday thru Friday.

4.3.1.2 **Level 2** Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays.

4.3.1.3 **Level 1** Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays plus a reduction in staffing for the following tasks:

- For Electrical tasks, reduce staffing by 33% of Level 3.
- For Electronic tasks, reduce staffing by 33% of Level 3.

4.4 TASK 4 BUILDING OPERATIONS (B.O.) AND SURVEILLANCE (S) (Performance Based/Fixed Price). To be performed as called for in the building operation instructions and Technical Exhibit 10, Central Control & Monitoring System (CCMS). The building operation instructions and CCMS operations will be updated and changed by the Contractor whenever equipment is replaced, added or changed and operational consideration require changed HVAC or systems support. The Contractor shall start up and place in normal operation all equipment in buildings at the MMAC as directed by the COTR. The Contractor shall leave all equipment in proper shutdown or unoccupied condition in buildings at the MMAC when so directed by the COTR. All systems such as gas, electric, water, sewage, HVAC and fire sprinkler system in, connected to, or serving buildings or facilities are included as equipment to be operated under this contract. All operations shall maximize energy efficiency while maintaining building comfort.

4.4.1 CCMS Supervisor Responsible for the execution of all Operations & Maintenance tasks and procedures to optimize energy performance, minimize equipment downtime and satisfy end users/ tenants of facility. Supervise the staff assigned to mechanical operations, programming, monitoring, alarm response or other critical activities. Communicate with end users/tenants and management team on all issues concerning facility operation. Responsible for programming and monitoring alarm responses and mechanical operations. Maintains and updates all assigned systems. May be required to be on call 24/7 to provide telephone assistance as well as emergency response to the facility. Reviews all work and assures performance in accordance with established safety procedures.

4.4.2 Surveillance Operators Surveillance includes all buildings on MMAC once per shift. Surveillance rounds of buildings shall look at heating, air conditioning, and auxiliary equipment including roof top equipment.

4.4.2.1 Surveillance shall be in accordance with the building operating manuals. These manuals shall be updated and changed by the Contractor and approved by the Government when equipment is added, replaced, removed, or operating requirements change.

4.4.2.2 Surveillance includes monitoring of buildings, utility systems, structures, mechanical and electrical equipment and systems, roads, streets, parking lots, exterior lighting, and other facilities of the Mike Monroney Aeronautical Center complex, for items of an emergency nature. All actions of Surveillance must be reported to the CCMS Operator on a shift by shift, day by day basis.

4.4.2.3 Coverage changes shall occur in conjunction with Service Level designations. The Government shall approve all coverage changes. Coverage Options are listed below:

4.4.2.3.1 Minimum staffing of one Surveillance Operator shall be on duty 24 hours per day 7 days a week including Federal Holidays.

4.4.2.3.2 Maximum staffing of two Surveillance Operators shall be on duty all hours except between the hours of 0800 to 1600 hours Monday through Saturday including Federal Holidays. Between the hours of 0800 to 1600 Monday through Saturday a maximum of one Surveillance Operator shall be on duty excluding Federal holidays.

4.4.2.4 Items requiring action from the Surveillance Operators includes but is not limited to, the following:

Reporting Forced entry to buildings	Building system leaks
Reporting Presence of intruders	Building structure leaks
Reporting Questionable occupancy	Power outages
Fire	Gas leaks
Excessive high temperatures	Escaping fumes
Severe weather conditions	Smoke

4.4.3 CCMS Operators They shall provide continuous monitoring on building equipment and space through the Metasys system on buildings that are so equipped. The Operators shall provide starting, stopping, and operation of building equipment. The starting, stopping, and operation of

building equipment shall be in accordance with the building operating manual. The operation of the buildings shall include all the equipment listed in the Building Operation Manuals; however, it also includes operations of all doors, windows, room thermostats, mixing boxes, exhaust fans, vents, hatches, openings, or any other appurtenances which affect the environmental conditions of the buildings. Copies of the building operations manuals are on file in the library at the Base Maintenance building. The Contractor shall be responsible for maintaining the library files.

4.4.3.1 The operation checklist shall be performed the number of times as called for by each shift. The first shift is from 0000 through 0800, the second shift is from 0800 through 1600, and the third shift is 1600 through 2400. Equipment under CCMS control and surveillance shall be checked and recorded in a daily log.

4.4.3.2 The operators are required to monitor inclement weather notices issued by the National Weather Service and coordinate with COTR to make the appropriate MMAC public announcements.

4.4.3.3 CCMS Operators shall provide 24/7 phone coverage for the Aeronautical Center. Since these personnel will be continually on the premises, they are required to remain alert and perceptive and appropriately notify the proper agencies of any emergency condition that they might discover.

4.4.3.4 Coverage A maximum of one CCMS Operator shall be on duty 24/7 including Federal holidays.

4.4.4 Service Levels

4.4.4.1 Level 4 Fully staffed - provide maximum staffing for 100% of all services during all normal operating hours Monday thru Sunday, (including holidays).

4.4.4.2 Level 3 Reduced staffing - provide 100% of services for all normal operating hours Monday thru Sunday plus a reduction in staffing for the following tasks:

- For Surveillance tasks provide minimum staffing 24/7.

4.4.4.3 Level 2 Reduced staffing - provide 100% of services for all normal operating hours Monday thru Sunday plus a reduction in staffing for the following tasks:

- For Surveillance tasks provide minimum staffing 24/7.
- For Service Order Dispatch tasks, reduce normal operating hours from Monday thru Friday to Monday thru Thursday

4.4.4.4 Level 1 Reduced staffing - provide 100% of services for all normal operating hours Monday thru Sunday plus a reduction in staffing for the following tasks:

- For Service Order Dispatch tasks, reduce staffing by 50% of Level 4.
- For Surveillance tasks provide minimum staffing 24/7.

4.5 TASK 5 GROUNDS MAINTENANCE SERVICES (Performance Based/Fixed Price). The Contractor shall provide grounds maintenance services for the fertilizing, watering and spraying of lawns, trees, shrubs, flowers, and indoor plants, as well as the mowing of lawns, grading, filling and conditioning of areas required for lawns and the removal of cuttings and trash all of which is to

constitute proper grounds maintenance. The Contractor shall also provide snow/ice and blizzard recovery services. (See Technical Exhibit 7: Grounds Maintenance Schedule with Technical Requirements.)

4.5.1 Lawns: Watering, fertilizing, and fine cutting. The Aeronautical Center grounds consist of approximately 35 acres of lawns to be watered, fertilized and fine cut, located as shown on the contract drawings. All fine cut areas shall be kept at a height of no less than 1" and no more than 3". This includes curb edging and trimming next to trees, buildings and other objects.

4.5.2 Rough cutting. All grounds that are not maintained by fine cutting will require periodic rough cutting. Rough cut areas shall be kept at a height of no more than 12". No fertilizer or water is required of rough-cut acres.

4.5.3 Trees, shrubs, indoor plants, and flowers. The Aeronautical Center grounds contain a considerable amount of trees, shrubs, indoor plants, and flowers that are included under this contract. The Contractor shall maintain and replace as directed by the COTR.

4.5.4 Work Schedule. The work can be accomplished during regular working hours except as outlined below:

4.5.4.1 Safety of Aeronautical Center personnel and protection of private and Government property shall be given primary consideration at all times. For this reason, grounds maintenance operations that are likely to involve hazards to either shall be scheduled before 8:00 a.m. or after 5:30 p.m., Monday through Friday. Specific duties and times are to be coordinated with the COTR prior to commencement.

4.5.4.2 Sprinklers and/or sprinkling systems shall be operated from 5:00 p.m. until 7:00 a.m., Monday through Friday, and at any hour on Saturday and Sunday. Due to shift changes and other operational conditions, the COTR may direct that watering to any area be stopped for a stated period.

4.5.4.3 All equipment used at night shall be properly lighted as required by Oklahoma State Law.

4.5.4.4 All slow-moving vehicles used at any hour on streets shall display the standard triangular slow-moving vehicle emblem.

4.5.5 Notification and Responsibility. The Contractor shall notify the appropriate COTR prior to excavation, spraying, fumigation, or any other operations affecting property, health, or safety. All dangerous areas of work shall be barricaded and marked with traffic flashers.

4.5.6 Service Levels

4.5.7.1 Level 3 Fully staffed - provide staffing for 100% of all services during all normal operating hours Monday thru Friday.

4.5.7.2 Level 2 Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays.

4.5.7.3 **Level 1** Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays plus a reduction in staffing for the following tasks:

- For Gardner tasks, reduce staffing by 25% of Level 3.

4.6 TASK 6 FAA LOGISTICS CENTER SUPPORT (Performance Based/Fixed Price). The Contractor shall provide all management, supervision and technicians necessary for the repair, overhaul and preventative maintenance of Warehouse forklifts, scooters, and other types of Warehouse lifting equipment at Monroney Aeronautical Center and other leased facilities as directed by the COTR. This task is separate from Task 1, 3 and 4 as listed in Section 4 of this PWS. All work will be tracked with the automated work request system. Additional equipment and satellite shop offices may be added as directed by the COTR. The equipment is located at the Mike Monroney Aeronautical Center, FAA LSF Warehouse building and leased facilities.

4.6.1 Service Levels

4.6.1.1 **Level 3** Fully staffed - provide staffing for 100% of all services during all normal operating hours Monday thru Friday.

4.6.1.2 **Level 2** Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays.

4.6.1.3 **4Level 1** Reduced staffing - provide 0% of services under this task.

4.7 TASK 7 FLIGHT LINE MAINTENANCE Support (Performance Based/Fixed Price). The Contractor shall provide all management, supervision and technicians necessary for the repair, overhaul and preventative maintenance of Aviation Systems Standards (AVN's) forklifts, scooters and flight line equipment. Occasionally (e.g. in the absence of an authorized government employee) the Contractor may be required to dispense fuel for vehicles used on official government business upon request of the COTR. This task is separate from Task 1, 3 and 4 as listed in Section 4 of this PWS. Additional equipment may be added as directed by the COTR. The equipment is located at the Mike Monroney Aeronautical Center, Hangars 8, 9 and Line Maintenance Buildings.

4.7.1 Service Levels

4.7.1.1 **Level 3** Fully staffed - provide staffing for 100% of all services during all normal operating hours Monday thru Friday.

4.7.1.2 **Level 2** Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays.

4.7.1.3 **Level 1** Reduced staffing - provide 0% of services under this task.

4.8 TASK 8 BASE MAINTENANCE AUTOMOTIVE SHOP Support (Performance Based/Fixed Price) The Contractor shall provide all management, supervision and technicians necessary for the repair, overhaul and preventative maintenance of off road vehicles, scooters and other non-powered equipment at Monroney Aeronautical Center and other leased facilities as directed by the COTR. This task is separate from Task 1, 3 and 4 as listed in Section 4 of this PWS. Additional equipment may be added or subtracted as directed by the COTR.

4.8.1 Service Levels

4.8.1.1 **Level 3** Fully staffed - provide staffing for 100% of all services during all normal operating hours Monday thru Friday.

4.8.1.2 **Level 2** Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays.

4.8.1.3 **Level 1** Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays plus a reduction in staffing for the following tasks:

- For Automotive Shop tasks, reduce staffing by 20% of Level 3.

4.9 TASK 9 LOGISTICS MANAGEMENT PARTS AND MATERIALS (Performance Based/Fixed Price).

4.9.3 **Material Management** The contractor shall be responsible for stocking, storing, issuing, receiving and moving supplies and equipment used for various functions as directed by the COTR. The following processes will be the responsibility or the contractor:

4.9.3.1 Implement a bar-coding system using the existing automated management system

4.9.3.2 Prepare a Supply Discrepancy Report (SDR) on a monthly basis

4.9.3.3 Maintain accurate computer records of location and quantities of all supplies and equipment

4.9.3.4 Set minimum quantities for all stock items and maintain quantities at or above those levels

4.9.3.5 Process, maintain, and update a Material Deficiency Report (MDR) on a weekly basis

4.9.3.6 Correct reporting errors identified in the automated material management system

4.9.4 **Receiving** The contractor will be responsible for receipt of supplies and equipment. The following processes will be the responsibility or the contractor:

4.9.4.1 Receive, inspect, and process supplies and equipment.

4.9.4.2 Process, prepare and distribute required receiving documents to the appropriate COTR.

4.9.4.3 Maintain a file of purchase orders and directives.

4.9.4.4 Move items to be stored to the applicable storage area.

4.9.4.5 Operate the staging program for Support and Operational work request.

4.9.5 **Storage** The contractor shall store all material and equipment in a Government provided facility. The following processes will be the responsibility or the contractor:

4.9.5.1 Conduct warehouse storage location validation for accurate storage and control of assets.

4.9.5.2 Initiate inputs to add, change, or delete warehouse locations. Attach bin labels or barcodes.

4.9.5.3 Maintain a locator listing or database for all material and equipment

4.10.5.4 Establish a Monthly, Quarterly and Annual Inventory schedule. Provide a copy to the COTR

4.9.5.5 Ensure all items have serviceability tags or proper markings to show serviceability.

4.9.5.6 Maintain current accurate diagrams of supply storage areas showing layout of each warehouse, stock-room, and bay, identifying property in storage, including items with

identification as hazardous, sensitive, pilferable and other special requirements of property being stored. Display in the warehouse area.

4.9.6 Issue Point (IP) The contractor shall use established locations on MMAC to store, receive, transfer and issue materials and equipment. Within 5 days after the start of the operational performance period, the contractor shall appoint in writing an individual and an alternate individual responsible for management of the Issue Point. A copy of the appointments shall be provided to the CO and COTR. The Issue Point appointee shall update and maintain accurate data in the material management database.

4.9.7 Government Furnished Parts and Material When the Contractor determines what parts and materials are required they shall provide the information to the appropriate COTR. The information will include: vendor and source, part number or description, quantity needed and unit cost. The COTR will approve and coordinate the purchase of the supplies or materials with the Contracting Officer. Once the supplies or materials have been received by the purchasing official they will be issued to the contractor to support the need of the work request.

4.9.8 Service Levels

4.9.8.1 Level 3 Fully staffed - provide staffing for 100% of all services during all normal operating hours Monday thru Friday.

4.9.8.2 Level 2 Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays.

4.9.8.3 Level 1 Reduced staffing - provide 100% of services for all normal operating hours excluding Fridays plus a reduction in staffing for the following tasks:

- For Logistics Management Parts and Materials tasks, reduce staffing by 50% of Level 3.

4.10 MISCELLANOUS The Contractor shall perform the following duties:

4.10.1 CFC (Chlorofluorocarbons) Tracking Program Comply with all ASHRAE and EPA Directives in regard to CFC management. Maintain an approved CFC tracking program for the purpose of required reporting and CFC inventories. A monthly report of CFC usage shall be required and furnished to the COTR.

4.10.2 Contingency Plans The Contractor shall provide the required support for the Aeronautical Center contingency plans as called for in Technical Exhibit 11: Contingency Plans.

4.10.3 Hazardous Material Handling. The contractor shall develop an Environmental Management Program to ensure the proper tracking and handling of hazardous and universal waste that complies with all Federal, State and Local ordinances and regulations.

4.10.3.1 Work Description. The Contractor shall provide assistance as directed by the COTR to Environmental and Safety Staff, AMP-100 in the transportation and handling of hazardous waste at the Aeronautical Center.

4.10.3.2 Transportation and Handling. The Contractor shall transport hazardous and universal waste to the appropriate site in accordance with an approved Environmental Management Program that complies with all Federal, State and Local ordinances and regulations. The contractor will be required in emergency situations directed by the COTR to assist the Environmental and Safety Staff, AMP-100, in containment and clean-up of spills.

4.10.3.3 Training Requirements. All Contractor personnel performing duties involving the management of hazardous material shall have current and appropriate training prior to being assigned to such duties. All applicable training records shall be maintained by the contractor.

4.10.4 Radio Communications The Government will supply the Contractor radios that are to be utilized in building operations. These hand-carried radios will interface with the CCMS control room and the Security Office. All Radio usage shall include the use of call signs and be of a professional manner.

4.10.5 Observe established security requirements for locking of doors, notification of entering buildings, notification of exiting buildings, maintaining radio contact with the FAA security office, and other security regulations.

4.10.6 Report to the CCMS operator any equipment that does not operate properly. This notification shall be made verbally within 5 minutes of its observation and confirmed in writing before the end of the shift. The written notification shall be at the CCMS control room at the beginning of each working day. The CCMS operator on duty shall confirm notification of non-operational equipment occurring during any shifts verbally with the COTR upon their arrival at the beginning of the next regular day shift.

4.10.7 Provide personnel to conduct equipment (and related utility plant) shutdown and startup before, during, and after equipment repair, replacement, servicing, and any other emergency.

4.10.8 Shut down equipment immediately when necessary to prevent damage, which would be caused by its continued operation.

4.10.9 Maintain building interior temperatures as specified by the operational manuals providing such limits fall within the capability of the equipment. All equipment and respective temperatures shall be operated within the scope of indoor air quality and energy management guidelines.

4.10.10 Make necessary adjustments to heating, ventilating, and air conditioning equipment when buildings are not occupied to effect energy saving as provided by the operating manuals.

4.10.11 Make adjustments to heating, ventilation, and air conditioning equipment to condition limited spaces and areas where Government employees might be working at night or on weekends/holidays and when severe weather or other activities require special attention.

4.10.12 Respond to trouble calls of improper temperature or other conditions resulting from equipment failure or improper operation. Make necessary adjustments or corrections if within the equipment capability or report the discrepancy immediately to the COTR.

4.10.13 Enter date, time of entry and exit, general condition of equipment, adjustments and other actions taken upon each visit to a building boiler room or equipment room/area where such logbooks are maintained.

4.10.14 Develope and submit, for approval by the COTR, a Building Equipment Operating Checklist program. The program shall include a building operating manual for each building that list all priority equipment as defined by the COTR and the correct operating parameters. The operating manuals shall be updated when equipment is replaced, changed or newly installed. The program shall also include daily equipment operating checklists. The equipment operating checklists shall show, as a minimum, date, time of day, operator's time, items checked, readings recorded, adjustments made, notifications made, housekeeping performed and other items and remarks as necessary for the intended purpose. The equipment operating checklists shall be completed and presented to the COTR on a daily basis. The Building Equipment Operating Checklist program shall be reviewed and updated at a minimum annually before January 31st each year or as changes occur.

4.10.15 Performs minor lubrication, repairs and adjustments where specified by operation manuals. Adjusts pump and valve packing to stop or limit leakage, tighten nuts and bolts to prevent leakage; however, reports such actions to the COTR and does not do anything which might cause damage to the equipment.

4.10.16 Make anticipatory adjustments to doors, fresh air dampers, temperature controls and other equipment to prevent wind, rain, freezing, or other damage to building and facilities.

4.10.17 Maintain tags or labels on all major equipment listed as being: operable but out of service and give reason; or inoperable and give reason. These tags or labels shall also list dates of action and operator's name who took the action in addition to the use of lockout and tag out procedures.

4.10.18 In case of unscheduled power outages, the operators on duty immediately check to see if the emergency electric generators have started and are operating. If they are not operating the operators make prudent and timely attempts to start the generators and monitor their continued operation. If the generators will not start, the operators immediately notify the appropriate officials by established procedures.

4.10.19 The Contractor shall make reports as required providing information on the work required on each piece of defective equipment. Reports may be requested on special projects, equipment, or critical incidents.

4.10.20 The Contractor shall provide information concerning the status of work request that have been issued but not completed. The Contractor shall complete, as directed, reports as noted in section 4.14 of this PWS. One-time reports may be required for special problems and to

provide information to management. Each work request is considered a report and is not deemed completed until each item of information has been completed on the form.

4.11 ADDITIONAL SERVICES OVER and ABOVE Additional Services Over and Above includes all actions requested and approved in advance by the CO or COTR using the Over and Above equest form. The request form shall be used for Services that are not covered as part of the pre-priced line items of the contract but which are intermittent and necessary services. This line item shall not be used to make the contractor whole for short falls in work already negotiated at the pre-priced rates elsewhere in the contract.

4.12 ADDITIONAL SERVICES Parts/Materials/Tools Additional Parts, Materials and Tools includes all actions requested and approved in advance by the CO or COTR using the "Directive" form. The "Directive" form shall be used for all approved parts, materials and tool purchases or rentals by the Contractor. This line item shall not be used to make the contractor whole for short falls in work already negotiated at the pre-priced rates elsewhere in the contract.

4.12.1 Parts and Materials Directives involving parts and materials are intended to provide a mechanism by which the Government may order parts and materials in a manner consistent with and in support of the overall scope of the contract at efforts that are small singularly and minimal aggregately in comparison to other fixed price contract costs. They are performed by Contractor personnel. Prior approval shall be attained for all purchases (singularly or aggregately) from the Contracting Officer (CO) or Contracting Officer's Technical Representative (COTR). All Parts and Material Directives shall be processed in accordance with the approved purchasing system and employ price competition to the maximum extent practicable.

4.12.2 Tools Directives involving tools are intended to provide a mechanism by which the Government may order tools in a manner consistent with and in support of the overall scope of the contract at efforts that are small singularly and minimal aggregately in comparison to other fixed price contract costs. They are performed by Contractor personnel. Prior approval shall be attained for all tool purchases or rentals from the Contracting Officer (CO) or Contracting Officer's Technical Representative (COTR). All Tool Directives shall be processed in accordance with the contractor's approved purchasing system and employ price competition to the maximum extent practicable.

4.12.3 Accountable Property The Government will determine if a part, material or a tool meets the definition of Government accountable property. All accountable property will be tracked in accordance with FAA Order 4600.27x.

4.13 Deliverables The following items are required deliverables for this PWS:

Name	Description	Frequency	PWS Section
Environmental/Safety Management Program	**Program to meet all Federal, State, Local and FAA regulations**	**1) Prior to any Work 2) Annual Review by January 31st every year.**	**1.10**
Quality Control Plan	**Program to ensure requirements of the contract are met.**	**1) Prior to any work. 2) Annual review by January 31st every year.**	**1.10.2**
CCMS Daily Log	**Daily log of**	**Daily**	**4.4.3.1**

	Surveillance and CCMS Operators actions.		
Building Equipment Operation Checklist Program	**List of all priority equipment for each building and the appropriate operating parameters**	**1) Prior to any work 2) Annual Review by January 31st each year 3) Updates as equipment changes occur.**	**4.10.14**
Equipment Operation Checklist	**Ensures the correct operation of eq. at each building.**	**Daily**	**4.10.14**
Supply Discrepancy Report	**Discrepancies found during inventory counts**	**Weekly**	**4.9.3**
Material Deficiency Report	**To ensure minimum quanities for commonly used materials are maintained**	**Monthly**	**4.9.3**
Inventory Verification Report	**Periodic Inventory verification**	**Quarterly Annually**	**4.9.5**

SECTION 5, PERSONNEL QUALIFICATIONS / TRAINING REQUIREMENTS

5.0 Personnel Qualifications.

5.1 Key Personnel.

5.1.1 Project Manager. The Contractor shall provide an on-site project manager to be physically present during the hours of 0800 to 1630, Monday through Friday, except for Federal holidays and weekends. This individual shall be responsible for the overall management and coordination of this contract and shall act as the main point of contact with the Government. When any work is being performed at the Aeronautical Center the project manager or assistant project managers shall be on site, unless otherwise approved, in advance, by the Contracting Officer Technical Representative (COTR). When no scheduled or emergency maintenance repair work is being performed and the MMAC is under normal operations under surveillance by on-site operators and the Central Control & Monitoring System (CCMS) control center, the manager and assistant managers are not required to be on-site at the MMAC. This would normally be on Sundays and holidays and after 1630 hours on weekdays. When the manager or assistant managers are not present at the MMAC, the CCMS control center operator will be the contact point for any problems or adjustments required for MMAC operations. **The Project Manager shall have a Bachelor of Science in an applicable field such as (Engineering, Construction Management or Business Administration from accredited university and/or college and** have ten (10) years management experience in the operation, maintenance, and modification of a facility of not less than 3,000,000 square feet with the complexity of equipment and systems similar to those of the MMAC. Supervisory and/or management experience must have been at a responsible level such as the total facility or a major subtotal of the plant engineering operation organization.

5.1.2 Assistant Project Manager Environmental Section and Assistant Project Manager Preventive Maintenance (PM) Section. The assistant project managers shall be on-site when any work is being performed at the Aeronautical Center, unless otherwise approved, in advance, by the COTR. The technical qualifications of the assistant project manager will be reviewed and approved by the COTR prior to the individual performing any duties as assistant manager. The assistant project managers must have a current journeyman license with five (5) years of technical background experience at the journeymen level in plant maintenance, operation, and modification. The five years journeymen level experience must be in Mechanical/HVAC. In addition the assistant project managers must have five (5) years management experience in a position of supervisor or higher in an element of plant maintenance, operation, modification of a facility of not less than 3,000,000 square feet with the complexity of equipment equal to that of the MMAC.

5.1.3 Environmental/Safety/Quality Control Specialist shall have oversight management of hazardous and non-hazardous waste/safety and quality control programs for the Operation and Maintenance Contractor. The E/S/Q Specialist must have a Bachelor of Science Degree in Environmental Safety, Industrial Hygiene or Industrial Safety AND a 40-hour EPA certified HAZWOPER certification AND 5 years of environmental, safety compliance and quality control experience in an industrial setting the size and complexity of the MMAC.

5.1.3.1. Must have an in-depth knowledge, coordinate all efforts, develop, implement, ensure compliance, inspect and perform training programs to meet all federal, state, local and FAA regulations to include but not limited to OSHA, NFPA, EPA, DOL, FAA ISO, FAA EMS, FAA OHSMS and HAZMAT for all areas of the O&M contract.

5.1.3.2. Develops reviews and updates Standard Operating Procedures, manuals, contingency plans, checklist and other procedures for all areas of the O&M contract.

5.1.3.3. Prepare technical reports on environmental/safety issues and recommend corrective actions based on regulatory compliance for all areas of the O&M contract.

5.1.3.4 Develops and implements a Quality Control Program designed to ensure compliance with all contract requirements and prepares reports.

5.1.3.5 Manages the collecting, evaluating and analyzing of information in the operation, maintenance, repair and modification of any facility the Aeronautical Center.

5.1.4 Central Control and Monitoring System (CCMS) Supervisor CCMS Supervisor position shall meet both requirements of CCMS Operators and CCMS Surveillance Operators. In addition the CCMS Supervisor must have a Bachelor's degree or equivalent field experience. Five or more years experience in operations and maintenance of systems and facilities. Demonstrated ability to program and operate Building Automation Systems. Must functional knowledge of HVAC systems and their operation. The CCMS Supervisor must have three (3) years supervisory experience in an element of plant maintenance, operation or modification of a facility of not less than 3,000,000 square feet with the complexity of equipment similar to that of the MMAC.

5.1.5 Grounds Supervisor must have knowledge of principles and practices of grounds maintenance management, including knowledge of forestry, horticulture, and landscape design. The individual must have knowledge of materials, equipment, methods and practices essential to maintenance and construction of grounds facilities. The grounds maintenance supervisor shall have ten (10) years experience as a supervisor of grounds maintenance equal to the size and complexity of the MMAC.

5.1.6 Environmental Section Supervisor (Trouble Call/Operationals/Supports) The Environmental Section Supervisor must be at the commercial and industrial journeymen level in HVAC or Electrical craft for five (5) years. 1.) The Supervisor must have a current State of Oklahoma Unlimited Journeymen Level Mechanical License, City of Oklahoma City Mechanical Journey License and Certification Requirements to comply with (Section 608 of the Clean Air Act 40, CFR, Part 82.161 and FAA Order 1050.18) or have a current Oklahoma State Unlimited Electrician Journeyman License. In addition the Environmental Section Supervisor must have three (3) years supervisory experience in an element of plant maintenance, operation or modification of a facility of not less than 3,000,000 square feet with the complexity of equipment equal to that of the MMAC.

5.1.7 Preventative Maintenance (PM) Section Supervisor must be at the commercial and industrial journeymen level in HVAC principal craft for five (5) years. The Preventative

Maintenance Section Supervisor must have a current State of Oklahoma Unlimited Journeymen Level Mechanical License, City of Oklahoma City Mechanical Journey License and Certification Requirements to comply with Section 608 of the Clean Air Act 40, CFR, Part 82.161 and FAA Order 1050.18. In addition the Preventative Maintenance Section Supervisor must have three (3) years supervisory experience in an element of plant maintenance, operation or modification of a facility of not less than 3,000,000 square feet with the complexity of equipment equal to that of the MMAC.

5.1.8 **CCMS Operators** Vocational School four year program graduate or an Associate's degree in electronics, mechanical systems, computer technology, air conditioning or similar field. Degree may be offset by five years' experience in servicing electronic and or mechanical systems. Five to seven years of increasingly responsible experience in servicing building automation systems, controls and HVAC equipment. The CCMS operators shall have a current Oklahoma State Second Class Boiler License.

5.2 **Other Personnel (non-Key)** Personnel that the contractor may require/desire to employ in the course of contract performance are listed in **Technical Exhibit 5**. The listings are neither an endorsement nor a requirement that the contractor employ this position in a full, part-time, or seasonal capacity. The information is provided to streamline the staffing plan approval process between the Contractor and the Government.

SECTION 6. APPLICABLE REGULATIONS AND MANUALS

6.1 APPLICABLE REGULATIONS AND MANUALS. Documents applicable to this PWS are listed below. The Contractor shall follow these documents during work performance. The Government will make available the listed publications that may be in the Base Maintenance Technical Library. Some items have been deleted and others added so this is not a complete listing but an example of the type information available. All documents must be inventoried and be maintained by the Contractor.

6.2 FAA REGULATIONS The contractor will be responsible to abide by all applicable FAA regulations.

6.3 FEDERAL, STATE and LOCAL REGULATIONS The contractor will be responsible to abide by all applicable Federal, State and Local regulations.

6.4 TECHNICAL LIBRARY and AS-BUILT DRAWINGS

All documents are identified in the AMP-300 Technical Library Inventory. The physical inventory will be located at the following locations:

6.4.1 Base Maintenance Technical Library Located in BMB Room # 104
6.4.2 Technical Library in the Line Maintenance Building
6.4.3 Technical Library in the Battery Shop in Area A of the WSE Building.
6.4.4 Technical Library in the Electronics Area Base Maintenance
6.4.5 Asbestos and Toxicology Manuals in the Contractor's Office in Base Maintenance

TECHNICAL EXHIBIT 1

T1. QUALITY ASSURANCE SURVEILLANCE PLAN

T1.2 Purpose The purpose of this plan is to provide a quality surveillance plan for Operations and Maintenance services performed at the Mike Monroney Aeronautical Center (MMAC).This plan provides a basis for the Contracting Officer's Technical Representative (COTR) to evaluate the quality of the Contractor's performance based on Acceptable Quality Levels (AQLs). The oversight provided for in the contract and in this plan shall ensure service levels reach and maintain the required levels throughout the contract term. This plan shall provide the COTR with a proactive way to avoid unacceptable or deficient performance, and provide verifiable input for the required annual past performance evaluations.

T1.3 Performance Standards The Contractor will be evaluated from an operations and maintenance standpoint with emphasis on schedule, performance and 100-percent compliance with all environmental and safety rules, regulations, policies, procedures, Orders, etc. Achievement will be measured by the Contractor's ability to accomplish all tasks listed in accordance with Section 4, of this Performance Work Statement while having zero environmental and safety discrepancies. All work will be measured to ensure good housekeeping is accomplished and all environmental rules, regulations, policies, procedures; orders, etc. are followed 100-percent of the time.

T1.4 Frequency The COTR shall evaluate the current levels of performance according to the standards set forth in this plan. During performance of this contract, the COTR shall take periodic measurements as needed and shall analyze whether frequency of measurement is appropriate for the work being performed.

T1.5 Evaluation Criteria Definitions

T1.5.1 Task 1 Preventive Maintenance A service performed on a scheduled basis that is designed to keep equipment/systems in proper operating condition. It includes verification of proper tolerances and adjustments or other actions as necessary and appropriate in accordance with the manufacturer's maintenance specifications, and as authorized in specific preventive maintenance work requests.

T1.5.2 Task 2 Support Work Request Any project requirement for modification, additions, and special repairs to Aeronautical Center Buildings, equipment, and facilities. The work request will denote the work required, and will contain a listing of materials required and estimate standards, specifications, and drawings or sketches to be followed. All special requirements for coordination or time schedule for performance of work will be noted. The date the work request is to be completed will be stated.

T1.5.3 Task 3 Trouble Calls Any required maintenance, repairs, or work to buildings, equipment, facilities, and systems. The types of Trouble Calls are lighting, mechanical, HVAC, plumbing, electrical, structural, hardware, security systems, fire alarm systems,

electronic, and miscellaneous items required to keep the Aeronautical Center facilities operational.

T1.5.4 Task 4 Building Operations and Surveillance Heating, ventilation, air conditioning and environmental systems are important and must provide proper and comfortable conditions for Aeronautical Center building equipment and personnel. Building interior temperatures and comfort must be maintained and specified by the equipment operations manuals, while maximizing energy conservation and following energy mandates.

T1.5.5 Task 5 Grounds Maintenance Grounds maintenance services for the fertilizing, watering and spraying of lawns, trees, shrubs, flowers, and indoor plants, as well as the mowing of lawns, grading, filling and conditioning of areas required for lawns and the removal of cuttings and trash all of which is to constitute proper grounds maintenance. Grounds maintenance also includes snow/ice and blizzard recovery services.

T1.5.6 Task 6 FAA Logistics Center The repair and preventative maintenance performed under a Trouble call, Operational or Preventive Maintenance work request on warehouse lifting equipment to ensure all equipment is in proper operating condition. This includes verification of proper tolerances and adjustments or any other actions as necessary and appropriate in accordance with the manufacturer's maintenance specifications, and as authorized.

T1.5.7 Task 7 Flight Line Maintenance The repair and preventive maintenance performed under a Trouble call, Operational or Preventive Maintenance work requests on special flight line equipment and building fixed emergency generators to ensure all equipment is in proper operating condition. This includes verification of proper tolerances and adjustments or any other actions as necessary and appropriate in accordance with the manufacturer's maintenance specifications, and as authorized.

T1.5.8 Task 8 Base Maintenance Automotive Shop The repair and preventive maintenance performed under a Trouble call, Operational or Preventive Maintenance work request on automotive/scooters to ensure all equipment is in proper operating condition. This includes verification of proper tolerances and adjustments or any other actions as necessary and appropriate in accordance with the manufacturer's maintenance specifications, and as authorized.

T1.5.9 Task 9 Logistics Management Parts and Materials purchasing, stocking, storing, issuing, receiving and moving supplies and equipment used for various functions of the O&M contract.

T1.5.10 Project Management planning, preparation, organization, and administration of resources, within the limitations of the contract necessary to accomplish the contract requirements in an effective and efficient manner. This includes cooperation and responsiveness, supervising and coordinating, establishing and maintaining work controls, understanding FAA requirements, reporting, and 100-percent compliance with all environmental rules, regulations, policies, procedures, orders, etc.

T1.5.11 Business Management business operations, overall management, property control, procedures, contract compliance, security.

T1.5.12 Deliverables business reports on a re-occurring basis and special requested reports needed to ensure proper communications are maintained between the Government and Contractor.

T1.6 Evaluation Methods The COTR shall conduct performance evaluation methods based on the required performance levels as set forth in the contract.

T1.6.1 Schedule is used for measuring the Contractor's ability to complete performance of work requirements by the required due date.

- **Task 1** Preventative Maintenance task are measured in accordance with established schedules and established time factors.
- **Task 2** Support work request task are measured in accordance with established time factors on the individual work requests.
- **Task 3** Trouble Calls Work request task are measured by responsiveness and down times and established time factors.
- **Task 4** Building Operations and Surveillance task are measured by responsiveness to operational changes and requirements, including energy conservation measures, on-site review of individual building equipment logs, inspecting building equipment systems and the ability to respond to emergency conditions.
- **Task 5** Grounds Maintenance tasks are measured by down times and established time factors.
- **Task 6** FAA Logistics Center tasks are measured in accordance with established schedules and established time factors.
- **Task 7** Flight Line Maintenance tasks are measured in accordance with established schedules and established time factors.
- **Task 8** Base Maintenance Automotive Shop tasks are measured in accordance with established schedules and established time factors.
- **Task 9** Logistics Management Parts and Materials task are measured in accordance with established schedules and established time factors.
- **Deliverables** are measured in accordance with established schedules and established time factors.

T1.6.2 Performance is used for measuring the Contractor's ability to meet contract requirements.

- **Task 1** Preventative Maintenance task are measured in accordance with Manufacturer's Standards, applicable codes and by on-site inspections.
- **Task 2** Support work request task are measured by on-site inspections.
- **Task 3** Trouble Calls Work request task are measured by call back rate, customers' complaints, feedback and diagnostic skills and by on-site inspections.

- **Task 4** Building Operations and Surveillance task are measured by Diagnostic/ Systems Analysis, on-site review and accuracy of logs and computer printouts, failure reports, energy conservation measures and guidelines, the ability to trouble shoot, operate building equipment and systems and by on-site inspections.
- **Task 5** Grounds Maintenance tasks are measured by on-site inspections.
- **Task 6** FAA Logistics Center tasks are measured in accordance with Manufacturer's Standards, applicable codes, call back rate, customer's feedback, diagnostic skills and by on-site inspections.
- **Task 7** Flight Line Maintenance tasks are measured in accordance with Manufacturer's Standards, applicable codes, call back rate, customer's feedback, diagnostic skills and by on-site inspections.
- **Task 8** Base Maintenance Automotive Shop tasks are measured in accordance with Manufacturer's Standards, applicable codes, call back rate, customer's feedback, diagnostic skills and by on-site inspections.
- **Task 9** Logistics Management Parts and Materials tasks are measured by accurate computer records, correction of reporting errors, providing proper reports and the processes by which parts and materials are purchased, stocked, issued, received and stored.
- **Project Management** tasks are measured by cooperation and responsiveness, supervising and coordinating, establishing and maintaining work controls, understanding FAA requirements, reporting, and 100-percent compliance with all environmental rules, regulations, policies, procedures, orders, etc.
- **Business Management** tasks are measured by the overall business operations, overall management, property control, procedures, contract compliance and security processes performed.
- **Deliverables** are measured by the accuracy of the content and the relevance of the material.

T1.7 Performance Measures

T1.7.1 Task 1 Preventative Maintenance tasks (AQL) Acceptable Quality Level 100% of all life safety equipment work requests shall be completed on a monthly basis. 90% of all other work requests shall be completed on a monthly basis with an average score for schedule and performance of 90% for all evaluated work requests each month.

T1.7.2 Task 2 Support work request tasks (AQL) Acceptable Quality Level The average score for schedule and performance must be 90% or higher for all evaluated work request each month.

T1.7.3 Task 3 Trouble Calls Work request tasks (AQL) Acceptable Quality Level Customer satisfaction must average 90% or above each month based on the customer satisfaction surveys received. The average score for schedule and performance must be 90% or higher for all evaluated work request each month.

T1.7.4 Task 4 Building Operations and Surveillance tasks (AQL) Acceptable Quality Level The average score for schedule and performance must be 90% or higher for all evaluated tasks each month.

T1.7.5 Task 5 Grounds Maintenance tasks (AQL) Acceptable Quality Level The average score for schedule and performance must be 90% or higher for all evaluated tasks.

T1.7.6 Task 6 FAA Logistics Center tasks (AQL) Acceptable Quality Level 100% of all life safety equipment PM work requests shall be completed on a monthly basis. 90% of all other PM work requests shall be completed on a monthly basis. All evaluated T/Cs shall have an average score of 90% or higher for schedule and performance each month.

T1.7.7 Task 7 Flight Line Maintenance tasks (AQL) Acceptable Quality Level 100% of all life safety equipment PM work requests shall be completed on a monthly basis. 90% of all other PM work requests shall be completed on a monthly basis. All evaluated T/Cs shall have an average score of 90% or higher for schedule and performance each month.

T1.7.8 Task 8 Base Maintenance Automotive Shop tasks (AQL) Acceptable Quality Level 100% of all life safety equipment PM work requests shall be completed on a monthly basis. 90% of all other PM work requests shall be completed on a monthly basis. All evaluated T/Cs shall have an average score of 90% or higher for schedule and performance each month.

T1.7.9 Task 9 Logistics Management Parts and Materials tasks (AQL) Acceptable Quality Level 100% of all monthly, quarterly and annual inventories must be completed and a copy provided to the appropriate COTR. 100% of all weekly and monthly reports must be completed and a copy provided to the appropriate COTR. 100% of all reporting errors must be reported to the COTR and corrected within 5 working days. 100% of all minimum quantities must be maintained on a monthly basis.

T1.7.10 Project Management (AQL) Acceptable Quality Level 100% of the time staffing shall be maintained and proper personnel resources must be available with proper skills within the limitations of the contract to meet the contract requirements.100% compliance with all environmental rules, regulations, policies, procedures, orders, etc.

T1.7.11 Business Management (AQL) Acceptable Quality Level 100% Timely submittals of reports. 100% Compliance with contract clauses and contract procedures. 100% of the time the contractor will maintain accurate property control.

SERVICES SUMMARY

The overarching contract performance objectives, performance thresholds, and remedies for deficiencies are reflected in the table below:

Performance Requirements Summary

Performance Objective	Reference	Performance Threshold	Remedy
1. Monthly PM work request completion rate.	PWS 4.1	Service Level 3 100% of all Life Safety equipment PM work requests will be completed on a monthly basis. 90% of all PM work requests will be completed on a monthly basis. Service Level 2 and 1 The % of all PM work request to be completed on a monthly basis may be decreased proportionally with a service decrease.	Deduct .5% of the Total Monthly Contract Cost
2. The average score for schedule and performance for all evaluated PM work task.	PWS 4.1	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
3. The average score for schedule and performance for all evaluated Support work task.	PWS 4.2	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
4. Customer satisfaction for T/Cs	PWS 4.3	Must average 90% or above each month for all customer surveys received.	Deduct .5% of the Total Monthly Contract Cost
5. The average score for schedule and performance for all evaluated Trouble Call (T/C) work task.	PWS 4.3	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
6. The average score for schedule and performance for all evaluated Building Operations and Surveillance work tasks.	PWS 4.4	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
7. The average score for schedule and performance for all evaluated Grounds Maintenance work tasks.	PWS 4.5	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
8. Monthly PM work request completion rate for all evaluated Logistics Center work tasks.	PWS 4.6	Service Level 3 100% of all Life Safety equipment PM work requests will be completed on a monthly basis. 90% of all PM work requests will be completed on a monthly basis. Service Level 2 and 1 The % of all PM work request to be completed on a monthly basis may be decreased proportionally with a service decrease.	Deduct .5% of the Total Monthly Contract Cost

9. The average score for schedule and performance for all evaluated Logistics Center work tasks.	PWS 4.6	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
10. Monthly PM work request completion rate for all evaluated Flight Line Maintenance work tasks.	PWS 4.7	Service Level 3 100% of all Life Safety equipment PM work requests will be completed on a monthly basis. 90% of all PM work requests will be completed on a monthly basis. Service Level 2 and 1 The % of all PM work request to be completed on a monthly basis may be decreased proportionally with a service decrease.	Deduct .5% of the Total Monthly Contract Cost
11. The average score for schedule and performance for all evaluated Flight Line Maintenance work tasks.	PWS 4.7	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
10. Monthly PM work request completion rate for all evaluated Base Maintenance Automotive Shop work tasks.	PWS 4.8	Service Level 3 100% of all Life Safety equipment PM work requests will be completed on a monthly basis. 90% of all PM work requests will be completed on a monthly basis. Service Level 2 and 1 The % of all PM work request to be completed on a monthly basis may be decreased proportionally with a service decrease.	Deduct .5% of the Total Monthly Contract Cost
10. The average score for schedule and performance for all evaluated Base Maintenance Automotive Shop work tasks.	PWS 4.8	Average score must be 90% each month.	Deduct .5% of the Total Monthly Contract Cost
11. The average score for schedule and performance for all evaluated Logistics Management Parts and Materials work tasks.	PWS 4.9	100% of all inventories must be completed within required due dates. 100% of all reporting errors must be corrected within 5 working days. 100% of all minimum quantities must be maintained on a monthly basis.	Deduct .5% of the Total Monthly Contract Cost
12. The planning, preparation, organization, and administration of resources for project management and the overall management of the business operations.	PWS All Sections	100% of the time staffing must be maintained. 100% compliance with all rules, regulations, policies, procedures and orders. 100% of the time the contractor will maintain accurate property control. 100% of the time the contractor will adhere to all contract clauses.	Deduct 1% of the Total Monthly Contract Cost
13. Deliverables	PWS 4.13	100% of all deliverables must be completed each month.	Deduct 1% of the Total Monthly Contract Cost

TECHNICAL EXHIBIT 2

T2. LIST OF BUILDINGS AND ANTENNA SITES AT THE MMAC

T2.1 BUILDINGS AND ANTENNA SITES.

A listing of all buildings and antenna sites for MMAC is available in the MMAC Archibus database. Aeronautical Center maps may be obtained on request.

The FAA occupied buildings at the MMAC are approximately 3,000,000 gross square feet. The land area is approximately 1,200 acres.

Off-site facilities leased to support the Aeronautical Center will be identified by the COTR.

TECHNICAL EXHIBIT 3

T3. FACILITIES FOR CONTRACTOR USE

BUILDING AVAILABLE	TYPE AREA	APPROXIMATE SQUARE FEET
Base Maintenance	Office & CCMS	500
	BM Shop & Shed	11,000
	BM Automotive Shop	3,100
Warehouse/LM Maintenance Area	Office	5,000
Grounds Maintenance	Office, Shop & Shed	15,000
Industrial Waste Treatment Plant	Waste Treatment	5,000

The Government will furnish water, heat, electricity, sewage refuse services, and other utilities to the Contractor.

TECHNICAL EXHIBIT 4

T4. GOVERNMENT-FURNISHED EQUIPMENT

T4.1 All equipment, in the shop area furnished to the Contractor, which is fixed to the building, is assigned for the Contractor's use and will be tracked in accordance with FAA AC Order 4600.27x. All non-fixed Government equipment will be issued to the Contractor as Government furnished equipment. Copy of the master document for all Government Furnished Equipment will be maintained in the AMP-300 Administration Division files.

T4.2 Any non-routine tools and/or equipment not available but required for project completions may be purchased or rented by following the process describe in Section 4.18 of this PWS. Examples of non-routine tools and/or equipment are heavy equipment i.e. backhoe, skid steers etc. These tools are not normally used during normal operation and maintenance duties. The cost of purchase or rental must be approved by the COTR. In the case of "purchase" the equipment and/or tool becomes Government property and will be placed on appropriate records.

T4.3 The Government Furnished Equipment will be inventoried semi-annual by the Contractor. Copies will be provided to the Contracting Officer and AMP-300 COTR. The Contractor shall be accountable for equipment issued under this contract.

TECHNICAL EXHIBIT 5

T5. HISTORICAL WORKLOAD

T5.1 THE HISTORICAL LABOR HOURS FOR EACH TASK FOR FY-07, FY-08, FY-09, FY-10 and FY-11

	FY-07	FY-08	FY-09	FY-10	FY-11
Administrative Staff	22880	22880	22880	24960	24960
Task #1 Preventative Maintenance	43680	45760	45760	52000	52000
Task #2 Support Work Request	18720	18720	18720	18720	18720
Task #3 Trouble Call Work Request	31200	31200	31200	33280	33280
Task #4 Building Operations and Surveillance	24960	24960	24960	24960	24960
Task #5 Grounds Maintenance	24960	22880	20800	20800	20800
Task #6 FAA Logistics Center	8320	4160	4160	4160	4160
Task #7 Flight Line Maintenance	0	4160	4160	4160	4160
Task #8 Base Maintenance Automotive	2080	6240	8320	6240	6240
Task#9 Logistics Management Parts and Materials	6240	6240	6240	6240	6240
TOTALS	**183040**	**187200**	**187200**	**195520**	**195520**

T5.2 THE HISTORICAL WORK REQUEST FOR FY-07, FY-08, FY-09 and FY-10 FY-11.

	FY-07	FY-08	FY-09	FY-10	FY-11
Task #1 Preventative Maintenance	17286	18,576	14,418	15,666	15,417
Task #2 Support Work Request	285	245	283	251	231
Task #3 Trouble Call Work Request	10218	11773	12097	11729	10975

T5.3 THE MINIMUM SKILL SETS NEEDED TO PERFORM EACH TASK

Task #1 Preventative Maintenance

Boiler Mechanic/Pipe Fitter (Mechanical Journeyman and Class II Boiler Operator)

Electrician (Journeyman)

Electronic Technician II, Fire Alarm System Mechanic

Elevator Mechanic (Journeyman)

Emergency Generator Technician

Fire Suppression Technician

General Maintenance and Repair Worker

HVAC Mechanic (Mechanical Journeyman)
Pest Control Technician
Plumber, Maintenance (Journeyman)
Preventative Maintenance Data Clerk
Water Treatment Plant Operator/Water Treatment Specialist
Water Treatment Specialist

Task #2 Support Work Request

Carpenter
Electrician (Journeyman)
Engineering Tech IV (Electrical Contractor Planner/Estimator)
Engineering Tech IV (Mechanical Contractor Planner/Estimator)
Maintenance Sheet Metal Worker (Mechanical Journeyman)
Painter

Task #3 Trouble Calls

Carpenter II
Electrician (Journeyman)
Electronic Technician, Maintenance II
General Maintenance and Repair Worker
HVAC Mechanic (Mechanical Journeyman)
Plumber Contractor

Task #4 Building Operations and Surveillance

Service Order Dispatcher
Surveillance Operators (Mechanical Journeyman and Class II Boiler Operator)

Task #5 Grounds Maintenance

Gardener
Temporary Gardener

Task #6 FAA Logistics Center

Electric Vehicle/Equipment Mechanic (LSF/Base Maint. Equip)

Task #7 Flight Line Maintenance

Grounds Support Equipment Mechanic (AVN Flight Line Equipment)

Task #8 Base Maintenance Automotive Shop

Electric Vehicle/Equipment Mechanic (LSF/Base Maint. Equip)

Task #9 Logistics Management Parts and Materials

Inventory Clerk
Supply Technician

TECHNICAL EXHIBIT 6

T6. GROUNDS MAINTENANCE SCHEDULE WITH TECHNICAL REQUIREMENTS

T6.1 MOWING, including edging and sweeping, fine cut areas. Rotary mowers with rear discharge may be used on fine cut areas. Under no circumstances is a Flail Mower to be used on fine cut areas. Rotary blades are to be sharpened to insure a smooth cut. Before a fine cut area is to be mowed, it shall be policed to insure that the area is free from objects that could be struck by mowers. Each mowing operation is to include mowing, trimming, and removal of all clippings to reflect an appearance suitable for a public facility. These operations are to be done consecutively and simultaneously with each area, as noted on the drawings, completed as a project. All grass clippings are to be removed from the sidewalks and streets, and shall not be left overnight. Clippings shall not be swept onto the turf. All sidewalks, curbs and other concrete edges shall be edged and trimmed with a mechanical type edger in conjunction with each mowing. Soil sterilization as approved by the COTR may be used around buildings and fence lines. All cuttings are to be removed from fine cut areas in conjunction with each mowing.

T6.2 MOWING, rough-cut. Rough cut mowing shall be performed on such grounds that are not programmed to be fertilized, watered and fine cut. Whirlwind or sickle bar type mowers may be used for this purpose. Tractor powered whirlwind mowers shall be equipped with "Chain Main" protective guards. The Contractor shall keep litter removed from the rough-cut areas.

T6.3 WATERING fine cut areas. Areas shown as fine cut on the drawings shall receive water as ordered by the COTR. All watering operations are to be continuously monitored to prevent water from striking buildings, parked vehicles, and streets, to prevent excessive ground penetration adjacent to buildings and to prevent any damage that might result from this operation. The Contractor shall prepare a watering schedule for approval by the COTR before actual application is made. The Contractor shall monitor and repair and maintain the existing underground sprinkler system, keeping the system in good repair and operating condition at all times. The sprinkler system is to be purged with an air compressor before freezing weather.

T6.4 GENERAL MAINTENANCE, including but not restricted to fertilizing, mulching, and watering of (1) trees, outdoor shrubbery, perennial and annual growth plants located in beds and planters, (2) trees and shrubs not located in beds, and (3) indoor plants and planters.

T6.4.1 The Contractor shall provide services to care for all indoor plants and shall replace such plants in the event of damage, loss, or if growth eliminates their use for the intended decorative effect.

T6.4.2 The trees, shrubs, flowers, indoor plants, and planter boxes shall be fertilized in accordance with standard practices for proper growth and health of the plants and as approved by the COTR. The soil in the planter boxes shall be fertilized and rejuvenated as required for proper growth and health of plants. Planter boxes that contain perennial shrubs will be fertilized as needed. All trees, flowers, shrubs, indoor plants, and lawns shall be sprayed in accordance with accepted practices for the necessary control of plant fungus and insects. Neutralizing cleaning solution shall be used on all equipment used to spray both herbicides and insecticides.

T6.4.3 The loss of any tree, evergreen shrubs, or perennial plants due to disease, insects, drought, or other causes shall require replacement with a like species. Any proposed substitution shall be approved in writing prior to planting. Trees shall be pruned, trimmed, or shaped as required, fertilized and sprayed. An approved tree maintenance program shall be followed.

T6.4.4 The Contractor shall keep all crushed rock areas at the Aeronautical Center free of all vegetation, trash, and debris.

T6.5 FERTILIZING, fine cut areas.

T6.5.1 The Contractor shall provide for application of fertilizer from April through August on all fine cut areas as need and coordinated with the COTR.

T6.5.2 The Contractor shall replace any grass damaged by fertilizer imbalance. When requested, the Contractor shall take soil samples from the grounds and have them tested by a certified testing laboratory.

T6.6 WEED, CRAB GRASS, AND DISEASE CONTROL, fine cut areas (Pre-emergent treatment and Post-emergent treatment). The Contractor shall perform treatment for broadleaf and narrow leaf (grassy) weed control on fine cut areas as ordered. Precautions shall be taken to insure that there is no discoloring of the grass or damage to other plants. In the fall, a pre-emergent is to be applied, followed in the early spring with a non-selective non-soil sterilant post-emergent. If weeds appear after verticutting and top dressing, a post emergent is to be applied for broadleaf weeds. The selective post-emergent is to be repeated if necessary. The pre-emergent shall be applied in a granulated form. The post-emergent shall be applied with a spray boom and pump calibrated to receive even rates of distribution. A record shall be kept of consumption to insure proper rates. Rates of application for these chemicals are not specified but they must be sufficient to obtain control above 95% for any given square yard taken as a test area for determination of effectiveness. The Contractor shall coordinate scheduling of fall and spring treatment with the COTR, to assure that the same areas that receive fall treatment will also be followed with the specified spring treatment. Post-emergent herbicides are to be applied after crab grass has germinated. Air temperature is to be 80 degrees F. or higher. Weed control in turf areas will be accomplished in accordance with in Oklahoma Extension Fact Sheet #2652 as issued in cooperation with the U.S. Department of Agriculture. The type of turf, weed, herbicide, and rate of application and suggested time of application are to be followed. Treatment will be provided April through October for the control of all types of weeds in turf areas.

T6.7 WEED AND GRASS CONTROL, graveled areas. The Contractor shall treat crushed rock areas at the Aeronautical Center with soil sterilant as requested by the COTR. The treatment shall not stain or discolor the rock, be corrosive to materials, or toxic to humans or animals. The materials used in this treatment shall be approved by the COTR, prior to its use. All areas shall be treated except those inside fenced transformer vaults serving the buildings. The transformer stations serving the electrical mechanical cable field shall be treated as necessary and when requested. Areas treated under this service must remain free of all plant growth for one year or be retreated as necessary for this purpose.

T6.8 **WEED AND GRASS REMOVAL.** Weeds and grass may need to be removed from certain areas for the protection of Government property. This work will be accomplished when authorized by the COTR. This requires application of an approved post-emergent non-selective weed and grass killer that is not conducted by plants and that deactivates on contact with soil. It shall be used in areas where soil sterilant may cause damage to other plants. The Contractor shall cut and remove large weeds and grass before the chemical is applied.

T6.9 **GRASS REPLACEMENT (Sodding, Seeding).** When ordered by the COTR, the Contractor shall repair or replace lawns that have been damaged as a result of conversion of use by new construction, by repair of utility lines, or by other causes. These areas shall be disked, graded, rototilled, stolonized, sodded or seeded, as required and fertilized and watered in accordance with accepted practices until such times as that portion of the grounds can be accepted under the regular maintenance of lawns as set out above. This includes shaded areas where insufficient sunlight prevents Bermuda grass from growing. These areas shall be seeded with Kentucky 31 Fescue or with the latest recommended seed by the Oklahoma State University Agronomy Department.

T6.10 **IRRIGATION HEAD REPAIR/REPLACEMENT.** Government owned irrigation heads shall be repaired or replaced as necessary to maintain a completely operative condition.

T6.11 **PIPING REPLACEMENT, with fittings 1/2" to 3" inclusive.** ABS pipe is not to be used or reused if removed from existing system. All new pipe and fittings shall be PVC schedule 40, Class 200. All ditches shall be cushioned with two inches of masonry grade sand. All pipes shall be covered with four inches of masonry grade sand before backfilling. Backfill shall consist of approved treated topsoil to within four inches of finish grade. Finished grade shall be obtained with replaced turf and top dressing.

T6.12 **GATE VALVE REPAIR, or replacement, 3/4" to 3" inclusive.** Valves shall be repaired to a completely operative (like new) condition or replaced with a new valve when necessary and ordered by the COTR.

T6.13 **SNOW AND ICE REMOVAL.** During winter months the Contractor shall remove all snow and ice from sidewalks, which may accumulate during the day. Snow and ice removal crews must be on the grounds no later than 3:00 a.m. for removal of snow and ice that forms or accumulates during the night. Walkways and building entrances shall be cleared by no later than 6:00 a.m. Rubber blades shall be used on snowplows. The wheel spacing on snowplows shall not exceed the width of the sidewalk. The Contractor shall spread masonry sand on the areas of sidewalks that are dangerously slick using a sand spreader for even distribution. The Contractor shall supply and spread a sufficient amount of calcium chloride or approved equal, to the Aeronautical Center sidewalks as required keeping walks and entrances free of ice. Additional chemical application shall be provided as required. The crews shall remain on the grounds until 4:30 p.m. or as approved by the COTR. De-icing material must not kill grass or harm concrete.

6.14 **BLIZZARD RECOVERY.**

T6.14.1 When directed by the COTR, the Contractor shall remove snow and ice from parking lots, paved storage areas, docks, drives, and other designated areas as required for the operation of the

Aeronautical Center. The Contractor shall make available and operate equipment as necessary to accomplish snow removal. The FAA will provide the Contractor with a Blizzard Recovery Plan, which will show the priority of operations. The plan will be in written form and will include a drawing with sequences of actions required. This plan may be changed due to operations consideration.

T6.14.2 The Contractor shall provide a truck and self-powered utility spreader equal to Model "P" Highway Equipment Company as part of the hot sand application. The hot sand will be spread by the unit using a controlled variable width.

T6.15 **SNOW FENCE.** Contractor shall install, remove and repair Government-furnished snow fence as required for snow drift control in parking and other areas of the Aeronautical Center. Locations for installation of the fence will be furnished at the appropriate time by the COTR. Government-furnished material will consist of sufficient snow fence in 50-foot lengths and 6 feet, 1.12 pound/foot steel posts. Material such as tie wire, braces, anchors and guy wire necessary to support and hold fence up right in 75 mile per hour winds shall also be furnished by the Government. The Contractor shall pick up the Government-furnished material from Government controlled storage areas and replace material after all requirements are complete. Fence shall be installed in straight lines in a neat workmanlike manner.

T6.16 **GROUNDS CLEAN UP.**

T6.16.1 The Contractor shall keep all exterior areas of the Aeronautical Center clean and free from wastepaper and other litter at all times. This shall include removing tree leaves and other litter from exterior basement stairwells (including boiler room entrances) and the Multi-Purpose inner courtyard. Drains shall be free of trash and operative at all times. Weeds and grass shall be removed and not permitted to grow in cracks, joints, and holes of all paved areas at the Aeronautical Center. A soil sterilant is not acceptable for this purpose because it may damage trees, grass, and other plants.

T6.16.2 All discarded wooden shipping pallets shall be picked up daily and disposed of in empty in trash containers located at the Aeronautical Center.

T6.16.3 Remove bird droppings, mud, dirt, or any other litter from sidewalks as necessary. Remove tree limbs and any other plant growth as necessary to maintain free, safe passage on sidewalks and building entrances and to facilitate safe vision for drivers of vehicles at street intersections and parking lot access and interior passage at all times. All tree limbs, grass trimmings, and other debris generated by performance of grounds maintenance work shall be removed and hauled by the Contractor off the Aeronautical Center property. Inspection and work by the Contractor on the grounds clean up service shall be performed daily, Monday through Friday.

T6.17 **CLEAN STORM SEWER CATCH BASINS** The Contractor shall remove all trash and other debris from inside storm sewer and drainage catch basins when required for proper flow and requested by the COTR.

T6.18 **TREES, replacement as needed.** The Contractor shall replace trees that are damaged by wind or natural causes, damaged by unknown causes such as unreported vehicular contact or vandalism that need to be removed because of age or excessive size or other reason.

T6.19 **SHRUBS, replacement as needed.** The Contractor shall replace shrubs for any of the reasons stated above. Planting shall be done in accordance with the best acceptable methods and the Contractor shall be responsible for the continued life, growth and health of each new shrub.

T6.20 **VERTICUTTING, fine cut areas.** Verticutting is to be performed on the fine cut areas when requested by the COTR. Work shall be done during a period after the first of January and prior to the first of June unless otherwise directed or approved by the COTR. Verticutting equipment shall be designed for the intended purpose. Complete verticutting operation shall consist of a minimum of two passes over entire area with verticutting equipment. Each pass shall be perpendicular to the other. The entire area shall be swept clean of all thatch, trash, and debris following each pass of the verticutting equipment.

T6.21 **MMAC Perimeter Security Fencing**. The contractor shall inspect and make all repairs to perimeter security fencing. All security fencing shall be maintained in accordance with FAA Order 1600.69x. Security fence lines with graveled areas to prevent wash outs shall be kept free of all vegetation, debris and trash. The contractor shall ensure that the 20-foot clean zone is maintained free of all trees, shrubs, debris, and trash and mowed by either fine or rough cutting.

TECHNICAL EXHIBIT 7

T7. MODIFICATION – SUPPORT WORK REQUEST

T7.1 WORK REQUEST. The Contractor will be issued Work Request for Support for modifications to buildings, equipment, facilities, and systems at the Aeronautical Center. Prior to issue to the Contractor, the work request will be issued a number that will be used to identify and control the work. The work required will be outlined, along with standards, specifications, and drawings, to identify the quality and scope of work. An estimate of the project will be provided prior to the work request being issued. The Contractor shall use Archibus to develop all estimates. No work is to be performed by the Contractor unless covered by a valid work request. A valid work request is defined as a work request that has been estimated by the Contractor and issued by the Government and has the schedule and performance defined prior to being issued.

T7.1.2 Reference estimate books: RS Means Man-hour Standards System, and books published by RS Means Company.

T7.2 MATERIALS. Government-furnished materials will be issued at different locations at the Aeronautical Center. The Contractor shall transport the materials to the work site. After the work request is completed, the Contractor shall return all excess materials to the Government, and the excess shall be placed at different locations at the Aeronautical Center as directed by the COTR.

T7.3 START AND COMPLETION TIMES. Unless otherwise noted on the work request, the Contractor will be able to start work once the POC has agreed to the start date and the work request has been issued. Completion must be made by 1630 on the completion date specified on the work request.

T7.4 WORK REQUEST INFORMATION BY CONTRACTOR. The Contractor shall return the original work request within three (3) workdays after the onsite work is completed with the following listed information:

a. Type of craft used.
b. Complete listing of materials used.
c. Excess materials to go to storage.
d. Date and time onsite work completed.
e. Any special information regarding the work or problems encountered.

All entries on the original work request form made by the Contractor shall be in ink and shall be signed by the Contractor's employee making the entry. Any necessary corrections shall be made by drawing a line through the incorrect entry.

TECHNICAL EXHIBIT 8

T8. WORK REQUEST FOR TROUBLE CALL

T8.1 The Contractor will be issued a work request for Trouble Call for the repair and adjustment of fixtures, buildings, equipment, systems, and facilities at the Aeronautical Center. Prior to issuing, the work request will be assigned a work request number, priority level and due date that will be used to identify and control the work request.

T8.2 TIME OF WORK All work shall be performed from 0800 to 1630 hours, Monday through Friday, excluding weekends and Federal holidays, except in emergencies and/or directed by the appropriate COTR. The contractor will create a trouble call with the appropriate information including the priority level and due date as defined in priority level table T8.7.1. The contractor will assign priority levels with coordination and approval from the appropriate COTR. The Government reserves the right to change individual priority levels as needed. The Contractor shall start work without any delay on P-1 trouble calls and continue work as feasible until the problem is resolved and/ or corrected and as directed by appropriate COTR.

T8.3 RESPONSE TIMES Based on the Priority Level Table T8.7.1 each priority level has a response time. The Contractor will respond and make repairs to each Trouble Call within the defined timeframe. During the initial response to a T/C the following items will be completed:

- Determine if Permanent repairs can be made.
- Determine if any materials will be needed to make the needed repair.
- Determine if the work can be completed before the defined timeframe.
- Make the repair.

If, during the initial response time, the contractor cannot make permanent repairs due to material availability the contractor will have the following options:

- Follow the material ordering process and make PERMANAENT repairs when the material has been acquired within the listed completion timeframe of the priority level.
- Make TEMPORARY repairs to reduce health, physical or equipment hazard risks, then change the priority level to coincide with the material availability . All priority level changes must be approved by the COTR.

T8.4 COMPLETION TIMES Work request for trouble calls will be completed by the Contractor and returned to the government by 16:30 on the completion date as set in the priority level table T8.7.1. All completion times are set using the original entry date. Trouble Call work request priorities may be changed by the Government after the original work request has been issued. The Contractor must ensure all material can be acquired during the specified priority completion date. The Contractor must ensure that all T/Cs have an approved priority assigned with the correct completion date.

T8.5 MATERIALS When materials are not available from Logistics Management Parts and Materials the COTR shall be notified. Priority Levels for a trouble call may be changed with COTR approval. Start and stop times of work, due to the need for materials will be noted on the work request. The Contractor

will transport the material to the work site. After the work request is completed, all excess material shall be placed back in the inventory.

T8.6 WORK REQUEST COMPLETION INFORMATION The Contractor shall return the original work request within 3 workdays after the work is completed with the following listed information:

a. Total craft hours used, broken down by each craft.
b. Material Information 1) Qty. Used 2) Qty. Returned 3) Order Date 4) Received Date
c. Date and time work completed.
d. Any special information or problems the Contractor encountered.

All entries on the original work request form made by the Contractor shall be in ink and shall be signed by the Contractor's employee making the entry. No erasers shall be used on the work request form. Any necessary corrections shall be made by drawing a line through the incorrect entry and the correct entry made above or beside the incorrect entry. In the event the Contractor does not comply with this paragraph, the Contractor's performance of the work will be considered unacceptable. All information recorded will be done in a clear, concise and legible manor.

T8.7 PRIORITY LEVELS The following priority levels have been developed by the government and will be used to identify and control the work request. Each level has a required response time and a required completion date. Examples of the different types of problems are listed in the below table. The list is not all inclusive and may be changed at any time to fit the requirements of the government. The contractor will assign priority levels with coordination and approval by the appropriate COTR. The Government reserves the right to change a priority level of and individual work request as required based on organizational needs.

T8.7.1 Table

Priorities	Description	Response Time from Date of T/C Submittal	Completion Time from date of T/C Submittal	Examples of Work
P1	Emergency	1 hour	Same Shift	1. Safety (Health Risk)
				2. Life Safety (Fire Systems)
				3. Physical Damage to Buildings
				4. Physical Damage to Eq.
				5. Critical Equipment Failure
				6. Critical Utility Failure
P2	Urgent	2 hours	Next Work Day	1. Hot and Cold Calls
				2. Security System Failures
				3. Utility Disruptions
				4. VIP Issues/Visits
				5. Work Stoppage Issues
P3	Routine	5 Work Days	14 Calendar Days	1. Carpentry Repairs
				2. Minor Electrical Installs
				3. Lights out
				4. Signage Changes
				5. Scheduled Utility Outages
				6. Ice Machine/Water Cooler Repair
P4	Scheduled	5 Work Days	Agreed Upon by Contractor and Government COTR	1. Pump repairs
				2. Motor Repairs or replacement
				3. Longer lead time for material
				4. Ductwork Repair
				5. HVAC Modifications

TECHNICAL EXHIBIT 9

T9. CONTINGENCY PLANS

T9.1 The Contractor shall provide support to the Aeronautical Center operations for the "Federal Aviation Administration (FAA) Emergency Operations Plan and Mike Monroney Aeronautical Center (MMAC) Continuity of Operations (COOP) Plan.' This includes drills and exercises of the plans.

T9.2 The "FAA Emergency *Operations Plan and the MMAC COOP Plan*" is in support of the Department of Transportation (DOT) and Department of Defense (DOD) in time of war, national emergencies, and major disasters.

T9.3 The Contractor shall provide a copy of the Contractors' COOP Plan, Emergency Operation Plan and applicable Standard Operating Procedures to the COTR prior to starting any work activities under this contract. The plan shall be reviewed and updated annually, no later than January 31st.

T9.4 When and if the contingency plan is implemented the Government will provide direction to the Contractor accordingly based on the needs of the Government.

TECHNICAL EXHIBIT 10

T10. CENTRAL CONTROL AND MONITORING SYSTEM (CCMS)

T10.1 SCOPE OF WORK The Contractor shall provide necessary management, supervision, labor, material, tools and test equipment to accomplish the following with regard to the CCMS and auxiliary systems defined herein:

a. Inspection
b. Calibration
c. Scheduled maintenance
d. Non-destructive base line testing
e. Repairs
f. Onsite operations
g. Scheduled tours
h. Logging
i. Computerized reporting
j. Modifications, additions and changes to the hardware and software of the system.

T10.1 The Contractor shall assist the appropriate COTR in establishing Aeronautical Center policies and procedures for energy mandates and energy conservation measures as outlined in Energy Policy Order 1053.1x.

T10.2 OPERATION. CCMS Operations is operated twenty-four hours each day, seven days a week, by qualified individuals who can start, stop, adjust, call-up data and information under CCMS control, understand HVAC operations and able to contact onsite surveillance operator and direct them to check problems reflected by the CCMS. Take required action against unsafe conditions, detect equipment failures or malfunctions and provide comfort conditions during all building occupancy hours. All CCMS and controlled systems shall be operated at the highest level of efficiency possible within the equipment limits. HVAC systems shall be operated to maximize energy conservation while maintaining building comfort.

T10.2.1 Whenever controlled space temperature during scheduled run time hours rises above 78° F., operate building cooling systems to maintain temperatures between 70° F. and 78° F. Lower temperatures are permissible when obtained without utilizing cooling systems. Areas are not to go above 85° F. during unoccupied times. When controlled space temperatures during scheduled run times drop below 70° F., operate building heating systems to maintain those temperatures between 70° F. and 78° F., and not less than 55° F. during unoccupied times. Adjustments to these settings may be necessary as special environmental requirements dictate, or as otherwise directed by the COTR.

T10.2.2 Maximum outside air is to be used instead of the building cooling system to cool the buildings.

T10.3 REPAIRS. Effect prompt repairs when any CCMS device fails.

T10.4 CONTROL CENTER OPERATIONS. The CCMS operator shall be the contact point for trouble calls when the trouble call desk in the Base Maintenance Building is not staffed.

T10.4.1 The CCMS operator shall conduct computer reviews and printouts of all controlled and monitored equipment in accordance with the building operating manuals, and provide logs, CLFs and pertinent information to the appropriate COTR personnel for review.

T10.5 OPERATIONS CENTER COVERAGE The CCMS operator shall be the contact point for Operations Center Calls when the Operations Center is not staffed.

T10.6 NON-DESTRUCTIVE BASE LINE TESTING. The Contractor shall perform diagnostic software checks and troubleshooting to computers, printers, CRTs, micro-processors, lines, cables, equipment and other CCMS systems in accordance with the manufacturer's recommendations or as directed by the COTR. When published guides to diagnostics are not available, the Contractor shall formulate and submit a plan to the COTR for approval that shall accomplish the same results.

T10.6.1 All temperature control devices on CCMS shall be checked along with other control devices for proper operations and calibration.

T10.7 CCMS MALFUNCTIONS. Any time any part of the CCMS is not operational or is malfunctioning, the facts as to systems down, time went down, when repairs will be effected, and impact on HVAC/Environmental systems, shall be reported to the COTR.

T10.8 CCMS CONTROL ROOM The CCMS control room shall be kept in good order and kept clean. No materials or substances will be allowed in the area that might effect any CCMS equipment.

T10.9 CCMS TELEPHONE A Government on-base telephone will be provided in the CCMS control room. This phone shall be utilized for coordination of operations.

T10.10 CCMS RADIO A radio base-station will be in the CCMS control room that can contact the Security Guards and the surveillance operator. This radio shall be utilized as a primary form of communications to operators or technicians.

T10.11 CCMS EQUIPMENT The Contractor shall operate, maintain and repair all CCMS equipment, including but not limited to controls, controlled devices, auxiliary equipment, HVAC /Environmental computer controls and monitoring systems.

T.10.12 SCHEDULED CCMS MAINTENANCE. Scheduled maintenance procedures shall be executed and documented for building controls, onsite monitoring points and building automation.

T10.13 CCMS SYSTEM Johnson Control METASYS System

T10.12.1 Software/Hardware.
Metasys ADX Server
Metasys System Extended Architecture Software

ATTACHMENT 2

Business Declaration

BUSINESS DECLARATION

1 Name of Firm: _____ Tax Identification No.: _____

2 Address of Firm: _____ DUNS No.: _____

3 a. Telephone Number of Firm: _____ b. Fax Number of Firm: _____

4 a. Name of Person Making Declaration _____

b. Telephone Number of Person Making Declaration _____

c. Position Held in the Company _____

5 Controlling Interest in Company *("X" all appropriate boxes)*

☐ a. Black American ☐ b. Hispanic American ☐ c. Native American ☐ d. Asian American

☐ e. Other Minority *(Specify)* _____ ☐ f. Other *(Specify)* _____

☐ g. Female ☐ h. Male ☐ i. 8(a) Certified *(Certification letter attached)* ☐ j. Service Disabled Veteran Small Business

6 Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?

☐ a. Yes ☐ b. No *(If "NO," provide the name and telephone number of the person who has this authority.)*

_____

7 Nature of Business *(Specify all services/products (NAIC))* _____

8 (a) Years the firm has been in business _____ (b) No. of Employees _____

9 Type of Ownership: ☐ a. Sole Ownership ☐ b. Partnership

☐ c. Other *(Explain)* _____

10 Gross receipts of the firm for the last three years:

a.1. Year Ending: _____ b.1. Gross Receipts _____

a.2. Year Ending: _____ b.2. Gross Receipts _____ a.3. Year Ending: _____ b.3. Gross Receipts _____

11 Is the firm a small business? ☐ a. Yes ☐ b. No

12 Is the firm a service disabled veteran owned small business? ☐ a. Yes ☐ b. No

13 Is the firm a socially and economically disadvantaged small business? ☐ a. Yes ☐ b. No

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING _____ ***ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.***

14. a. Signature _____ b. Date: _____

c. Typed Name _____ d. Title: _____

ATTACHMENT 3

Past Performance Questionnaire

PAST PERFORMANCE QUESTIONNAIRE

INSTRUCTIONS TO THE REFERENCE FOR COMPLETING THE PAST PERFORMANCE QUESTIONNAIRE

Handwritten completion of this questionnaire is acceptable, if legible.

Include evaluation of contractor's performance based solely on the performance for which the contractor was/is liable. Please do not let factors beyond the control of the contractor which have resulted in performance delays or other problems bias the evaluation of the contractor's performance.

The following is a definition of the scoring system used:

5: Performance meets contractual requirements and exceeds many to the Owner's benefit. The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

4: Performance meets contractual requirements and exceeds some to the Owner's benefit. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

3: Performance meets contractual requirements. The contractual performance of the area being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

2: Performance does not meet some contractual requirements. The contractual performance of the element being assessed evaluated reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

1: Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element being assessed contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

0: Contractor performance was terminated. Requires explanation.

In completing the questionnaire please circle a number corresponding to your rating, or "N/A" if you are unable to provide an evaluation for any area.

Please provide clear and concise narrative explanations (both positive and negative) for your answers. This is especially important for any rating above or below "satisfactory". If more space is needed than is provided, you may attach additional sheets.

PAST PERFORMANCE QUESTIONNAIRE

(To be completed by the Referenced POC with the Offeror's Business and Project Information)

I. CONTRACTOR/CONTRACT IDENTIFICATION.

A. Contractor (Company/Division):

B. Contract Number/Identification:

C. Contract Title (Brief Description of Work and Location):

D. Contract Type: Fixed-Price, Cost-Reimbursement;

E. Owner: Federal / State / Local Government or Private/Commercial:

F. Period of Performance:

G. Original Dollar Amount of Contract:

H. Number of Modifications:

I. Dollar Amount at Completion (or current amount, if not complete):

II. PAST PERFORMANCE/QUALITY EVALUATION:

1. **Quality of Product or Service** - Assess the contractor's conformance to contract requirements, specifications and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards): **5 4 3 2 1 0 N/A**
Comments:

2. **Schedule** - Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements (e.g., efforts that contribute to or effect the schedule variance): **5 4 3 2 1 0 N/A**
Comments:

3. **Cost Control** (Not applicable if the referenced contract was firm fixed price) - Assess the contractor's effectiveness in forecasting, managing and controlling contract cost: **5 4 3 2 1 0 N/A**
Comments:

4. **Business Relationships** - Assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective actions plans, proposal submittals, the contractor's history of reasonable and cooperative behavior, customer satisfaction, and the timely award and management of subcontracts. Additionally, please comment as to whether the contractor met small/small disadvantaged and women-owned business participation goals:
5 4 3 2 1 0 N/A
Comments:

5. **Competence of Technical Staff – Assess the technical capabilities of the contractor's staff.** Were technical solutions to your environmental problems developed that saved you time and money? Were you involved by the contractor in the technical planning of projects? Were the contractor's ideas repeatedly rejected or significantly modified by regulatory agencies? Were innovative technologies used?
5 4 3 2 1 0 N/A
Comments

6. **If you had a choice, would you use this company again? Yes No**
Explain:

7. **Other contacts who may be able to furnish past performance information:**

RESPONDENT INFORMATION

[DO NOT RELEASE OUTSIDE OF THE GOVERNMENT – SOURCE SELECTION SENSITIVE DATA]

A. NAME OF EVALUATOR:

B. TITLE:

C. TELEPHONE NUMBER: **E-MAIL ADDRESS:**

D. COMPANY/ORGANIZATION:

E. POSITION HELD IN REFERENCE TO THE CONTRACT (TECHNICAL INSPECTOR, CONTRACT ADMINISTRATOR, ETC.):

F. LENGTH OF INVOLVEMENT IN CONTRACT:

G. WAS THE OFFEROR GIVEN THE OPPORTUNITY TO RESPOND TO ALL ADVERSE PAST PERFORMANCE INFORMATION? Yes No Not Applicable Unknown
Explain:

H. DATE QUESTIONNAIRE COMPLETED/INFORMATION PROVIDED:

I. IF THE INFORMATION WAS SUBMITTED IN WRITING, THE SIGNATURE OF THE RESPONDENT:

_____ _____
Signature Date

FAX OR EMAIL COMPLETED QUESTIONNAIRE TO:

FAA, ATTN: Chris Ekadis (AMQ-210)
FAX 405-954-3111 EMAIL: christopher.ekadis@faa.gov

ATTACHMENT 4

Contractor's Release DOT F4220

DEPARTMENT OF TRANSPORTATION
CONTRACTOR'S RELEASE

CONTRACTOR (Name and Address) **CONTRACT NO.**	**ENTER SUM OF TOTAL OF AMOUNTS PAID AND PAYABLE** **$**

Pursuant to the terms of the above numbered contract and in consideration of the sum stated above, which has been paid or is to be paid to the Contractor, or its assignees, the Contractor, upon payment of the said sum by the UNITED STATES OF AMERICA (hereinafter called the Government), does remise, release, and discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract, except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by the Contractor, as follows: (or state "None")

2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Contractor to third parties arising out of the performance of this contract, which are not known to the Contractor on the date of the execution of this release and of which the Contractor gives notice in writing to the Contracting Officer within the period specified in the said contract; and

3. Claims for reimbursement of costs (other than expenses of the Contractor by reason of his indemnification of the Government against patent liability) including reasonable expenses incidental thereto, incurred by the Contractor under any provisions of the said contract relating to patents.

The Contractor agrees, in connection with patent matters and with claims which are not released as set forth above, that it will comply with all provisions of the said contract, provisions of the said contract, including without limitation those provisions relating to notification to the Contracting Officer and relating to the defense or prosecution of litigation.

IN WITNESSES WHEREOF, this release has been executed this _____ day of _____, 19 ___.

WITNESSES _____ (Contractor)

_____ BY _____

_____ TITLE _____

NOTE: In the case of a corporation, witnesses are not required but the below statement must be completed.

I, _____, am the _____ secretary of the corporation named as Contractor in the foregoing release; that _____ who signed said release on behalf of the Contractor was then _____ of said corporation; release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

_____
Signature