STATEMENT OF WORK

Building Maintenance

**Warning:**

The Statement of Work (SOW) paragraphs, Contract Data Requirements List (CDRL) items, and Data Item Descriptions (DIDs) identified for your type of acquisition are recommendations only. You are expected to modify or add SOW paragraphs, CDRLs, or DIDs to address the specific requirements of your program.

Table of Contents

[1.0 Purpose 1](#_Toc393712255)

[1.1 General Requirements 1](#_Toc393712256)

[2.0 Reserved 1](#_Toc393712257)

[3.0 Requirements 1](#_Toc393712258)

[3.1 Management 1](#_Toc393712259)

[3.1.1 Work Control 1](#_Toc393712260)

[3.1.2 Work Schedule 1](#_Toc393712261)

[3.1.3 Records and Reports 1](#_Toc393712262)

[3.1.4 Building Monitors 2](#_Toc393712263)

[3.1.5 Staffing 2](#_Toc393712264)

[3.2 General Requirements and Procedures 2](#_Toc393712265)

[3.2.1 Standards 2](#_Toc393712266)

[3.2.2 Major Repair 3](#_Toc393712267)

[3.2.3 Replacement, Modernization, Renovation 3](#_Toc393712268)

[3.2.4 Equipment Under Manufacturer's or Installer's Warranty 4](#_Toc393712269)

[3.2.5 As Built Drawings 4](#_Toc393712270)

[3.2.6 Interface With Other Contractors and Government Personnel 4](#_Toc393712271)

[3.2.7 Damages Caused by Weather Conditions or Vandalism 4](#_Toc393712272)

[3.3 Work Outside Regular Hours 4](#_Toc393712273)

[3.4 Continuity of Services 4](#_Toc393712274)

[3.4.1 Backlogged Service Calls 5](#_Toc393712275)

[3.4.2 Backlogged Minor Work 5](#_Toc393712276)

[3.5 General Requirements and Procedures for Service Call 5](#_Toc393712277)

[3.5.1 Service Call Reception 5](#_Toc393712278)

[3.5.2 Service Call Classification 6](#_Toc393712279)

[3.5.3 Response to Service Calls 7](#_Toc393712280)

[3.5.4 Response by Classification 7](#_Toc393712281)

[3.5.5 Beyond the Scope of Urgent Call 7](#_Toc393712282)

[3.5.6 Beyond the Scope of Routine Call 8](#_Toc393712283)

[3.5.7 Completed Calls 8](#_Toc393712284)

[3.5.8 Materials and Equipment 9](#_Toc393712285)

[3.5.9 Historical Data 9](#_Toc393712286)

[3.6 General Requirements and Procedures for Recurring Work 9](#_Toc393712287)

[3.6.1 Preventive Maintenance 9](#_Toc393712288)

[3.6.2 Relamping 11](#_Toc393712289)

[3.6.3 Start-up/Shut-down of HVAC Systems 11](#_Toc393712290)

[3.7 General Requirements and Procedures for Minor Work 12](#_Toc393712291)

[3.7.1 General Procedures 12](#_Toc393712292)

[3.7.3 Contractor's Review of Proposed Work Scopes 13](#_Toc393712293)

[3.7.4 Establishing Final Cost for Minor Work 13](#_Toc393712294)

[3.7.5 Ordering Minor Work 14](#_Toc393712295)

[3.7.6 Engineered Performance Standards 15](#_Toc393712296)

[3.8 General Requirements for Carpentry and Masonry 15](#_Toc393712297)

[3.8.2 General Exterior Work 19](#_Toc393712298)

[3.8.3 Miscellaneous Work 23](#_Toc393712299)

[3.9 General Requirements for Painting 23](#_Toc393712300)

[3.9.1 Certificates of Compliance 24](#_Toc393712301)

[3.9.2 Protection of Areas 24](#_Toc393712302)

[3.9.3 Surface Preparation 24](#_Toc393712303)

[3.9.4 Airless Sprayers 24](#_Toc393712304)

[3.9.5 Workmanship 24](#_Toc393712305)

[3.9.6 Paint Requirements and Schedule 25](#_Toc393712306)

[3.10 General Requirements for Plumbing 25](#_Toc393712307)

[3.10.1 Clean-up/Restoration 26](#_Toc393712308)

[3.10.2 Plumbing Fixtures 26](#_Toc393712309)

[3.10.3 Water Heaters 26](#_Toc393712310)

[3.10.4 Drinking Fountains 26](#_Toc393712311)

[3.11 General Requirements for Electrical 26](#_Toc393712312)

[3.12 General Requirements for Locksmithing 27](#_Toc393712313)

[3.13 General Requirements for Heating, Ventilation, Air Conditioning, and Refrigeration Equipment(HVAC&R) 27](#_Toc393712314)

[3.14 General Requirements for Security Fences and Wire Cages 27](#_Toc393712315)

[3.15 General Requirements for Machine, Welding, and Metal Working 27](#_Toc393712316)

[3.15.1 Metal Working 28](#_Toc393712317)

[3.15.2 Welding 28](#_Toc393712318)

[3.15.3 Machinist Tasks 28](#_Toc393712319)

[3.16 General Requirements for Food Service Equipment 28](#_Toc393712320)

[4.0 Government Furnished Property and Services 28](#_Toc393712321)

[4.1 Contractor Furnished Items 31](#_Toc393712322)

[5.0 Definitions 32](#_Toc393712323)

# 1.0 Purpose

The purpose of this Statement of Work is to obtain maintenance, repair, and minor construction services for buildings and structures and related systems and equipment at [INSERT NAME OF ACTIVITY] by means of a combination firm fixed-price and indefinite quantity contract.

## 1.1 General Requirements

The Contractor shall furnish all labor, supervision, tools, materials, equipment, incidental engineering, transportation, and management necessary for the maintenance, repair, and minor construction of buildings and structures and related systems and equipment in accordance with the requirements specified herein. Attachment [INSERT ATTACHMENT NUMBER] describes the buildings and structures to be maintained in this contract. The work includes the performance of service call work, recurring work, and indefinite quantity work items of repair and minor construction.

# 2.0 Reserved

# 3.0 Requirements

## 3.1 Management

The Contractor shall manage the total work effort associated with the maintenance, repair, and all other services required herein to assure fully adequate and timely completion of these services. Included in this function are a full range of management duties including, but not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

### 3.1.1 Work Control

The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and status reports shall be provided when requested by the Contracting Officer. The status of any item of work must be provided within [INSERT] hours of the inquiry during regular working hours, and within [INSERT] hours after regular working hours.

### 3.1.2 Work Schedule

The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of Government business and mission. In those cases where some interference may be essentially unavoidable, the Contractor shall make every effort to minimize the impact of the interference, inconvenience, equipment downtime, interrupted service, customer discomfort, etc.

### 3.1.3 Records and Reports

The Contractor shall maintain management, operation, and maintenance records and prepare management, operation, and maintenance reports as set forth in Attachment [INSERT ATTACHMENT NUMBER], "LIST OF REQUIRED RECORDS AND REPORTS". All records and copies of reports shall be turned over to the Contracting Officer within five calendar days after contract completion.

 (1) A completed work file for each structure (identified by facility number) shall be maintained by the Contractor for each facility listed in Attachment [INSERT ATTACHMENT NUMBER]. Each file shall contain a listing of all equipment in the structure by nomenclature and manufacturer's model number, as well as all manufacturer's literature, brochures, and pamphlets; maintenance, operator's, and parts list manuals; warranty information; a copy of all completed Service Call Work Authorization forms, minor job orders, and Preventive Maintenance Inspection Record forms; and other information pertaining to the facility and/or installed equipment and systems. All documents shall be filed within 10 working days of the completed transaction, with the exception of Preventive Maintenance Inspection Record forms, which shall be filed within two working days after the completion of each preventive maintenance inspection. The Government will have access to these files upon request. The entire file shall be turned over to the Government upon completion of the contract.

 (2) Cost accounting information shall be maintained and reports submitted in compliance with the specific requirements set forth in Attachment [INSERT ATTACHMENT NUMBER]. This report shall be submitted with, and is considered part of, the monthly payment invoice.

### 3.1.4 Building Monitors

Within 10 calendar days following award of this contract, the Contracting Officer will provide the Contractor with a list of building monitors. The Contractor shall notify the building monitor of any work to be performed in a building under his/her control that would tend to disrupt the conduct of normal Government business. The Contractor shall notify the building monitor at least two working days in advance of such work. Notification shall include the type of work to be done and the estimated completion date. The Contractor shall reschedule any work that the Contracting Officer deems necessary to avoid unacceptable disruptions in the Government's business.

### 3.1.5 Staffing

The Contractor shall continuously maintain an adequate staff with suitable management expertise and training to assure work is scheduled and completed in accordance with these specifications. The Contractor shall maintain an adequate craft work force trained to complete work in accordance with the time and quality standards specified.

## 3.2 General Requirements and Procedures

### 3.2.1 Standards

All work shall meet the standards specified herein and shall be accomplished in conformance with approved and accepted standards of the industry; equipment manufacturers; all applicable activity, local, state, and federal standards; and all applicable building and safety codes.

(1) When the Contractor completes work on a facility or system, that facility or system shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall be carried to completion including operational checks and cleanup of the job site. Except where otherwise noted, replacements shall match existing in dimensions, finish, color, and design.

(2) In order to comply with Executive Orders 13423 and 13514, and the FAA Green Procurement Plan (GPP), the Contractor shall use environmentally preferable products and services. These program elements include, but are not limited to: products and services that are energy-efficient, water-efficient, bio based, non-ozone depleting, contain recycled-content, and non-toxic or less-toxic alternatives; diversion of non-hazardous waste and construction and demolition debris from landfills; alternative fuels use and fuel efficient vehicles and equipment, and reduced greenhouse gas emissions. These program elements are described on the Office of the Federal Environment Executive website (http://www.ofee.gov).

(3) During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas nor accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and/or at the end of each day work is in progress. In accordance with EO 13514, FAA is required to divert from landfill or incineration facility disposal a minimum of 50% of the non-hazardous waste generated as a result of its operations. In support of meeting this requirement, the Contractor shall divert from landfill or incineration facility disposal a minimum of 50% of the non-hazardous waste generated as a result of the Contractorâ€™s work, to the maximum extent feasible. In doing so, the Contractor shall appropriately utilize the facilityâ€™s existing waste and recycling program. If no such program exists, the Contractor shall develop, operate and track, at its own expense, a comprehensive waste, recycling and reuse program for non-hazardous solid waste, construction and demolition debris, and other building elements planned for disposal. The Contractor shall report non-hazardous waste diversion rates on a regular basis [refer to Solid Waste and Recycling DID and/or Construction and Demolition Debris Diversion DID]. The Whole Building Design Guide (http://www.wbdg.org) outlines recommended practices for construction waste and debris removal.

### 3.2.2 Major Repair

Major repair is not included within the scope of this contract. Major repair is defined as any individual unit or incident of repair or replacement with a total estimated cost (labor and direct material) exceeding $2,000. Major repair will normally be accomplished by separate contract or by Government forces. This exclusion does not apply if the repair is required to correct damage caused by the Contractor's negligence.

### 3.2.3 Replacement, Modernization, Renovation

During the term of the contract, the Government may replace, renovate, or improve equipment, systems, facilities, components, and fixtures at the Government's expense and by means not associated with this contract. All replaced, improved, updated, modernized, or renovated equipment, fixtures, facilities, components, and systems shall be maintained, operated, and/or repaired by the Contractor at no additional cost to the Government unless such changes result in an increase or decrease in contract requirements. Changes, replacements, or deletions which result in an increase or decrease in contract requirements will result in adjustments to the contract price in accordance with the "CHANGES" clause, Section I.

### 3.2.4 Equipment Under Manufacturer's or Installer's Warranty

Equipment, components, and parts, other than that installed under this contract, shall not be removed or replaced or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the Contracting Officer. All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the Contracting Officer so that necessary action may be taken. The Contractor shall be knowledgeable of the equipment, parts, and components that are covered by warranty and the duration of such warranties. Available warranty information will be furnished to the Contractor by the Contracting Officer.

### 3.2.5 As Built Drawings

 (1) Attachment [INSERT ATTACHMENT NUMBER] contains a list of those drawings which will be available to the Contractor for information only. The Government makes no representation as to the completeness or accuracy of these drawings.

 (2) All changes to or additions to buildings, structures, and related equipment and systems made by the Contractor shall be recorded by the Contractor and provided to the Contracting Officer within [INSERT NUMBER] calendar days of the completed work. This data shall include, but is not limited to, dimensioned drawings and/or sketches.

### 3.2.6 Interface With Other Contractors and Government Personnel

Attention is invited to the fact that other Contractors [AND/OR GOVERNMENT PERSONNEL] are engaged in similar and supporting work, requiring close cooperation. The Contractor for this contract shall cooperate with all other Contractors and avoid conflicts with other Contractor's performance and work schedules. In the event of conflicts with other Contractors that cannot be satisfactorily resolved, the matter shall be referred to the Contracting Officer for decision. Such decisions shall be final, subject to right of appeal in accordance with the "DISPUTES" clause, Section I.

### 3.2.7 Damages Caused by Weather Conditions or Vandalism

Work required to repair facilities or equipment damaged by inclement weather conditions and/or acts of vandalism shall be performed at no additional cost to the Government if such work is within the scope of a service call. The historical data in Attachment [INNSERT ATTACHMENT NUMBER] includes such instances of repair.

## 3.3 Work Outside Regular Hours

Except as may otherwise be specified, all work shall be performed during the Government's regular working hours. If the Contractor desires to carry on work on Saturday, Sunday, holidays, or outside regular working hours, he/she must submit application to the Contracting Officer for approval.

## 3.4 Continuity of Services

To insure continuity of essential services, the Contractor shall be prepared to fully commence work on the start date of this contract, and should not assume that Government or previous Contractor employees will be available to guide, direct, or specifically orientate each Contractor employee.

### 3.4.1 Backlogged Service Calls

As part of being fully ready to commence work, the Contractor shall be prepared to accept approximately [INSERT NUMBER] backlogged service calls, as defined in the paragraph 5.0, on the contract start date. Work must be completed on all of these service calls within [INSERT NUMBER] calendar days after the contract start date.

### 3.4.2 Backlogged Minor Work

Completion dates for minor work will be ne**g**otiated for all delivery orders issued within the first [INSERT NUMBER] calendar days after the start date of the contract.

3.5 General Requirements and Procedures for Service Call **Work**

Service calls are defined as maintenance, repair, minor construction and/or other miscellaneous work requirements which are called into the work reception center by building occupants or generated by designated Government representatives; are brief in scope; require not more than [INSERT] estimated total labor hours for accomplishment; require not more than $[INSERT] in total direct material costs, to include parts or entire unit replacement; and do not reasonably require detailed job planning. Multiple maintenance, repair, and minor construction requirements received for the same trade in the same building or structure at the same time will be combined into one service call. However, not more than [INSERT] such requirements will be included on any one service call. For example, "commode handle sticks" and "lavatory faucets leak" in the same building would be one service call, as would "broken door closer" and "floor tile broken". All service call work is included in the firm fixed-price portion of the contract. When questions arise concerning the labor hours required for a particular job, labor hour requirements will be based on Engineered Performance Standards (EPS) Manuals (NAVFAC P-700 series) or, if not applicable, other estimating sources. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the actual direct cost of materials. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.

### 3.5.1 Service Call Reception

#### 3.5.1.1 During Regular Working Hours

The Government's work reception center will receive service call requests during regular working hours and classify each call in accordance with the definitions provided below. A description of the problem or requested work, date and time received, location, and other appropriate information will be placed on a Service Call Work Authorization Form (see Attachment [INSERT ATTACHMENT NUMBER]) and made available for pickup by the Contractor at the Government's work reception center. If the call is classified as emergency or urgent the Government's work receptionist will notify the Contractor by phone that a call has been received and that a work authorization form is available for pickup.

#### 3.5.1.2 After Regular Working Hours

The Contractor shall receive all service call requests directly from building occupants and other authorized Government representatives after regular working hours, on weekends, and holidays. Calls shall be received and classified by the Contractor as emergency, urgent, or routine in accordance with the definitions provided in the "Service Call Classification" paragraph of this clause, and responded to accordingly. If the call is classified as emergency or urgent, the Contractor shall fill out a Service Call Work Authorization Form, including order number, description of the problem, date and time received, facility identification and location, and caller's name and telephone number. If the call is classified as routine, the Contractor shall record the same information, but shall not fill out a work authorization form. One copy of each emergency and urgent work authorization form and a log of all routine calls received shall be delivered to the Government's work reception center by [INSERT TIME] the next regular working day. The Contracting Officer may upgrade or downgrade the classification of any service call received by the Contractor.

### 3.5.2 Service Call Classification

#### 3.5.2.1 Emergency Calls

Service calls will be classified as emergency at the discretion of the Contracting Officer. Generally, emergency calls will consist of correcting failures which constitute an immediate danger to personnel, threaten to damage property, or threaten to disrupt activity operations and/or training missions. Examples include outages in utility systems which support training equipment or provide other vital services, clogged drains, broken water pipes, gas leaks, inoperable pumps, roof leaks, electrical defects which may cause fire or shock, unlocking of locks or safes, etc. Historically, no more than [INSERT PERCENTAGE] of the service calls issued to the Contractor have been classified as emergency.

#### 3.5.2.2 Urgent Calls

Service calls will be classified as urgent at the discretion of the Contracting Officer. Generally, urgent calls will consist of providing services or correcting failures which do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well being of personnel, lead to property damage, or lead to disruptions in operational and/or training missions. Calls will also be classified as urgent when the service or failure has upper level or command/management attention. Historically, no more than [INSERT PERCENTAGE] of service calls issued to the Contractor have been classified as urgent.

#### 3.5.2.3 Routine Calls

Service calls will be classified as routine when the work does not qualify as an emergency or urgent call. Examples of routine calls include inoperative electrical switches or outlets, dripping faucets, broken glass or floor tile, repairs to mechanical or food service equipment, sign fabrication and painting, key making, etc.

### 3.5.3 Response to Service Calls

The Contractor shall have adequate procedures for picking up service call work authorizations from the Government's work reception center during regular working hours, and for receiving and responding to emergency and urgent service calls 24 hours per day, seven days a week, including weekends and holidays. A single local or toll free telephone number shall be provided by the Contractor for receipt of all service calls. All telephone calls shall be answered within 30 seconds by an individual fully familiar with the Contractor's work control procedures and the terms and conditions of this contract. Emergency and urgent calls shall be considered received by the Contractor at the time and date the telephone call is placed by the work reception center or other authorized Government representative. Routine calls shall be considered as received by the Contractor at the time and date the work reception center makes the work authorization form available for pick up.

### 3.5.4 Response by Classification

#### 3.5.4.1 Emergency Calls

The Contractor shall respond immediately and must be on the job site and working within [INSERT NUMBER] minutes after receipt of an emergency service call. The Contractor shall work continuously without interruption and shall arrest the emergency condition before departing the job site (e.g., shut off water, close gas valve, temporarily patch roof leak, etc.). If further labor and material (follow up work) are required to complete the repair, the call will be reclassified as either urgent or routine, as appropriate, and the corresponding completion time will then apply. Such follow up work shall be considered part of the original service call. If the follow up work is beyond the scope of a service call the procedures in paragraphs 3.5.5 or 3.5.6 below shall apply.

#### 3.5.4.2 Urgent Calls

The Contractor shall be on the job site and working within [INSERT] hours after receipt of an urgent service call received during regular working hours, and within [INSERT] hours for urgent calls received after regular working hours, on weekends, or holidays. Once begun, the work shall be prosecuted to completion and must be completed within [INSERT NUMBER] hours.

#### 3.5.4.3 Routine Calls

All routine service calls shall be completed within [INSERT NUMBER] working days of receipt. Routine calls shall normally be accomplished during regular working hours, Monday through Friday.

### 3.5.5 Beyond the Scope of Urgent Call

If the Contractor responds to an urgent service call and believes that the work required is beyond the scope of a service call, as defined above, the Government's work reception center (during regular working hours) or [INSERT DUTY OFFICER OR OTHER APPROPRIATE INDIVIDUAL] (after regular working hours) must be contacted within one hour. If requested by the Contracting Officer, the Contractor shall provide a summary of the work needed and a detailed EPS estimate showing labor hour and material requirements within [INSERT NUMBER] hours of the request.

 (a) If the Contracting Officer agrees that the work required is beyond the scope of a service call, the Contracting Officer may authorize the Contractor to proceed with the work in accordance with the "CHANGES" clause, Section I, or the work authorization may be canceled.

 (b) If the Contracting Officer determines that the work falls within the scope of a service call, the original work authorization will be returned to the Contractor, who shall complete the work. Payment deductions and liquidated damages will be taken if the work is not completed by the original time limit established when the call was received.

### 3.5.6 Beyond the Scope of Routine Call

If the Contractor responds to a routine service call and believes that the work required is beyond the scope of a service call, as defined above, the work authorization form shall be returned to the work reception center no later than [INSERT TIME] the following workday. The Contractor shall attach a summary of the work needed and a detailed EPS estimate showing labor hour and material requirements. The Contracting Officer may waive the requirement to submit estimates in cases where the scope of work is clearly beyond that of a service call.

 (a) If the Contracting Officer agrees that the work required is beyond the scope of a service call, the scope of the work will be reduced and a new service call work authorization issued by the Government, or the original work authorization will be canceled. If the original work authorization is canceled, the work will be accomplished under the indefinite quantity portion of the contract or by means other than this contract.

 (b) If the Contracting Officer determines that the work falls within the scope of a service call, the original work authorization will be returned to the Contractor, who shall complete the work. Work on such calls shall still be completed within [INSERT NUMBER] working days from the original receipt date/time, plus the amount of time the work authorization was held by the Contracting Officer for determination. Payment deductions and liquidated damages will be taken if the work is not completed within this time frame.

### 3.5.7 Completed Calls

Within one working day after completion of each service call the Contractor shall add the following information to the work authorization form and return to the work reception center:

 (1) Description of work actually completed.

 (2) Brief description of material and parts used, including quantities.

 (3) Date and time work began.

 (4) Date and time work was completed.

 (5) Hours of labor (by craft) expended.

 (6) Signature or initials of the Contractor's craftsman performing

 the work (or supervisor), indicating that the work has been

 completed.

### 3.5.8 Materials and Equipment

The Contractor shall maintain sufficient off-the-shelf materials and equipment on hand to support service call work requirements. Lack of availability of materials or equipment shall not relieve the Contractor from the requirement to complete service call work within the time limits specified above.

### 3.5.9 Historical Data

Data on the numbers and types of service calls of each classification that have historically been performed are included in Attachment [INSERT ATTACHMENT NUMBER].

## 3.6 General Requirements and Procedures for Recurring Work

Recurring maintenance and repair work shall be performed by the Contractor in accordance with the provisions of this clause. Recurring work includes all work requirements for which schedules of accomplishment have been included in the contract, or for which the Contractor is required to submit schedules for Government approval. All recurring work is included in the firm fixed-price portion of the contract. The Contractor shall provide and store the parts and materials necessary for the continued performance of all recurring work as specified herein. Lack of availability of materials and parts shall not relieve the Contractor from the requirement to complete work within the time requirements and quality standards specified herein. Recurring work in this contract includes preventive maintenance, relamping, and seasonal start-up/shut-down of HVAC systems.

### 3.6.1 Preventive Maintenance

(1) The Contractor shall perform preventive maintenance (PM) inspections on the equipment and systems listed in Attachment [INSERT ATTACHMENT NUMBER] in accordance with the procedures specified in this clause and Attachment [INSERT ATTACHMENT NUMBER]. PM consists primarily of inspection, cleaning, lubrication, adjustment, calibration, and minor part and component replacement (e.g. filters, belts, hoses, fluids, oil and grease) as required to minimize malfunction, breakdown, and deterioration of equipment; and the identification of and/or performance of any repairs required to bring the equipment up to the manufacturer's operating standards for optimal efficiency. PM shall be performed as specified in this clause and shall include all of the applicable check points and services indicated in Attachment [INSERT ATTACHMENT NUMBER]. The Contractor shall complete all repair requirements identified during the performance of a PM inspection as part of the PM. However, if the total direct cost of materials required to complete identified repairs exceeds [INSERT AMOUNT], or the total estimated time to complete the repairs exceeds [INSERT TIME] hours, a service call or minor work order, as appropriate, will be issued to cover the required repairs. These time and dollar limits apply to each PM inspection for each individual piece of equipment or equipment system.

(2) The number and size of repair jobs, and the cost of material, are directly proportionate to the quality and timeliness of PM, and the timeliness of identifying repairs required. The historical data, shown in Attachment [INSERT ATTACHMENT NUMBER], for the number and scope of service calls is based on an aggressive PM program, and timely identification and execution of repair work. The Contractor should recognize that untimely response to repair requirements and lower levels of PM will result in increased repair frequencies and additional material costs. The Contractor may, at his/her option and at no additional cost to the Government, increase the level and/or frequency of preventive maintenance in an effort to minimize repair requirements. The Government will provide the manufacturer's recommended PM schedule, as available, and other available manuals, pamphlets, etc. to the Contractor.

(3) The Contractor shall submit a detailed PM schedule to the Contracting Officer for approval at least 15 calendar days prior to the start date of the contract. The schedule shall cover the entire term of the contract and shall include, for each specific piece of equipment and PM inspection listed in Attachment [INSERT ATTACHMENT NUMBER], the location (facility number); work to be performed (e.g., monthly PM); and the week of the month that semimonthly or less frequent PMs will be performed, and the day of the week that weekly or more frequent PMs will be performed. The schedule shall be in a format such that the completion of each PM inspection may be indicated on the schedule.

 (a) PM inspections for HVAC equipment shall be scheduled to coincide with the periods immediately prior to the heating and cooling seasons. Heating season PMs shall be scheduled for performance during the period [INSERT DATE] to [INSERT DATE]. Cooling season PMs shall be scheduled for performance during the period [INSERT DATE] to [INSERT DATE]. PM inspections for all other equipment may be scheduled at the Contractor's discretion unless specific requirements or restrictions are included elsewhere in the contract.

 (b) Once the Contractor's PM schedule is approved by the Contracting Officer, PM inspections shall be performed by the Contractor without further authorization by the Contracting Officer. The Contractor shall strictly adhere to the scheduled PM dates to facilitate Government verification of work. If the Contractor finds it necessary to reschedule PM, a written request shall be made to the Contracting Officer detailing the reasons for the proposed change at least five working days prior to the originally scheduled PM date. No scheduled PM dates shall be changed without the prior written approval of the Contracting Officer.

(3)(OPTIONAL) The Contractor shall perform PM inspections in accordance with the schedule provided in Attachment [INSERT ATTACHMENT NUMBER]. The Contractor shall strictly adhere to the scheduled PM dates to facilitate Government verification of work. If the Contractor finds it necessary to reschedule PM, a written request shall be made to the Contracting Officer detailing the reasons for the proposed change at least five working days prior to the originally scheduled PM date. No scheduled PM dates shall be changed without the prior written approval of the Contracting Officer.

(4) The Contractor shall submit a copy of the previous week's portion of the PM schedule to the Contracting Officer by [INSERT TIME] each Monday indicating the scheduled PM inspections completed during the previous week, and those scheduled inspections not completed. If inspections were performed which were deferred from previous weeks, they shall be noted on an attachment to the submittal. Also attached shall be:

 (a) a list of equipment deficiencies noted during the PM inspections which are beyond the scope of work of preventive maintenance, as defined in paragraph 3.6.1. These reports shall provide a detailed description of identified deficiencies. The Contracting Officer may issue a service call work authorization or delivery order for minor work, as appropriate, for correction of the deficiencies noted; the work may be performed by means other than this contract; or the work may be deferred due to lack of funds, etc. If at the time of the inspection, the Contractor feels it would be more economical to make such repairs while conducting the inspection, such as while a valve is open for cleaning and inspection, the Contractor may notify the Contracting Officer by phone of the defect and request a work authorization to make the repair at that time.

 (b) all reports, if any, required as part of PM inspections in Attachment [INSERT ATTACHMENT NUMBER].

(5) The Contractor shall complete and maintain a Preventive Maintenance Inspection Record form for each item of equipment and system listed in Attachment [INSERT ATTACHMENT NUMBER]. The completed forms shall be maintained by the Contractor in the facility history file throughout the term of the contract (see "Records and Reports" paragraph of the "MANAGEMENT" clause). A copy of the Preventive Maintenance Inspection Record form is included in Attachment [INSERT ATTACHMENT NUMBER].

(6) To facilitate Government verification of PM inspections, the Contractor shall date stamp or mark all replacement items such as filters, belts, etc. with the date changed. Government furnished PM record cards or tags shall be attached by the Contractor, in a conspicuous location, to each item of equipment requiring PM during its initial inspection. The Contractor's mechanic shall initial and date these cards or tags upon completing each PM inspection, indicating that the scheduled PM has been completed.

### 3.6.2 Relamping

The Contractor shall provide relamping services for all buildings listed in Attachment [INSERT ATTACHMENT NUMBER], including emergency, exit, and exterior lights attached to buildings. The work shall include inspecting each building in accordance with the schedule in Attachment [INSERT ATTACHMENT NUMBER], and replacing all blackened, discolored, blinking, and burned out fluorescent tubes and incandescent bulbs; and other defective parts such as, ballasts, starters, etc. In areas where the fixtures are not easily accessible, such as high bay or hangar areas, the Contractor may elect to perform group relamping. Replacement lamps and components shall be of equivalent wattage as those removed. All replacement lamps shall be Energy Star certified (http://www.energystar.gov) or meet other energy-efficient specifications listed on the Department of Energyâ€™s Federal Energy Management Program (FEMP) Product Energy Efficiency Recommendations lighting product list. All replacement lamps shall also be low-mercury (i.e., below the Toxic Characteristic Leaching Procedure (TCLP) standard of 0.2 mg/l mercury). Between scheduled relamping services the Contractor shall respond to service calls in accordance with the "GENERAL REQUIREMENTS AND PROCEDURES FOR SERVICE CALL WORK" clause, for replacing light bulbs, tubes, and other defective parts.

### 3.6.3 Start-up/Shut-down of HVAC Systems

 (1) The Contractor shall perform start-up/shut-down and preservation of those HVAC systems listed in Attachment [INSERT ATTACHMENT NUMBER]. Normally, heating start-up and air conditioning shut-down shall be accomplished during the period [INSERT DATE] to [INSERT DATE], and air conditioning start-up and heating shut-down shall be accomplished during the period [INSERT DATE] to [INSERT DATE]. The Contracting Officer will advise the Contractor of the specific date or dates when such services should begin to be accomplished. All work shall be completed within [INSERT NUMBER] calendar days of the specified start date for equipment in individual buildings, or within [INSERT NUMBER] calendar days if services are ordered for all buildings at the same time.

 (2) During start-up, systems shall receive a thorough inspection to insure that all systems and components are operating as designed, as well as any specific checks and procedures which may be required by the manufacturer. Shut-down shall consist of system checks and preservation as required by the manufacturer, and an operational check to identify needed repairs that may be accomplished during the off season. Needed repairs which are within the scope of PM, as defined in 3.6.1, shall be accomplished by the Contractor as part of the start-up/shut-down. A report that work has been completed, including a list of needed repairs which are beyond the scope of PM, shall be provided to the Contracting Officer for each item of equipment within [INSERT NUMBER] working days after completion of the start-up or shut-down service.

## 3.7 General Requirements and Procedures for Minor Work

Minor work is defined as maintenance, repair, and minor construction work requirements which are beyond the scope of service work as defined hererin. The cost of any single instance of minor work is limited to a total cost (labor and material) of $2,000. All minor work is included in the indefinite quantity portion of the contract. The Contractor will be paid a negotiated fixed-price for each delivery order for minor work as specified in the following procedures. Labor, material, and equipment required for the unit priced tasks listed in the Schedule of Indefinite Quantity Work - Unit Priced Tasks are included in the bid prices. Material and equipment required for work based on the Schedule of Indefinite Quantity Work - Unit Priced Labor, will be reimbursed in accordance with the "Establishing Total Material Costs" and "Establishing Total Equipment Costs" paragraphs below.

### 3.7.1 General Procedures

The Government will provide the Contractor a detailed scope of work developed according to the procedures specified in the "Preparation of Work Scopes for Minor Work" paragraph below for each proposed delivery order for minor work. The Contractor shall review the Government's scope of work and indicate specific areas of disagreement in accordance with the procedures specified in the "Contractor's Review of Proposed Work Scopes" paragraph below. After the Contracting Officer reviews the Contractor's proposed material/equipment unit prices and proposed scope changes, he/she will revise the Government's scope of work and/or negotiate any remaining areas of disagreement over work scope or material/equipment unit prices with the Contractor. The approved scope of work then becomes a fixed-price delivery order for the work described.

#### 3.7.2.1 Labor Requirements

Engineered Performance Standards (EPS) shall be used as the primary source for determining the number of performance standard hours required to complete the scope of work. EPS does not cover every task that might be accomplished by specific crafts. For tasks not exactly identified in EPS manuals, work content comparison will be performed prior to a determination that EPS does not apply to a job. Work requirements that cannot be expressed either directly from EPS or using EPS work content comparison procedures will be determined based on the following commercial work performance standards in the sequence indicated: Means Repair & Remodeling Cost Data, [INSERT OTHER APPLICABLE STANDARDS AS REQUIRED]. No standard labor hours will be included in the scope of work to allow for mark-ups or add-ons for travel (travel zone 0 (shop) will be used when applying the EPS nomograph), work time associated with union agreements, overhead, profit, material markups, supervision, or clerical support since these items were included in the labor hour unit prices and fixed burden rates bid.

#### 3.7.2.2 Material Requirements

Projected material requirements will include a list of materials establishing the size, quality, and number of units. Pre-expended bin supplies and materials will not be included in the list of materials since the cost for these items were included in the labor hour unit prices bid.

#### 3.7.2.3 Construction and Weight Handling Equipment Requirements

Requirements for construction and weight handling equipment will include identification of the type, size, capacities, and number of units; and whether or not Government furnished equipment and/or operators will be made available.

### 3.7.3 Contractor's Review of Proposed Work Scopes

The Contractor shall review proposed work scopes and provide: (1) proposed unit prices for the materials and equipment specified in the scope of work, (2) proposed number of standard hours required to complete the specified scope of work which are not covered by EPS or other specified work performance standards, (3) a description of any additional materials, equipment, or task descriptions that are necessary to satisfactorily accomplish the overall work scope for the particular craft phases, and (4) a list of any discrepancies in the material, equipment, and task descriptions listed in the Government's proposed scope of work. Descriptions of proposed additional materials, equipment, or task descriptions shall be prepared in accordance with the "Preparation of Work Scopes for Minor Work" paragraph, including appropriate performance standard task references and the total estimated number of performance standard hours. Reviewed work scopes shall be returned to the Contracting Officer within [INSERT] calendar days after receipt for proposed urgent minor delivery orders, and within [INSERT] calendar days after receipt of proposed routine minor delivery orders.

### 3.7.4 Establishing Final Cost for Minor Work

Once a bilateral agreement is reached, the final cost will be a firm fixed-price delivery order for the work described.

#### 3.7.4.1 Establishing Total Labor Costs

The total labor cost will be determined by totaling the number of performance standard labor hours for each craft (trade) and then multiplying by the appropriate labor hour unit price from the Schedule of Indefinite Quantity Work - Unit Priced Labor. This procedure will be followed for each craft required to perform the job. The total for all crafts is the total labor cost.

#### 3.7.4.2 Establishing Total Material Costs

Material prices provided by the Contractor shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall be reduced by all discounts and rebates for core value or salvage value that accrue to the Contractor. The total direct material cost for the job will be multiplied by the Contractor's fixed burden rate specified in Section B to determine the total burdened material cost for the job.

#### 3.7.4.3 Establishing Total Equipment Costs

 (a) Rental equipment shall be based on the lowest price available considering availability and time constraints of the job.

 (b) Cost for equipment operators, when separate operators are required, shall be based on an EPS standard labor hour basis, unless operator cost is included in equipment rental price or operator has been provided by the Government. Any overhead expense associated with equipment usage shall be included in the Contractor's bid for the applicable labor hour unit price.

### 3.7.5 Ordering Minor Work

The Contracting Officer will order minor work by issuing to the Contractor a copy of the approved summary of work scope and a delivery order for the work covered by the approved scope of work in accordance with the "ORDERING OF WORK" clause in Section G.

#### 3.7.5.1 Urgent Minor Work

Historically the Government has classified up to [INSERT]% of the delivery orders for minor work as urgent. The Contractor shall complete all urgent minor delivery orders within [INSERT] calendar days of receipt. Urgent minor work shall normally be performed only during regular working hours, except that after hours and/or weekend work may be authorized by the Contracting Officer if required to complete work within the time requirement specified above.

#### 3.7.5.2 Routine Minor Work

All non-urgent minor work will be classified as routine minor work. Routine minor work will be further classified by the Government as one of two different "Types". Delivery orders for Type I routine minor work shall be completed within [INSERT] calendar days of receipt and Type II delivery orders within [INSERT] calendar days of receipt. Historically, no more than [INSERT]% of the delivery orders for routine minor work have been classified as Type I.

### 3.7.6 Engineered Performance Standards

#### 3.7.6.1 EPS Handbooks

EPS handbooks will be made available for examination at [INSERT LOCATION AT THE ACTIVITY WHERE THE WORK WILL BE PERFORMED AND THE CONTRACTS OFFICE AT WHICH THE BIDS WILL BE RECEIVED] during the bidding period of this contract. [INSERT] copies of the EPS handbooks will be provided to the successful bidder after award.

#### 3.7.6.2 Travel Zone Maps

The Travel Zone map for [ACTIVITY] is provided as Attachment [INSERT ATTACHMENT NUMBER] and is to be used in conjunction with the historical data in Attachment [INSERT ATTACHMENT NUMBER] to evaluate travel time impact.

## 3.8 General Requirements for Carpentry and Masonry

Carpentry and masonry maintenance, repair, and minor construction services shall be provided in accordance with the definitions, procedures, and standards specified in this section and [INSERT SPECIFICATION OR MANUAL]. The Contractor shall provide environmentally preferable products and services that are:

* Less toxic or non-toxic. Examples include:
* Environmental Protection Agencyâ€™s Design for the Environment (DfE) label (http://www.epa.gov/dfe)
* Green Seal certified (http://www.greenseal.org)
* CRI Green Label (http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus)
* Products that meet/exceed DfE, Green Seal, CRI Green Label, and/or SCAQMD specifications;
* Environmental Protection Agency designated recycled content items (<http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm>);
* Designated as BioPreferred by the U.S. Department of Agriculture (http://www.biopreferred.gov); and
* Energy Star certified (http://www.energystar.gov) or other energy-efficient products listed on the Department of Energyâ€™s FEMP Product Energy Efficiency Recommendations product lists.

**3.8.1** General Interior Work

#### 3.8.1.1 Floors and Floor Coverings

Damaged or deteriorated flooring, subflooring, and structural members shall be repaired or replaced to provide a structurally sound, uniform, and aesthetic surface which is free of cracks, breaks, chips, tears, gouges, stains, and buckling. The bid prices for indefinite quantity unit priced tasks for flooring replacement shall include all costs for removal and disposal; subfloor surface preparation; and installation and finishing of flooring and baseboard and/or shoe molding.

##### 3.8.1.1.1 Resilient Tiles

Damaged or deteriorated tiles shall be replaced with matching tiles of the same thickness as original. Damaged tiles or tiles to be replaced shall be removed without affecting adjacent tiles. If tile is replaced adjacent to a wall, vinyl baseboard shall be replaced at no additional cost. If the tile in an entire room is replaced, all vinyl baseboard in that room shall be replaced at no additional cost. Installation shall be in accordance with manufacturer's instructions.

##### 3.8.1.1.2 Linoleum and Vinyl Sheet Flooring

Areas of flooring having gashes or other defects shall be replaced with matching sheet flooring of the same thickness as the original. Damaged flooring to be replaced shall be removed without affecting adjacent areas. The patch shall be installed using adhesive as recommended by the flooring manufacturer. If flooring is replaced adjacent to a wall, vinyl baseboard shall be replaced at no additional cost.

##### 3.8.1.1.3 Finished Wood Flooring

Loose or slightly warped flooring shall be renailed or reglued to subflooring and/or concrete slabs with appropriate adhesive. Nails shall be set and filled with a wood putty. Scarred flooring which has holes and gashes less than l/2 inch wide shall be filled and sealed. All other damaged flooring shall be removed and replaced without damage to adjacent walls or flooring. Defects in concrete slabs, such as rough or scaling areas or high/low spots shall be corrected. Replacement flooring or damaged flooring which requires touch-up refinishing shall be finished as part of the job, at no additional cost to the Government. Prior to refinishing of wood flooring, all flooring repairs or replacements shall be completed as specified above and all shoe mold removed prior to sanding. All damaged or deteriorated shoe molding shall be replaced at no additional cost. Wood flooring shall be finished in accordance with the paragraph 3.9.

##### 3.8.1.1.4 Carpet

Carpeting shall be stretched and repaired as required to match existing carpeting.

##### 3.8.1.1.5 Concrete Floors

Cracked, broken or spalled areas shall be patched with a nonshrinking cement mortar. Areas shall be cleaned and all loose concrete removed. Underlaying surfaces shall be chipped to ensure bond with the patch. Shallow spalled areas shall be chipped to provide space for an adequate patch thickness. The patch shall be finished even with the adjacent surfaces and finished to match existing texture.

**3.8.1.1.6 Vinyl Baseboards**

Deteriorated or damaged sections of vinyl baseboard shall be removed and wall and floor surfaces cleaned of all dirt, oil, grease, mildew, moisture, adhesive and debris. Loose baseboards shall be resecured to the wall and damaged, deteriorated, or missing baseboard sections shall be replaced with an adhesive which conforms to the manufacturer's recommendations.

##### 3.8.1.1.7 Ceramic Tile

Ceramic tile floors that are broken, missing, cracked or discolored shall be replaced as required. Floor tiles shall be regrouted, as required, to provide a waterproof seal. In those cases where replacement tiles of an exact match cannot be found, the Contractor may be required to remove and replace non-defective tiles to create a pattern and minimize the visual effect of the mis-match.

#### 3.8.1.2 Interior Walls, Ceilings, and Trim

Damaged and deteriorated walls, ceilings, and related trim shall be repaired or replaced to provide an attractive surface which is free of noticeable cracks, spalls, raised areas, holes and dents, and marks and stains. Wood trim items and ceiling fixtures shall be removed as necessary to provide access to the damaged area. Upon completion of the repair activity, fixtures and trim shall be reinstalled, nails set and filled and items repainted or refinished to restore them to their original condition. When removing wall or ceiling coverings, the Contractor shall inspect the supporting structural system and notify the Government Representative immediately of any need for repair before proceeding.

##### 3.8.1.2.1 Drywall

Small dents and holes shall be repaired with spackle over a backing plate when necessary. Spackle shall be feathered on the adjacent surfaces. Holes and other defects in wallboard between two studs or beams shall be repaired by removing a rectangle of gypsum board to the center of the adjoining studs or beams. Replacement gypsum board shall be of the same thickness and texture as the adjacent sheets.

##### 3.8.1.2.2 Vinyl Wall Covering

Wall covering which has been ripped, scarred, stained, or otherwise damaged shall be repaired or replaced as necessary. Wall covering shall be repaired if the damaged area can be patched and not noticeable. Wall covering which is extensively damaged or for which a matching wall covering is not available shall be repaired by replacing the wall covering on the entire wall. If matching wall covering is not available, the Contractor shall find a comparable substitute. The Contracting Officer will approve all replacement wall coverings which do not match the existing wall covering. Replacement wall covering shall be hung according to the manufacturer's recommendations.

##### 3.8.1.2.3 Ceramic Tile

Ceramic tile walls and window stools and marble saddles that are broken, missing, cracked or discolored shall be replaced, as required. Tiles shall be re-grouted as required to provide a waterproof seal. In those cases where replacement tiles of an exact match cannot be found, the Contractor may be required to remove and replace non-defective tiles to create a pattern and minimize the visual effect of the mis-match.

##### 3.8.1.2.4 Suspended Ceilings

Broken and stained ceiling tiles shall be replaced with tiles of the same material, style, size, and color. Damaged and broken suspended grid system shall be repaired/replaced as necessary to provide a suspended ceiling system as designed. The bid prices for indefinite quantity unit priced tasks for acoustical ceiling tile replacement shall include all costs for removal, disposal, and installation of acoustical ceiling tiles.

#### 3.8.1.3 Doors

Interior doors shall be maintained/repaired to operate smoothly without binding or sticking. Damaged, deteriorated, or missing doors and associated hardware shall be repaired or replaced as required. The replaced doors shall be the same type and have same finish as the original doors. All replacement doors shall be installed with the hardware from the damaged door unless the hardware is unrepairable. Small holes in door faces shall be filled and finished to match surrounding door surface.

#### 3.8.1.4 Stairs and Stairwells

The Contractor shall secure loose treads, risers, stringers, handrails, brackets and other components. Badly damaged stair and handrail components shall be refinished to match original components. Damaged stair finish shall be repaired. Trim items susceptible to damage during the repair activity shall be removed and reinstalled upon completion of the repair activity.

**3.8.1.5 Traverse/Curtain Rods**

Sagging and/or nonfunctioning rods shall be repaired to an operating condition, if possible. If beyond economical repair, as determined by the Contracting Officer, rods shall be replaced. Loose brackets shall be secured. Broken cords shall be replaced. Broken or missing drapery slides shall be replaced. Rods shall be level and parallel with the ceiling. Additional support brackets shall be installed to support sagging rods.

#### 3.8.1.6 Venetian Blinds and Shades

Venetian blinds and window shades shall be restored to a smooth operating condition. Cracked or damaged slats shall be replaced. Broken or worn cords shall be replaced. Soiled or worn tapes shall be replaced. Loose or missing brackets and supports shall be secured or replaced. Damaged or deteriorated hardware shall be replaced or reworked to operating condition. Damaged rails and torn fabric shall be repaired. If beyond economical repair, as determined by the Contracting Officer, or missing, venetian blinds and shades shall be replaced. Venetian blind and shade replacement are included in the firm fixed-price portion of the contract.

#### 3.8.1.7 Cabinets and Countertops

Cabinets and Countertops

Damaged or deteriorated cabinets, shelving, and countertops shall be repaired or replaced as required. Missing or inoperative hardware shall be replaced. Countertops shall be free of warped, chipped, burned, cut, or otherwise marred areas. Replacement cabinets and countertops shall conform to the requirements of American National Standards Institute publication A161.1. All work is included in the firm fixed-price portion of the contract. When painting or varnishing of repaired/replaced cabinets is required, all cabinets in the room shall be painted/varnished if required to make a satisfactory match.

#### 3.8.1.8 Interior Accessories

The Contractor shall repair or replace damaged, inoperative, or missing interior accessories including, but not limited to paper holders, soap trays, dispensers, towel bars, shower curtain rods, medicine cabinets, mirrors, smoke detectors, and door stops. Loose accessories shall be resecured by tightening or replacing screws or by using a suitable adhesive. Damaged or missing items shall be replaced with items matching the original. Replacement hardware shall conform to the Building Hardware Manufacturer's Association Product Standard (BHMA.) Hardware items requiring lubrication shall be lubricated and restored to an operable condition. Repairable rusted metal components shall be cleaned of all rust, coated with a rust inhibitor and restored to an operational condition.

### 3.8.2 General Exterior Work

#### 3.8.2.1 Exterior Walls

Damaged or deteriorated wall areas shall be repaired or replaced to restore to a serviceable, structurally sound, and watertight condition. This includes, but is not limited to, replacing damaged masonry units, tuckpointing loose or eroded mortar joints, sealing penetrations in wall openings, replacing damaged or deteriorated structural members, siding, underlayment, and exterior trim, replacing miscellaneous hardware items, and removal of vegetation, discoloration, graffiti, or other defects which would render an unsightly appearance to exterior walls.

##### 3.8.2.1.1 Masonry

Damaged masonry units (brick or concrete block) shall be replaced with a unit of the same size, color and texture. The mortar shall be completely removed and the cavity cleaned and all debris removed. The masonry unit shall then be reseated in mortar and the remaining cavity packed with mortar. All joints between masonry units shall be pointed to match existing. Damaged mortar joints shall be chipped out, cleaned and dampened before being repainted. Repainted joints shall match undamaged joints.

##### 3.8.2.1.2 Hardboard Siding

Damaged hardboard siding shall be removed without damaging adjacent siding or underlayment. Replacement siding shall match the existing siding in color, texture and material. Siding face and edges shall be factory primed and the back shall be factory sealed. Nails shall be of the type and size specified by the manufacturer and shall be driven flush. All joints shall be caulked.

##### 3.8.2.1.3 Seams

Seams between window or door frames and exterior walls shall be caulked. Old joints shall be scraped and cleaned with a solvent recommended by the caulking manufacturer. The caulking shall be applied according to the manufacturer's directions.

##### 3.8.2.1.4 Metal Flashing and Trim

Damaged or deteriorated metal flashing and trim shall be repaired/replaced to match existing trim.

#### 3.8.2.2 Exterior Trim

Exterior trim, including all exterior moldings, millwork, shutters, and cornice shall be repaired or replaced as required. Surfaces to receive trim shall be thoroughly cleaned of sealant and paint build up prior to installation of trim. Damaged or deteriorated insulation board or underlayment shall be replaced with material of the same type, thickness, and quality. Bird screens and soffit vents shall be intact and free of corrosion and missing pieces. All wood trim items shall be prime painted prior to installation.

#### 3.8.2.3 Roofing

Damaged, deteriorated, or missing roofing, sheathing, flashing, gravel stops, miscellaneous roof structures and components, and structural supports shall be repaired or replaced as required to provide a watertight seal and to retain the original whole condition of the roof system. The bid prices for indefinite quantity unit priced tasks for roofing replacement shall include all costs for removal and disposal; roof deck surface preparation; and installation of underlayment and roofing.

##### 3.8.2.3.1 Structural Members

All trusses, joists, sheathing, and other structural roof members shall be repaired or replaced as required to ensure the structure is safe for occupancy and structurally sound. While making repairs, inspection of other supporting members shall be made and deficiencies reported to the Contracting Officer.

##### 3.8.2.3.2 Shingle Roofing

Damaged and deteriorated shingles shall be removed without damaging those in the unaffected areas. Damaged underlayments shall be cut and removed leaving sound material exposed surrounding the repair area. New underlayment and shingles shall be installed in accordance with standard industrial practices. Vents and other projections through roofs shall be flashed according to the requirements specified below.

**3.8.2.3.3 Built-Up and Elastomeric Roofing**

Damaged and deteriorated roofing shall be removed without damaging unaffected areas. The replaced roofing shall be the same type and size and be compatible with the existing roofing. The roofing shall be installed in accordance with the manufacturers' recommendations.

##### 3.8.2.3.4 Roof Flashing

Existing flashing shall be rehabilitated to form an effective waterseal. Areas covered with deteriorated bituminous cement shall be cleaned of all loose materials and debris and recoated with cement. Deteriorated mortar joints in chimneys intended to seal and anchor flashing shall be cleared of mortar and the flashing reinserted and the joint filled with mortar patch and finished to match existing joints. Damaged flashing around vent pipes, attic turbines and other mechanical openings shall be replaced with appropriately formed flashing. Shingles around penetrations shall be removed without damaging adjacent roofing or underlayment. The flashing shall be securely nailed into the roof sheathing or roof support. Bituminous plastic cement shall be applied over the nailheads and the flashing edges. The roofing shall be properly replaced and all nailheads and the joint between the flashing and the vent shall be coated with bituminous plastic cement. Flashing around mechanical equipment, chimneys, and other large protrusions shall provide an effective waterseal.

##### 3.8.2.3.5 Miscellaneous Roof Structures and Components

Chimneys, vent stacks, roof ventilators, and other items piercing the roof shall be repaired or replaced so as to function as originally intended and designed.

#### 3.8.2.4 Gutters and Downspouts

Clogged gutters and downspouts shall be cleaned out. Broken, damaged, misaligned, or leading gutters and downspouts shall be repaired or replaced with new material to match original as to gauge, type of material and finish, and loose hangers and fasteners shall be tightened. Missing wire guards, hangers and fasteners for gutters and downspouts, and splash blocks shall be replaced. Splash blocks shall be properly positioned to receive the impact of drainage water.

#### 3.8.2.5 Exterior Concrete and Masonry Structures

Exterior concrete (portland cement and asphaltic) surfaced areas within five feet of the building or structure, such as patios, sidewalks, and steps, shall be repaired so that they are structurally sound, at original alignment and grade, and are free of damage and major cracks. Roots that cause or contribute to concrete damage shall be removed and the area backfilled. Masonry fences, planters, and steps shall be repaired to replace missing or broken masonry units and repair deteriorated mortar parts, gaps, breaks, and loose components.

#### 3.8.2.6 Exterior Accessories

Damaged, deteriorated, or missing building numbers, exhaust fan vent caps, chimney caps, and other miscellaneous components and hardware shall be installed, repaired, or replaced as required.

#### 3.8.2.7 Stairs

Damaged or deteriorated stairs and stairways, including treads, risers, nosings, stringers, brackets, balustrades, handrails, and other components shall be repaired or replaced as required.

#### 3.8.2.8 Doors, Windows, and Screens

Doors (including storm doors), windows (including storm windows), and screens shall operate smoothly without binding or sticking in accordance with the manufacturer's design. Damaged, deteriorated, or missing doors, windows, and screens, and associated components shall be repaired or replaced as required. Caulking, glazing, and weatherstripping shall be fully intact to maintain a fully weathertight seal. Replacement glass shall be of the same size, type, and quality as the existing glass.

##### 3.8.2.8.1 Doors

Damaged, deteriorated, warped, swollen, and sagged doors shall be repaired/replaced with doors the same type and size. Exterior doors shall be removed and replaced the same work day. All replaced doors shall be installed with hardware from existing doors, if practicable. Cracked and broken glass in doors shall be replaced with the same quality, type, and size.

##### 3.8.2.8.2 Large and Small Sliding Doors

Damaged and/or deteriorated metal and wooden sliding doors and related hardware shall be repaired/replaced with doors and related hardware of the same type, size, and color.

##### 3.8.2.8.3 Screens and Screen Doors

Oxidation deposits shall be removed from metal parts. The affected area shall be cleaned and protective coating of paste wax shall be applied. Replacement screening shall be of the same material as existing metallic screening. Small holes (less than four square inches) in screens may be repaired with a patch matching the existing screening. The free end wires of patches shall be bent around screen to secure patch in position. Exposed screening ends shall be cemented with a colorless plastic cement. No exposed screening ends shall protrude from the screen. Warped screen doors and frames shall be straightened if possible to fit squarely in opening. If beyond repair, warped items shall be replaced.

##### 3.8.2.8.4 Hardware

Damaged, inoperable, or missing hardware such as hinges, locks, striker plates, latches, keepers, window operating mechanisms, door closers, springs, etc. shall be adjusted, repaired, or replaced as required. Replacement hardware shall match existing hardware in type, size, quality and finish and meet the Building Hardware Manufacturer's Association (BHMA) Product Standards. Hardware shall be installed in accordance with the manufacturer's recommendations.

##### 3.8.2.8.5 Overhead or Rolling Doors

Railings shall be checked for alignments. Rusted or corroded areas shall be repaired or replaced. All bearings, rollers, gears, and pulleys shall be properly lubricated. All hangers, bolts, springs, and pins shall be free of rust and corrosion and shall be tightly mounted and secured. Motors shall operate properly and be properly lubricated. Cables and fusible links shall be correctly installed and free from corrosion and rust.

### 3.8.3 Miscellaneous Work

#### 3.8.3.1 Miscellaneous Buildings and Structures

The Contractor shall perform maintenance and repair on miscellaneous buildings and structures such as grandstands, bleachers, guard and watch towers, picnic and bus stop shelters, grease and elevated garbage racks, flagpoles, monuments, and playground equipment, and other miscellaneous structures listed in Attachment [INSERT ATTACHMENT NUMBER].

#### 3.8.3.2 Swimming Pools

The Contractor shall repair and replace cracked or broken tile and concrete. The Contractor shall also perform touch-up painting, repairs to diving boards, dressing rooms, and guard towers.

#### 3.8.3.3 Signs

 (a) The Contractor shall furnish, fabricate, and/or make a variety of signs to consist of identifying plates, warning signs, directory signs, and general signs on sheet metal, aluminum, and wood using paint, or baked on reflective products.

 (b) The Contractor shall install the various types of signs using different fasteners and mounts.

 (c) The Contractor shall furnish, fabricate, and install all types of traffic control signs. All materials used in the fabrication and the installation of traffic control signs shall conform to the Manual on Uniform Traffic Control Devices as issued by the U. S. Department of Transportation.

## 3.9 General Requirements for Painting

Painting shall include both the interior and exterior of all types of surfaces on buildings and miscellaneous structures, as well as the painting of other miscellaneous items such as signs, guard posts and rails, parking bumpers, etc. Interior and exterior painting performed in conjunction with service work, recurring work, and other fixed-price services is considered incidental to and part of the job, and shall be provided at no additional cost to the Government. Painting shall be ordered from the indefinite quantity portion of the contract only if the scope of the work is beyond the scope of a service call. The indefinite quantity unit prices bid shall include all costs for surface preparation, caulking, required spot priming, protection of items which are not to be painted; and other requirements as specified in this clause. The contractor shall provide non-toxic or less-toxic product alternatives and all painting, whether interior or exterior, fixed-price or indefinite quantity, shall include all work necessary for a finished job including windows, door frames, trim, molding, closets, shelves, etc

### 3.9.1 Certificates of Compliance

Certificates of compliance from the manufacturer shall be submitted for all paint types listed in the Paint Schedule below, in accordance with the requirements specified herein.

### 3.9.2 Protection of Areas

All furnishings, equipment, floor coverings, and other surfaces which are not to be painted shall be carefully moved, covered, or otherwise protected prior to painting. Items such as hardware, hardware accessories, machined surfaces, blinds, curtains, plates, light fixtures, and similar items in contact with painted surfaces shall be removed, masked, or otherwise protected prior to surface preparation. After painting, the Contractor shall remove paint, both old and new paint, from surfaces not to be painted and restore to original condition. All removed items shall be repositioned and furnishings and other property returned to their original position. Painted items such as windows, doors, and cabinets shall operate smoothly without binding. The Contractor shall be responsible for the cost of repairing any damage caused to Government or personal property.

### 3.9.3 Surface Preparation

Surfaces to be painted shall be cleaned to remove all dirt, dust, rust, scale, splinters, mildew, chalked paint, loose particles, disintegrated coatings, grease, oil, and other deleterious substances. Sanding, wire brushing, washing, and chemical treatments shall be used as necessary to properly prepare the surface for painting, except that water shall not be used on unpainted wood. All scratches, nicks, cracks, gouges, spalls, alligatoring, and irregularities due to partial peeling of previous paint shall be repaired, sanded, spackled, caulked, or otherwise treated to render such defects practically imperceptible. Caulking and other compounds shall be allowed to cure for the times stated in the manufacturer's literature prior to painting. Existing enamel and other glossy surfaces shall be sanded. All new work, surfaces bared by surface preparation, and exposed nails and other ferrous metals shall be primed.

### 3.9.4 Airless Sprayers

Application of paint by airless spray shall be accomplished only by firms and persons experienced in the use of this type of equipment. At least 15 calendar days prior to application of paint by airless spray, the Contractor shall submit data for the approval of the Contracting Officer demonstrating that the proposed applicators have successfully applied paint with airless spray equipment. The data shall include the names and locations of at least two locations where the applicators referred to above, have used the airless spray method for applying paint. The Contractor shall indicate the type and design of the airless spray equipment and certify that this method of applying paint has been performed satisfactorily. All equipment shall be in good condition and operated in accordance with the manufacturer's instructions.

### 3.9.5 Workmanship

Paint shall be carefully applied with good, clean brushes, rollers, or approved airless sprayers to provide smooth finished surfaces free from runs, drops, ridges, waves, laps, brush marks, variations in color, or other defects. Two coats shall be applied to all new surfaces, or surfaces bared by surface preparation, and as required to completely cover stains and marks. First coats shall be thoroughly dry prior to application of second coats, and there shall be an easily perceptible difference in shades of successive coats. Each coat shall be of sufficient thickness to completely cover the preceding coat or surface.

### 3.9.6 Paint Requirements and Schedule

Reference specifications are listed in Attachment [INSERT ATTACHMENT NUMBER]. Colors for finish coats will be specified by the Contracting Officer from Federal Standard 595. Paint shall be delivered to the job site in original, unopened containers bearing the manufacturer's name, brand designation, and instructions for application. Thinners shall be used only when mandatory for the type of paint being used and with prior approval of the Contracting Officer.

[The writer must add surfaces and corresponding paint types.]

 PAINTING SCHEDULE

 Spot Prime First Second

Surface Bare Areas Coat Coat(new work only)

## 3.10 General Requirements for Plumbing

Plumbing work shall include maintenance and repair of the plumbing systems and fixtures of each building. When repaired, plumbing systems and fixtures shall be free flowing, in good, safe operating condition, free of leaks and drips. Domestic water lines shall be maintained from and include the service cut-off box or five feet beyond the outside of the building to and including any tap or plumbing fixture. Waste and sewage lines (including all lines six inches in diameter and smaller) shall be maintained from a point five feet beyond the outside of the building to and including any drain or plumbing fixture. Natural and propane gas lines shall be maintained from and including the cut-off valve at the pressure regulator and/or storage tank to and including the appliance, heater, or water heater connection.

All work shall meet the workmanship and material requirements of the American National Standards Institute A40.8-55, National Plumbing Code, and other applicable standards listed in Attachment [INSERT ATTACHMENT NUMBER]. The Contractor shall provide environmentally preferable products and services that are:

* Less toxic or non-toxic. Examples include:
* Environmental Protection Agencyâ€™s Design for the Environment (DfE) label (http://www.epa.gov/dfe)
* Green Seal certified (http://www.greenseal.org)
* CRI Green Label (http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus)
* Products that meet/exceed DfE, Green Seal, CRI Green Label, and/or SCAQMD specifications;
* Environmental Protection Agency designated recycled content items (http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm);
* Designated as BioPreferred by the U.S. Department of Agriculture (http://www.biopreferred.gov);
* Energy Star certified (http://www.energystar.gov) or other energy-efficient products listed on the Department of Energy’s FEMP Product Energy Efficiency Recommendations product lists; and
* WaterSense certified (http://www.epa.gov/WaterSense) or meets/exceeds WaterSense specifications.

### 3.10.1 Clean-up/Restoration

The Contractor shall mop up, vacuum, or otherwise remove water resulting from overflowing fixtures, leaks, clogged drains, etc. as part of the repair. Walls, ceilings, and other structures, paved areas such as sidewalks and roads, grassed areas, etc. which are damaged by and/or removed to gain access to leaks, clogs, or other defects shall be restored by the Contractor to original condition.

### 3.10.2 Plumbing Fixtures

All sinks, tubs, toilets, urinals, basins, and faucets, lavatories, showers, drain lines, etc shall be free of leaks and drips, operate properly, drain freely, and be free of excessive dripping, cracks, and coloration. All fixtures and components thereof that cannot be repaired shall be replaced with fixtures that are in strict compliance with BOCA Basic Plumbing Code 978-4th Edition.

### 3.10.3 Water Heaters

Water heaters shall be repaired or replaced as required to provide hot water at least 140oF, without leaks. Controls, control devices, and safety devices shall operate safely and properly. Water heater insulation jackets (3 inch minimum thickness) shall be installed on all replacement water heaters and or existing units when excessively worn, damaged, or missing.

### 3.10.4 Drinking Fountains

The Contractor shall maintain, repair, and replace all water fountains and their component parts. Fountains shall be free of leaks and shall operate in accordance with the manufacturer's design specifications. All damaged and worn component parts shall be replaced. Replacement fountains or component parts shall be equal to or better in quality, size, and capacity to that being replaced. Fountains shall be firmly secured to support structures, and free of movement and vibration.

## 3.11 General Requirements for Electrical

Electrical work shall include maintenance and repair of electrical systems up to 600 volts and lighting fixtures for each building beginning at and including the weatherhead, or in the case of underground power, at and including the main distribution panel. All electrical equipment, service connections, distribution panels, connections, grounds, outlets, switches, wiring, branch circuits, ground fault circuits, lighting fixtures, photo cells, and door chimes shall be repaired or replaced as required so as to operate as originally intended and designed, and in a safe manner. Cracked, broken, or missing receptacle and switch face plates shall be replaced with new plates of the same/original color and size. Light fixture lenses and globes which are damaged or missing shall be replaced. All exterior lighting on garages, common hallways, and exterior stairways shall also be repaired/replaced, including light bulb replacement. Maintenance of lamps, appliances, and cords owned by individuals is not the responsibility of the Contractor. All workmanship and materials shall conform to the National Fire Protection Association (NFPA) 70 National Electrical Code.

Damaged/deteriorated telephone wiring shall be repaired/replaced from the demarcation point established by the telephone company throughout the structure to, and including, telephone jacks. Cracked, missing, or inoperative plug-in or screw connected telephone jacks shall be replaced.

## 3.12 General Requirements for Locksmithing

Locksmith work shall include, but not limited to the repair of key locksets; the fabrication and replication of keys; opening of key locksets; and the installation, maintenance, repair, replacement, removal, opening, and resetting of mechanical and electronic combination of cypher locks. The Contractor shall perform unlocking of buildings, safes, and vaults (with or without combination or key) to gain access when authorized; and the improvement, alteration, and adaptation of locking devices and systems. The Contractor shall also establish and maintain a master key system for each building as well as duplicate keys for each master key system. Key inventories and records shall be maintained by the Contractor. Locksmith personnel shall meet the requirements of the Facility Security Department, be bonded and certified by the State of [INSERT STATE]. The Contracting Officer will determine the type and series of locks for replacement or installation. Where required by the Contracting Officer, locksets, deadbolts, pad locks, and others shall be keyed and master keyed.

## 3.13 General Requirements for Heating, Ventilation, Air Conditioning, and Refrigeration Equipment(HVAC&R)

The Contractor shall provide maintenance, repair, and minor construction services for a variety of HVAC&R units (to include heating systems up to 750,000 BTU/HR and air conditioning and refrigeration equipment up to 5 tons) and their components. This work includes the maintenance, repair, and installation of all components, devices, equipment and associated systems, including but not limited to compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, and all other items of equipment essential to the proper operation of HVAC&R equipment and systems in accordance with the manufacturer's manuals. The Contractor shall provide Energy Star certified (http://www.energystar.gov) or other energy-efficient products listed on the Department of Energyâ€™s FEMP Product Energy Efficiency Recommendations product lists, and non-ozone depleting chemical substitutes identified by the Environmental Protection Agencyâ€™s Significant New Alternatives Policy (SNAP) (http://www.epa.gov/ozone/snap/index.html). A list of Heating, Ventilation, Air Conditioning and Refrigeration Equipment is provided in Attachment [INSERT ATTACHMENT NUMBER].

## 3.14 General Requirements for Security Fences and Wire Cages

The Contractor shall provide maintenance, repair, and replacement of security fences and cages to ensure that all exterior and interior fences and security cages are kept in good repair and that unauthorized entry is not made. All gates shall be maintained security tight and all hinges and locking devices shall be kept in good working order. Repairs required include, but are not limited to, the following: repairing holes in the chain link fence and wire cages; stringing of barbed wire on top of fence; replacing or resetting of fence support stanchions; replacing or repairing hinges and locking devices; and removal of rust and the painting of fences.

## 3.15 General Requirements for Machine, Welding, and Metal Working

The Contractor shall provide maintenance, repair, or replacement of metal components of buildings and structures, installed building equipment such as exhaust fans, and shall construct and install metal components in support of other repair activities as required by this section.

### 3.15.1 Metal Working

Metal working shall include heating and bending to form metal shapes, drilling, torch cutting, hammer forging, grinding, sawing and fitting of metal parts. The Contractor shall perform metal working requirements to maintain and repair or fabricate and replace metal components of buildings and structures, installed building equipment, dining facility equipment, and kitchen equipment, including the construction and installation of metal components in support of other maintenance activities.

### 3.15.2 Welding

The Contractor shall provide all types of welding and brazing procedures in the accomplishment of maintenance and repair of buildings, structures, and appurtenances. Welding shall be performed on light, heavy gauge and hardened metals using flat, vertical, horizontal, and overhead positions. Processes include preheating, brazing, bead welding, tack welding, flame cutting, pressure welding and heat treating. Welding, burning and open flame work will be permitted, but only subject to the following conditions: the method must be approved by the Contracting Officer; the Contractor shall inform the Contracting Officer prior to any work of this nature being performed; the Contractor shall provide an adequate fire watch and the required fire extinguishing equipment. Contractor shall notify Base Fire Department and obtain a welding permit before proceeding. Procedures outlined in mandatory directives listed in Attachment [INSERT ATTACHMENT NUMBER] shall be followed. All Contractor welders shall be certified for the specific welding process in accordance with applicable American Society of Mechanical Engineers (ASME), American National Standards Institute (ANSI), and American Welding Society (AWS) standards.

### 3.15.3 Machinist Tasks

The Contractor shall perform machinist tasks such as drilling, tapping, boring, reaming, and grinding a variety of materials such as steel, cast iron, stainless steel, aluminum, copper, brass, bearing bronze, manganese, babbitt, etc. The Contractor shall install equipment requiring critical alignment of motors, pumps, blowers, gear reducers, etc.

## 3.16 General Requirements for Food Service Equipment

The Contractor shall provide maintenance and repair services for a variety of food service type equipment such as electric and/or gas baking ovens, grills, ranges, deep fat fryers, toasters, coffee urns, microwave ovens, ice cream boxes, food serving, and salad bars, beverage coolers, choppers, slicers, and dishwashers.

# 4.0 Government Furnished Property and Services

In accordance with the "GOVERNMENT PROPERTY (FIXED-PRICED CONTRACTS)" clause in Section I, the Government will provide the Contractor the use of certain Government owned [MODIFY AS REQUIRED] facilities, equipment, and materials for use only in connection with this contract. The use of Government furnished property and services for other purposes is prohibited. All such facilities, equipment, and materials will be provided in "as is" condition.

[SELECT EITHER a OR a.(OPTIONAL):]

a. Government Furnished Facilities. The Government will furnish or make available to the Contractor the facilities described in Attachment [INSERT ATTACHMENT NUMBER]. Should the Contractor choose to use the Government furnished facilities, adequate precautions shall be taken by the Contractor to prevent fire hazards, odors, and vermin. Janitorial services for Government furnished facilities shall be provided by the Contractor. The Contractor shall obtain written approval from the Contracting Officer prior to making any modifications or alterations to the facilities. Any such modifications or alterations approved by the Government will be made at the expense of the Contractor. At the completion of the contract, all facilities shall be returned to the Government in the same condition as received, except for reasonable wear and tear. The Contractor shall be held responsible for the cost of any repairs caused by negligence or abuse on his/her part, or on the part of his/her employees.

a.(OPTIONAL) Government Furnished Facilities. The Government will not provide office space and operational facilities to the Contractor. The Contractor shall secure and maintain the necessary office space and other facilities required for the performance of this contract at his/her own expense.

[SELECT EITHER b. OR b.(OPTIONAL):]

b. Government Furnished Equipment (GFE). The Government will provide the Contractor the use of existing and available Government owned tools and equipment in the performance of the contract. Such Government furnished tools and equipment are listed in Attachment [INSERT ATTACHMENT NUMBER].

(1) Should the Contractor choose to use the Government furnished equipment, periodic servicing, maintenance, and repair of the equipment listed shall be provided at no cost to the Government. The total or partial breakdown or failure of the Government furnished equipment shall not relieve the Contractor of responsibility to fully perform the work of the contract. Upon completion or termination of the contract, all Government owned equipment shall be returned to the Government in the same condition as received, except for normal wear and tear. Equipment which becomes worn out due to normal wear and tear shall be returned to the Government and its replacement shall be the responsibility of the Contractor at no cost to the Government. Equipment so acquired shall remain the property of the Contractor. The Contractor shall be responsible for the cost of any repairs or replacement caused by negligence or abuse by the Contractor or his/her employees.

(2) The Contractor and the Contracting Officer shall conduct a joint inventory before commencing work under this contract to determine the exact number and serviceability of Government furnished equipment. The Contractor shall then certify the findings of this inventory, assume accounting responsibility, and subsequently report inventory discrepancies to the Contracting Officer. Government furnished equipment shall not be removed from the military base unless approved by the Contracting Officer in writing.

b.(OPTIONAL) Government Furnished Equipment (GFE). The Contractor shall furnish all tools and equipment required for the performance of this contract. The Government will not provide tools or equipment to the Contractor.

[SELECT EITHER c. OR c.(OPTIONAL):]

c. Government Furnished Material (GFM). The Government will furnish the material described in Attachment [INSERT ATTACHMENT NUMBER] to the Contractor on a one time basis. Should the Contractor choose to use the Government furnished material, a joint inventory shall be conducted with the Contracting Officer before commencing work under this contract to determine the exact amount and serviceability of Government furnished materials. The Contractor shall then certify the findings of this inventory, assume accounting responsibility for all materials supplied, and shall provide documentation supporting issue/use of such material. Upon depletion of material provided to the Contractor by the Government, the Contractor shall furnish all material to perform the work of the contract, except as otherwise specified herein. Upon completion or termination of this contract a second joint inventory shall be conducted, if necessary, of all unused Government furnished materials. The Contractor shall be held liable for all materials which cannot be accounted for by issue/use documentation.

c.(OPTIONAL) Government Furnished Material. The Government will not provide any materials to the Contractor.

c.(OPTIONAL) Government Furnished Material. The Government will furnish the material described in Attachment [INSERT ATTACHMENT NUMBER] to the Contractor on a one time basis. Should the Contractor choose to use the Government furnished material, a joint inventory shall be conducted with the Contracting Officer before commencing work under this contract to determine the exact amount and serviceability of Government furnished materials. The Contractor shall then certify the findings of this inventory, assume accounting responsibility for all materials supplied, and shall provide documentation supporting issue/use of such material.

(1) Upon depletion of material provided to the Contractor by the Government, as listed in Part A of Attachment [INSERT ATTACHMENT NUMBER], the Contractor shall furnish all material to perform the work of the contract, except as otherwise specified herein. Upon completion or termination of this contract a second joint inventory shall be conducted, if necessary, of all unused Government furnished materials, as listed in Part A of Attachment [INSERT ATTACHMENT NUMBER]. The Contractor shall be held liable for all materials missing which cannot be accounted for by issue/use documentation.

(2) Experience has shown that selected items of long lead time parts and materials must be stocked to insure repair of critical equipment in the event of failure. A list of these insurance items and minimum stocking levels are contained in Part B of Attachment [INSERT ATTACHMENT NUMBER]. The Government will provide the Contractor an initial issue of items in at least the minimum quantities listed in Part B of Attachment [INSERT ATTACHMENT NUMBER]. The Contractor shall maintain at least the minimum quantity of all the items specified. These items shall be used by the Contractor in the maintenance and repair of the facilities/systems only as follows:

(a) Insurance items shall be used on the systems, facilities, or GFE with which they are associated.

(b) A replacement insurance item shall be ordered within three working days after the use of any insurance item which causes the total quantity on hand to fall below the minimum specified level. The Contractor shall bear the cost of replacement of all insurance items.

(c) Upon completion or termination of the contract, all insurance items shall be returned to the Government in the minimum specified quantities.

(d) Availability of Utilities. The Government will furnish the following utility services at existing outlets, for use in those facilities provided by the Government and as may be required for the work to be performed under the contract: electricity, steam, natural gas, fresh water, sewage service, and refuse collection (from existing collection points). Information concerning the location of existing outlets may be obtained from the Contracting Officer. The Contractor shall provide and maintain, at his/her expense, the necessary service lines from existing Government outlets to the site of work.

[SELECT EITHER (1) OR (1)(OPTIONAL):]

(1) Utilities specified above will be furnished at no cost to the Contractor.

(1)(OPTIONAL) The Contractor shall pay for utilities consumed and shall, at his/her expense, install meters as required by the Contracting Officer to measure consumption of utilities provided by the Government. Rates for reimbursement to the Government of metered utilities will be: [LIST THE RATES OF REIMBURSEMENT PER TYPE OF SERVICE PROVIDED]

(2) The Contractor shall be responsible for instructing employees in utilities conservation practices. The Contractor shall be responsible for conserving utilities, which shall include, but not necessarily be limited to:

* Lights shall be used only in areas where and at the time when work is actually being performed unless otherwise directed by the COTR.
* Mechanical equipment controls for heating, ventilation and air conditioning systems will not be adjusted by contract employees.
* Water faucets or valves shall be turned off after the required usage has been accomplished. To conserve water, only the minimum quantity of water needed for the required usage shall be expended.

(3) A restricted telephone line (USOC Class RS4) for on base calls will be provided by the Government at no cost to the Contractor. The Contractor shall install commercial telephone service, and all service and toll charges shall be paid for by the Contractor.

## 4.1 Contractor Furnished Items

Except for items listed in paragraph 4.0, the Contractor shall provide all facilities, equipment, materials, and services to perform the requirements of this contract.

 a. The Contractor shall provide new or factory reconditioned parts and components when providing maintenance, repair, and minor construction services as described herein. All replacement units, parts, components and materials to be used in the maintenance, repair, and minor construction of facilities and equipment shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; shall comply with applicable Government, commercial, or industrial standards such as National Board of Underwriters or Underwriters' Laboratories, Inc., National Board of Fire Underwriters, National Electrical Manufacturer's Association, American Society of Mechanical Engineers, etc.; shall conform to the applicable specifications listed in Attachment [INSERT ATTACHMENT NUMBER] and the technical specifications, Section C; and used in accordance with original design and manufacturer intent. Items not listed in Attachment [INSERT ATTACHMENT NUMBER] or technical specifications shall be of acceptable industrial grade and quality. The Contractor shall provide environmentally preferable products and services as referenced in Section 3.2.1. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain the parts replaced for at least 10 working days after completion of the job and make these parts readily available for inspection by the Contracting Officer upon request. When disputes arise concerning material, equipment, and components selected for work items already accomplished, the Contractor shall, at no cost to the Government, remove, replace, and/or rework material, equipment, and components so that compliance with the Government's requirements are satisfied. The resolution of formal disputes is addressed in the "DISPUTES" clause, Section I.

 b. The Contractor shall submit certificates of compliance, manufacturer's descriptive data, and product samples for those items specified in Attachment [INSERT ATTACHMENT NUMBER]. Such submittals shall be made to the Contracting Officer for approval within 15 calendar days after award of the contract.

 (1) Certificates of compliance shall be obtained from material manufacturers attesting that materials meet the requirements specified in Attachment [INSERT ATTACHMENT NUMBER].

 (2) Manufacturer's descriptive data shall include the name of the manufacturer, model number or other identifying information, catalog cut, and other identifying data and information describing the performance, capacity, rating, and application/installation instructions which clearly illustrate that the proposed item meets the applicable standards specified in Attachment [INSERT ATTACHMENT NUMBER].

 (3) Product samples shall include a sufficient quantity of material to allow for complete analysis and evaluation by the Government.

# 5.0 Definitions

As used throughout this contract, the following terms shall have the meaning set forth below. Additional definitions are in the "DEFINITIONS" clause in Section I.

 a. Where "as shown", "as indicated", "as detailed", or words of similar import are used, it shall be understood that reference is made to this specification and the drawings accompanying this specification unless stated otherwise.

 b. Where "as directed", "as required", "as permitted", "approval", "acceptance", or words of similar import are used, it shall be understood that direction, requirement, permission, approval, or acceptance of the Contracting Officer is intended unless stated otherwise.

 c. Additional Material Handling. Time expended for loading materials from storage to truck, unloading materials to work area, moving materials to work area, moving materials from storage to job site, removing debris, and handling of materials during the job that is not included in the craft time standard. The above definition is a summary of the definition of "Additional Material Handling" as used in development of Engineered Performance Standards.

 d. Backlogged Service Calls. A routine service call issued during the previous contract which was not completed for any reason, or maintenance, repair and minor construction requirements which may be identified during lapses, if any, in services between this contract and the previous contract.

 e. Contracting Officer. The Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

 f. Contractor. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall ensure that subcontractors comply with the provisions of this contract.

 g. Contractor Representative. A foreman or superintendent assigned in accordance with the "CONTRACTOR EMPLOYEES" clause, Section H.

 h. Craft Phase. The numbered chronological sequence in which a specific craft performs a job phase.

 EXAMPLE:

 Job Phase Craft Phase Craft Description

 1 1 Carpenter Fabricate and install

 frame for new wall

 2 1 Electrician Rough in electrical

 3 2 Carpenter Install sheet rock

 4 2 Electrician Trim out electrical

 5 1 Painter Paint new wall

 i. Delay Allowances. Time expended for planning the work in the shop and at the job site; personal needs; balancing delays waiting for other craftsmen; unavoidable delays; partial day influence; waiting for tools or material that should have been at the job site. The above definition is a summary of the definition of "Delay Allowances" as used in development of Engineered Performance Standards.

 j. Direct Material Costs. The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.

 k. Engineered Performance Standards (EPS). A job estimating system developed for the Department of Defense. EPS is the average time necessary for a qualified craftsman working at a normal pace, following acceptable trade methods, receiving capable supervision, and experiencing normal delays to perform defined amounts of work of a specified quality. EPS manuals are published under the following numbers by each military branch:

 Navy: NAVFAC P 700 Series

 Army: TB 420 Series

 Air Force: AFM 85 Series

 l. Facility. An establishment, structure, or assembly of units of equipment designated for a specific function.

 m. Fixed Burden Rate (FBR). The additional costs (expressed in percent of direct material cost) for ordering, handling, and stockpiling materials for work included in the indefinite quantity, unit priced labor portion of the contract.

 n. Frequency of Service.

 (1) Annual (A) - Services performed once during each 12 month period of the contract.

 (2) Semiannual (SA) - Services performed twice during each 12 month period of the contract at intervals of 160 to 200 calendar days.

 (3) Quarterly (Q) - Services performed four times during each 12 month period of the contract at intervals of 80 to 100 calendar days.

 (4) Monthly (M) - Services performed 12 times during each 12 month period of the contract at intervals of 28 to 31 calendar days.

 (5) Semimonthly (SM) - Services performed 24 times during each 12 month period of the contract at intervals of 14 to 16 calendar days.

 (6) Weekly (W) - Services performed 52 times during each 12 month period of the contract at intervals of six to eight calendar days.

 (7) Daily (D5) - Services performed once each day, Monday through Friday, including holidays unless otherwise noted.

 (8) Daily (D7) - Services performed once each day, seven days per week, including weekends and holidays.

 o. Job Phase. The numbered chronological sequence in which work is accomplished regardless of the craft(s) involved. (See Craft Phase above).

 p. Job Preparation. All work and costs associated with receiving and considering a job assignment and instructions; planning equipment and material requirements; obtaining proper tools; laying out tools, material, and equipment; setting up ready to begin work; cleaning and storing tools and equipment; and cleanup of job site.

 q. Labor Hour Unit Price. A labor hour unit price is the unit price bid by the Contractor to provide one performance standard hour of work-in-place. The unit price includes all direct and indirect costs associated with performing a standard hour of work. The unit price would typically include the Contractor's hourly craft wage, adjusted to allow for the bidder's workforce productivity (i.e. the Contractor's estimate of how his/her workforce will perform in relation to the applicable performance standard(s)); and all costs for travel, pre-expended bin materials and supplies, profit, tools, equipment, field and home office overhead, clerical support, supervision, overtime, inspection, fees, taxes, licenses, permits, insurance, etc. In short, all costs associated with providing a specific standard hour of effort.

 r. Latent Defects. Latent defects are defects that are present in a hidden or undeveloped state and are not visible or apparent at the time of inspection, but which become obvious or come into being at some future time.

 s. Maintenance. The recurring day-to-day, periodic, or scheduled work required to preserve or restore a real property facility to such a condition that it may be effectively utilized for its designated purpose. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to restore.

 t. Minor Construction. A minor construction project is defined as a single undertaking at a military installation that includes all construction necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility and has an approved cost equal to or less than the amount specified by law as the maximum amount for a minor military construction project.

 u. Pre-expended bin materials and supplies. The minor materials and supplies that are incidental to a job, and for which the total direct cost of any one material line item shown on the material estimate is $10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, gases, refrigerants, refrigeration fittings, plumbers tape and compound, clips, welding rods, heat sinks, touch up paint, plumbing fittings.

 v. Quality Assurance (QA). A method used by the Government to provide some measure of control over the quality of purchased goods and services received.

 w. Quality Assurance Evaluator (QAE). The Government employee responsible for the daily monitoring of Contractor performance.

 x. Quality Control (QC). A method used by the Contractor to control the quality of goods and services produced.

 y. Regular Working Hours. The Government's regular (normal) working hours are from [STARTING HOUR] to [ENDING HOUR], Mondays through Fridays except (a) Federal Holidays and (b) other days specifically designated by the Contracting Officer.

 z. Repair. Repair is the restoration of a piece of equipment, a system, or a facility to such condition that it may be effectively utilized for its designated purposes. Repair may be overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance, or replacement of the entire unit or system if beyond economical repair.

 aa. Response Time. Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate tools, equipment, and materials, ready to perform the work required. Response times are designated in the appropriate technical clauses in Section C.

 ab. Travel Time. Time expended between shop and the job site; waiting for vehicle; getting in and out of vehicle; loading and carrying a tool box; vehicle travel; unloading, walking from vehicle to job site; opening and closing door; walking up and down stairs; using elevators; and access to secure or controlled areas.

 ac. Work Content Comparison. Work content comparison is a method of comparing a task that is not specifically defined in EPS Task Time Standards to a very similar task that is defined in the EPS Task Time Standards. This definition is a summary of a more detailed definition which appears on page 29 of the EPS Planner and Estimator's Deskguide (NAVFAC P-701.0).