
NAVAL FACILITIES ENGINEERING COMMAND

GUIDE PERFORMANCE WORK STATEMENT (GPWS)

FOR

VERTICAL TRANSPORTATION EQUIPMENT (VTE) MAINTENANCE SERVICES

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NAVAL FACILITIES ENGINEERING COMMAND
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USER'S GUIDE
GUIDE PERFORMANCE WORK STATEMENT FOR
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I. INTRODUCTION

A. Purpose. This NAVFAC Guide Performance Work Statement (GPWS) provides assistance in preparing facilities support contracts to procure maintenance and repair services for vertical transportation equipment (VTE). VTE at a typical activity includes primarily elevators, but could also include escalators, moving walks, dumbwaiters, and lifts. Contracts for such services may be a continuing contracting effort or conversion of services from in-house to contract performance under the Commercial Activities (CA) program. This NAVFAC GPWS may be used in either application. The GPWS Package consists of a User's Guide; guide contract sections B, C, and J in the Uniform Contract Format (UCF); and a Quality Assurance (QA) Guide.

1. NAVFAC MO-327, *Facility Support Contract Quality Management Manual* provides extensive information on the preparation of NAVFAC facilities support contracts, from guidance on acquisition planning through the entire Performance Work Statement (PWS) and surveillance program development process. This User's Guide is designed to supplement, and be used in conjunction with, MO-327 in developing a PWS for VTE maintenance services. This document provides specific guidance on developing and tailoring this GPWS, special items which must be considered if the specification is being written in conjunction with a CA program study, and general guidance on required pre-award actions. Additional guidance on implementing CA program requirements can be found in OPNAVINST 4860.7 and the Office of Management and Budget (OMB) Circular A-76 Supplemental Handbook.

2. Sections B, C, and J provide suggested formats for displaying contract line (bid) items, technical specifications which the user may tailor to site-specific needs, and attachments which provide supplemental information, historical data, etc.

3. The QA Guide provides the framework for development of a comprehensive contract surveillance program. The user should modify and expand upon the sample QA plans provided as the GPWS is tailored.

4. This GPWS does not establish NAVFAC procurement policy. Such guidance may be found in NAVFAC P-68, *Contracting Manual*.

B. Function Definition

1. For purposes of this GPWS, the VTE maintenance function includes all labor, management, supervision, tools, materials, equipment, incidental engineering, and transportation required to perform elevator, escalator, moving walk, dumbwaiter, and lift maintenance and repair services. Services described in the GPWS include preventive maintenance inspection and service, routine and periodic inspections and tests, and minor repairs to return a system to proper operation (service call work and unit priced labor/material).

2. Maintenance management functions such as controlling and scheduling of work requests, receipt of service calls, and performance of control inspections, are excluded from this GPWS. It was assumed these functions would continue to be performed in-house at most activities.

3. Maintenance and repair services in this GPWS are limited to what may be accomplished under the provisions of the Service Contract Act. This restricts work performed to those services which are clearly covered by the Service Contract Act, and those services which are not clearly identifiable as service work, but not construction work subject to the Davis-Bacon Act if they may be accomplished in less than 32 hours. This has the practical affect of limiting the size of any single repair or service call to what may be accomplished in less than 32 estimated labor hours. At most activities, this limit should be more than adequate to allow accomplishment of most all routine maintenance and repair requirements, and all but the most significant major repairs. For further clarification, refer to the Defense Federal Acquisition Regulation (DFAR) Supplement paragraph 222.402 or contact your NAVFACENGCOM Engineering Field Division (EFD) Contracts Department. Paragraph III.C.1 of this User's Guide provides further discussion of this limitation and alternate procedures which may be used.

4. Major repair, alteration, renovation, and improvement services have not been included in this GPWS since they are typically provided by separate construction contract, and their inclusion would require the addition of Davis-Bacon wage determinations and other related provisions.

C. Responsibilities

1. Experience has shown the best method of developing a facilities support contract is to involve a number of activity personnel, each having a portion of the knowledge and experience required to put the entire package together. A team of experienced activity personnel should be formed and a team leader appointed. At least one member of the team:

a. Must be familiar with and understand the applicable GPWS and QA Guide.

b. Must have a working knowledge of basic contracting procedures.

c. Must have first-hand knowledge of the services, and/or equipment/system operations, repairs, and maintenance to be provided by contract.

d. Must be able to identify specific activity requirements that differ from those stated in the GPWS.

2. The following activity personnel are suggested as members of the specification development team.

a. Team Leader. The team leader has overall responsibility for development of the contract. This includes the establishment and tracking of procurement milestones, ensuring each member of the team understands the specific tasks for which they are responsible and when each task must be completed, and coordinating the efforts of the individual team members so the many pieces of the procurement package fall into place.

b. Specification Writer. The specification writer provides technical knowledge of facilities management and a familiarity with specification formats. This will most likely be an engineer or engineering technician at the activity who has had at least some experience in writing facilities support contracts.

The use of a planner and estimator is also appropriate if one is experienced with writing contract specifications. The writer, regardless of who the person is, should have attended the Civil Engineer Corps Officers School (CECOS) course "Facilities Support Contracts for Functional Managers", the Naval Facilities Contracts Training Center (NFCTC) course "Facilities Support Contracting", or the "Facilities Contracting for Family Housing" course offered by Family Housing Management Institute (FHMI) Jacksonville. Assistance may be requested from the geographic NAVFACENGCOCOM Engineering Field Division/Activity (EFD/EFA). The EFD may offer courses on PWS development, quality assurance, and other related subjects that may be of benefit to the specification writer; and the NAVFAC/EFD VTE Program Manager may be able to provide helpful advice and assistance.

c. Functional Manager/Customer. The functional manager is the technical representative of the team who is most familiar with the function to be contracted. Early in the tailoring process, the activity Engineering Division representative or other VTE maintenance expert must determine the total scope of the services required, develop detailed inventories of the equipment to be maintained, collect historical information on work quantities, and identify the specific needs of the activity which may differ from this GPWS. Customer representatives should also be contacted, if appropriate, since they can identify specific customer requirements or concerns.

d. Facilities Support Contract Manager. If there is an existing VTE or elevator maintenance contract, the Facilities Support Contract Manager (FSCM) or Quality Assurance Evaluator (QAE) should be able to provide lessons learned and other information pertinent to the new specification. The FSCM/QAE will be responsible for preparing the required Quality Assurance Plans (see Quality Assurance Guide) and ensuring services are specified in such a way as to be inspectable.

e. Contract Specialist. The Contract Specialist provides contractual guidance in the preparation of the specification and the overall solicitation. This person will work with the writer in the development of sections B, C, and J, and will assemble the majority of the clauses in Sections E through I and K through M. The contract specialist will also ensure labor laws are properly applied, competition requirements are met, fiscal policies are adhered to, the solicitation is properly advertised, etc.

f. CA Program Manager. If the specification is being prepared under the CA program, the CA Program Manager provides overall guidance, and ensures the specification is developed in conjunction with required Most Efficient Organization (MEO) and management studies.

3. The completed specification should be reviewed by customer and functional manager representatives, the Engineering Division Director, and the Facilities Management Engineering Director. Consult appropriate EFD instructions to determine if EFD review/approval is required prior to solicitation.

II. GPWS DEVELOPMENT AND USER CONSIDERATIONS. This section of the User's Guide discusses assumptions made and special items considered during the development of this GPWS, and provides general information the user should be aware of during the tailoring process.

A. Development of the GPWS. In developing this GPWS, a functional analysis as described in MO-327 was performed to identify each of the major subfunctions

for VTE maintenance services. ASME A17.1, *Safety Code for Elevators and Escalators*; ASME A17.2.1, *Inspectors' Manual for Electric Elevators*; ASME A17.2.2, *Inspectors' Manual for Hydraulic Elevators*; ASME A17.2.3, *Inspectors' Manual for Escalators and Moving Sidewalks*; and NAVFAC MO-118, *Inspection of Vertical Transportation Equipment*, provided information on suggested subfunctions, as did a review of current VTE facilities support service contracts and commercial standards. Each of these subfunctions was carefully reviewed to determine which could realistically be contracted. Once a final list was developed, each subfunction was further subdivided to develop basic work requirements and standards of performance. Once all of the basic work requirements were identified for each subfunction, a Performance Requirements Summary (PRS) Table was developed and the requirements were put into narrative form.

B. GPWS User Considerations. The paragraphs and provisions of this GPWS are arranged in the uniform contract format as required by the Federal Acquisition Regulation (FAR). The sections to which they are assigned shall not be changed.

1. This GPWS contains sections B (Supplies or Services and Prices/Costs), C (Description/Specifications/Work Statement), and J (List of Attachments) only. These sections contain information specific to the technical services required, while Sections D through I and K through M contain contract clauses and provisions related to administrative and contractual requirements. Since the latter group will generally be the same in the majority of NAVFAC contracts, their inclusion in each GPWS would be unnecessary duplication. These clauses are included in the Uniform Contract Format Guide (UCFG) published by NAVFAC. The UCFG should be available at each geographic EFD and at NAVFAC contracting offices, and should be made available to specification writers as required.

2. FAR clauses and provisions may be added or deleted as required by the FAR for specific functions, dollar limitations, bonding, small businesses, etc. They may not be altered unless specifically authorized by the FAR. Some clauses, other than those requiring tailoring, may be included by reference. All other FAR clauses and provisions shall be included in full text. Procurement offices shall make the full text of all clauses incorporated by reference available to bidders/offerors upon request.

3. Clauses in the UCFG with the designation "FAC 5252" may not be altered without NAVFAC approval. All other non-FAR and non-NAVFAC clauses and provisions in the UCFG (other than those in Sections C and J) should be used substantially as shown or deleted if not applicable to the solicitation. Extensive deliverable performance requirements should not be added to these clauses, but should be included in Section C.

4. Technical Specification

a. Section C, which describes the services to be provided, should be a performance specification to the maximum extent possible. Defining the Contractor's responsibilities in terms of methods or procedures should be avoided since we hope to purchase not only the Contractor's labor, but also his/her expertise in the services to be provided and the management of those services. A performance specification minimizes the use of words describing how the work should be performed; it describes work outputs as explicitly as possible while allowing the Contractor latitude in managing personnel and choosing work accomplishment methods.

b. The specification must provide enough information to clearly and precisely define the number and quality of each of the services to be provided, as well as the scope or limit of each. This is accomplished in the GPWS by specifying, in addition to the desired outputs, schedules of accomplishment and/or specific time limitations in which all services must be completed; listing mandatory operating procedures or steps the Contractor must follow for some services; and providing historical data on the magnitude of services provided under previous contracts or by in-house forces. While such information only slightly restricts the Contractor's latitude in managing the workforce, it ensures all bidders/Offerors clearly understand the magnitude of effort required to provide the scope of work defined. This will result in more accurate and realistic bids/offers, make payment deductions for unsatisfactorily performed or non-performed work easier to calculate, and reduce the number of contract administration problems.

5. Throughout this GPWS, you will find further guidance with the annotation "NOTE TO SPECIFICATION WRITER". These notes provide additional information and/or advise the user to select the appropriate paragraph, insert additional information, or delete the paragraph in its entirety. There are also notes within the text of this GPWS which indicate additional information must be provided, e.g., start times, dates, quantities, etc. These notes will always be enclosed by the symbol "!"; simply replace the note with the required information.

III. TAILORING THE GPWS. The NAVFAC GPWS for Vertical Transportation Equipment Maintenance Services is not intended to fit the requirements of a specific activity; it is a model to be tailored by activities in preparing their specific PWS. The User's Guide should be read in its entirety prior to tailoring this GPWS. The user must also know what is/is not included in the GPWS, and what was intended before any required modifications may be assessed. The User's Guide provides information concerning the GPWS and tailoring instructions. Users should not assume the GPWS can be used as-is with little or no effort. A detailed analysis of the activity's requirements will be required.

A. Getting Started

1. Scope of Work. The first step in tailoring this GPWS is to determine one of the following:

a. Are the requirements currently contracted? Will this be a continuation of the contracted services, or a consolidation of several contracts? In either case, this GPWS may be tailored to accomplish any desired scope of work and level of performance.

b. Are the requirements to be included in the PWS subject to a CA cost comparison study under OMB Circular A-76? If this is the case, it is mandatory the scope of work and level of performance specified be equivalent to the level of effort that can be achieved by the MEO if the function is retained in-house. Additional information on tailoring this GPWS for a CA program study is included in paragraph V of this User's Guide.

2. Job Analysis. The next step in the tailoring process is a thorough review of Chapters 2 and 3 of MO-327. These two chapters outline how to perform a job analysis to determine the specific subfunctions to be contracted, including specific work requirements and standards of performance, and how to use the job analysis information and data collected to write the PWS. As the

job analysis is being performed, the user should compare unique activity requirements with GPWS requirements to determine if any changes are required. A thorough job analysis will make tailoring of the GPWS relatively easy since all required data will be readily available and the subfunctions to be contracted will be well defined.

3. Equipment Inventory and Condition Survey. If not already available, the user should now be prepared to assemble an accurate inventory and perform a condition survey of the VTE to be maintained. If in-house expertise is not available, this effort will need to be accomplished by the geographic EFD, a separate Architect/Engineer (A/E) contract, or other source.

a. Equipment Inventory. Inventory information may already be available from the office currently performing VTE inspections, or from the NAVFAC/EFD VTE Program Manager. The inventory must be complete, up-to-date, and correct. It should include the manufacturer, type, capacity, age, speed, landings, and other information indicated in Attachment J-C1 for each item of equipment. If timeframes are not specified in paragraph C.8.b, current certification dates should also be listed so the Contractor can determine in what months semiannual and annual inspections/tests will need to be performed.

b. Condition Survey. If all VTE systems have been routinely maintained and repaired, most should be in proper operating order on the contract start date, with perhaps only minor repairs being required. Equipment in need of numerous or major repairs should not be included in the contract. To do so would invite contract administration problems, change orders, and claims, and needed work would likely cost more than necessary. There are several options available to accomplish identified repair requirements and return problem equipment to proper operating condition, including those discussed below. Since this work is not included in this GPWS, the geographic EFD should be contacted if further assistance is needed.

(1) The one-time repair effort may be performed by separate construction contract, and only non-warranty maintenance and repair services included in this maintenance contract. Since it would be possible for two Contractor's to be responsible for maintenance and repair of the same VTE, one for portions under warranty and the other for all other portions, there would be an excellent chance for disputes and finger pointing between the two Contractors, and confusion as to which Contractor to call when problems develop.

(2) The one-time repair effort may be performed by separate construction contract, with routine maintenance and repair as separate bid items, including options to extend, in the same contract. Although this option may also result in the activity's VTE being maintained by separate contractors, at least each Contractor would have total responsibility for specific equipment.

(3) The one-time repair effort may be included directly in the base period of this maintenance contract as a separate bid item(s). This option would almost certainly require the addition of Davis-Bacon wage rates (see User's Guide paragraph III.C.1).

4. Customer Input. The user should contact customer representatives, if appropriate, to identify customer-specific VTE maintenance requirements or concerns, and discuss service levels, response times, and other issues.

B. Contract Line Items. Section B of the contract (Supplies or Services and Prices/Costs) includes contract line items for the services to be contracted. The specification writer and contract specialist will develop these line items in conjunction with the technical specifications, the Schedule of Deductions (if used), the PRS Table, and other portions of the contract. The sample contract line items shown in Section B of this GPWS must be tailored to account for the type of contract selected, contract requirements added or deleted during the job analysis process, the projected start date of contract performance, and other factors, including those discussed below.

1. Contract Type. A combination firm fixed-price/indefinite quantity contract is used in this GPWS; however, other contract types may be used depending on the circumstances. The user should solicit input from the contract specialist or the EFD Contracts Department, and from the NAVFAC/EFD VTE Program Manager when deciding on the most appropriate contract type.

2. Firm Fixed-Price Contract Requirements. Fixed-price contract requirements are either fixed in scope (time, location, frequency, and quantity are known or can be accurately estimated) or adequate historical data is available to allow a reasonable estimate to be made. Because the scope of work is known, the Contractor agrees to perform a given requirement for a definitive price. The Contractor performs the work as scheduled and invoices are submitted for the services provided during a given period of time (usually one month). The firm fixed-price contract line items may be displayed in one of three different ways in Section B. The user should contact the contract specialist or EFD if in doubt about which method should be used.

a. Section B of this GPWS illustrates the most logical approach when a majority of the required services occur at specific intervals during the contract term, such as routine/periodic inspections and tests. A detailed Schedule of Firm Fixed-Price Work is provided and the Schedule of Deductions is not used. Contract line items are formatted similarly to a Schedule of Deductions, and bidders/offerors submit separate unit prices for each of the fixed-price requirements in the PWS. This method allows the Government to avoid paying for work not yet performed.

b. A slightly different method would be to include a limited number of fixed-price contract line items, each of which would be broken down by a Schedule of Deductions.

c. A third method would simply require bidders/offerors provide a single monthly price for performance of all firm fixed-price requirements in the contract. In this case, the contract must also contain a Schedule of Deductions in Section J which the successful bidder/offeror will submit, after award, to break down the total bid price for each of the fixed-price requirements in the PWS. See paragraph III.D of the User's Guide for additional information on the "SCHEDULE OF DEDUCTIONS" clause.

3. Indefinite Quantity Unit Priced Labor and Material. Indefinite quantity unit priced labor and material provisions are included in this GPWS to provide a methodology for obtaining repairs when limits of firm fixed-price work requirements are exceeded. The labor hour unit prices bid include all costs to perform the work required except for material related costs. The Contractor is reimbursed for the direct cost of materials, excluding pre-expended bin materials, plus a mark-up to allow for material handling costs. Bear in mind, work of this type must be accomplished in less than 32 labor hours. Realistic

estimates of the anticipated quantities to be ordered during the contract term should be provided.

a. Procedures. Procedures for establishing the estimated number of labor hours and material costs required for any particular job are described in the "UNIT PRICED LABOR AND MATERIAL" paragraph of Section C.

b. If Not Included. If unit priced labor and material are not included in the specification:

- Delete contract line items 0011, 0012, 0023, 0024, 0034, 0035, 0045, 0046, 0057, and 0058, Section B
- Delete paragraph C.3.1, Fixed Burden Rate
- Delete paragraph C.3.o, Labor Hour Unit Price
- Delete paragraph C.3.s, Pre-Expended Bin Materials and Supplies

4. Separately Priced Options to Extend. In the sample contract line items in Section B of this GPWS, separate prices are included for the base period and each of four potential option periods of the contract. Separately priced option periods will almost always be required in a VTE maintenance contract since periodic three- and five-year tests are performed only during certain years. It would not be equitable to extend the contract term at the same price each year when the amount of effort required varies from year to year. Separately priced options also require the user to consider the following:

a. Normally, contracts for VTE maintenance services may be awarded for a 12-month base period to begin at any time during the fiscal year, and funded with funds current in the fiscal year of the award. However, there are cases, such as when adequate funds are not available, when the base period could be less than 12 months. For example, the base period could be for six months beginning 1 April and ending 30 September. If the base period will be less than 12 months, the following action must be taken:

(1) Contract line items in Section B must reflect the correct number of months or the appropriate, proportionate number of units in the base period.

(2) Section C must clearly indicate the scope of work for the base period since the work load can vary significantly from month to month. For example, the specification must state if annual preventive maintenance inspection and service will be performed during the base period.

(3) The "PERIOD OF PERFORMANCE" clause in Section F must be modified accordingly. Check with the contract specialist for specific wording of this clause and for other changes which may be required.

b. Schedules of Deductions (if used), one for the base period and one for each of the separately priced 12-month option periods, must be included in the contract. The items of work and number of units in the Schedules of Deductions must agree with the firm fixed-price contract line items in Section B and the scopes of work defined in Section C. Paragraph III.D of this User's Guide provides information on the development of Schedules of Deductions.

C. Technical Specifications. The technical specifications, Section C, are the single most important part of a PWS. The user should add to or modify the paragraphs in this section to accommodate the site-specific requirements of the activity. The following information is provided for the user's consideration when tailoring this section.

1. Scope of Services. The specification development team must first decide how to define the scope of services to be provided by the Contractor. That is, will repair services be limited to small, routine, day-to-day type repairs which can be completed under the fixed-price service call portion of the contract? Would it be prudent to include unit priced labor and material provisions to obtain repairs when service call or preventive maintenance inspection limits are exceeded but require less than 32 labor hours to accomplish? Should alterations and improvements be included, or should the scope of work be limited to maintenance and repair services only? As noted previously, major repair (32 labor hours or more to complete) and alterations are not included in this GPWS. There are a number of reasons for limiting the scope of the contract in this way, including those discussed below. The user should review these before making a final decision.

a. General. In most cases, the inclusion of either major repairs or alteration services would unnecessarily complicate a VTE contract since these types of work are rarely needed. Properly maintained vertical transportation equipment rarely requires major repairs. Alteration and improvement requirements are also uncommon, and it is almost always more economical to use a separate construction contract for this type of work.

b. Wage Determinations. A Davis-Bacon Act Wage Determination and related provisions must be included in the contract, in addition to a Service Contract Act Wage Determination, if the work to be performed will include either 1) alteration/new construction services or 2) maintenance/repair services requiring 32 labor hours or more to accomplish.

c. Affect on Preventive Maintenance Inspection and Service (PMIS). If major repair services were included in the PWS, the Contractor would actually have no incentive to fully perform PMIS, since any resulting major repairs would bring in additional income under the indefinite quantity portion of the contract. Since vertical transportation equipment is highly technical, poor performance of PMIS is difficult for the typical QAE to monitor and detect under the best of conditions.

d. Other Factors. The user should consider the age and condition of equipment; the number of major repairs and new work requirements historically required; whether maintenance will be performed as a stand alone contract or as part of a larger contract, such as building or base maintenance; the type and size of the companies likely to bid/propose; and whether in-house labor is available to complete major repairs.

2. PMIS Checklists. Unless PMIS checklists will be obtained from the Contractor as part of a negotiated procurement (see User's Guide paragraph IV), they should be included in Section J to identify the maintenance, inspections, checks, and tests required for all VTE inventory covered under the contract. PMIS checklists are included as Attachment J-C7 to illustrate a recommended format and the level of detail necessary. However, it is incorrect to assume

these samples may be used as-is; they must be tailored for site-specific VTE requirements.

3. Service Call Work

a. Scope. In this GPWS, service calls are limited to maintenance and repair requirements which can be accomplished in less than 32 labor hours. Additionally, the Contractor's liability for materials is a specified amount per repair (i.e., \$500). However, there are other ways to define the scope of a service call which the user may want to consider, including the following:

(1) The Contractor's material cost liability may be expressed high enough to cover most anticipated minor repairs and motivate the Contractor to perform quality PMIS to avoid costly repairs. For example, the Contractor's total material liability per incidence of repair could be limited to a total cost of \$1000, \$1500, or higher if equipment is in good condition, or if maintenance is included as part of a larger contract which has similar service call limits. This approach generates few costly service calls and requires less administrative effort, both for the Government and the Contractor.

(2) Minor modifications, alterations, improvements (new work), and repairs requiring 32 labor hours or more may be performed by service call if Davis-Bacon Act wages and related provisions are included in the contract. The limit of the Contractor's liability for both labor and material must be explicitly stated, and historical or projected workload data should be provided in Section J to indicate the labor and material distribution of the anticipated repairs. NAVFAC policy prohibits work subject to the Davis-Bacon Act from being included in the firm fixed-price portion of a contract that is primarily for services. Therefore, a separate contract line item for Davis-Bacon Act service calls would need to be added under the indefinite quantity portion of the contract in Section B, and appropriate changes made to the "SERVICE CALL WORK" paragraph in Section C.

b. Work Reception. This GPWS specifies Government reception and classification of all service calls. Few requests, both during and after regular working hours, are anticipated at the typical activity, so the Government notifies the Contractor after a call has been received. Unless VTE maintenance services are included as part of a multi-function contract, it is not practical or cost effective for the Contractor to maintain a service call reception desk, or routinely pick up work authorization forms at some predesignated location.

c. Response Time. Emergency and routine service calls are included in this GPWS, but urgent calls could be added with response/completion times falling between those of routine and emergency. This would permit a quicker response for facilities with limited or critical (those which have a direct impact on production, but are not life threatening) equipment. Keep in mind quick response to service calls adds to contract cost and may contribute to contract administrative problems. A response time of 24 hours is reasonable for routine service calls in administrative areas, particularly if other vertical transportation equipment is available; normal response time for emergency calls is 30 to 60 minutes.

D. Schedule of Deductions. If a detailed Schedule of Firm Fixed-Price Work is included in Section B, as is the case in this GPWS, a "SCHEDULE OF DEDUCTIONS" clause will not be required in Section E, and the user need not

include a Schedule of Deductions attachment in Section J. However, if the user chooses to present the fixed-price work in terms of a single contract line item, or a limited number of contract line items, the successful bidder/offeror will be required to delineate this portion of the work into specific work elements.

a. Five schedules will need to be included, one for the base period and one for each of the four separately priced option periods. Care must be taken to ensure appropriate quantities are specified for the services required, and three- and five-year tests are included in the proper schedule.

b. Either the Schedule of Firm Fixed-Price Work or Schedule of Deductions will be used in conjunction with the "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES" and "ESTIMATING THE PRICE OF NONPERFORMED OR UNSATISFACTORY WORK" clauses in Section E, and the PRS Table (Attachment J-C2), in making payment deductions for unsatisfactory performance and nonperformance of firm fixed-price work. The completed Schedule of Deductions, if used, must be provided by the Contractor within 15 calendar days after contract award, although the Government retains the right to reject/ unilaterally establish a schedule if the one submitted is materially unbalanced.

E. Performance Requirements Summary (PRS). As the GPWS is being tailored, a PRS Table should be prepared. This table will be included in Section J of the PWS, and will be used by the Contracting Officer (KO) in calculating payment deductions as stated above. Additionally, the table is very useful in the preparation of QA plans (as discussed in the QA Guide to this GPWS) and the Schedule of Deductions, if used. It provides the FSCM, QAEs, and customers a convenient overview of services to be provided. A sample PRS Table which reflects the contract requirements and work requirements of this GPWS is provided in Attachment J-C2 of the GPWS. Suggested maximum allowable defect rates (MADRs) and weights are also shown. The user should modify this table to reflect the tailored requirements of the PWS and consideration of the various factors which influence the selection of MADRs and work requirement weights. MO-327 provides guidance on the development of PRS Tables, and should be referred to by the user.

F. Reviewing the Tailored PWS. Conflicting contract requirements inevitably lead to last minute bid inquiries, protests, claims, and difficulties in contract administration. As a result, the Government may pay more for required services, does not obtain the services which were intended, and/or spends a great deal more time administering the contract than would normally be warranted. To avoid such problems, the user should carefully review the tailored PWS to find and eliminate any inconsistencies or ambiguities which may have been created during the tailoring process. The easiest way to do this is by searching the electronic document. For example, if we wanted to review all contract requirements for "dumbwaiters", we could search the entire document for that key word, and review applicable paragraphs or sections. Also, members of the specification development team should review a hard copy of the completed PWS.

IV. MISCELLANEOUS CONSIDERATIONS. This paragraph provides information on the use of negotiated source selection solicitation procedures and award fee contract provisions. The user is strongly encouraged to discuss both of these options with the contract specialist or EFD Contracts Department and consider their use.

A. Negotiated Source Selection Procurements. Under sealed bidding procedures, the contract is awarded to the lowest, responsive, responsible bidder. This has traditionally been the most common solicitation procedure for procurement of VTE maintenance services, although it has often resulted in Contractor performance problems. Unlike sealed bidding, a negotiated procurement requires Contractors (Offerors) demonstrate, prior to award, they have the technical capability, experience, and resources to perform the work required; have a logical approach to managing and accomplishing the work; and have proposed enough money to do all of the work. Offerors demonstrate their ability through the submittal of separate written technical and price proposals which are reviewed and evaluated by the Government. Contract award may be made to the Offeror who provides the "best value" to the Government, price and technical factors considered. The Offeror need not be the lowest bidder.

1. Technical Proposals. Technical proposal evaluation criteria serve as the cornerstone of the source selection process and are crucial in determining which Contractor offers the "best value" to the Navy. Criteria which do not allow technical evaluation boards to properly evaluate technical proposals can have a negative impact on the procurement. Technical proposal evaluation criteria may vary depending on the size and complexity of the contract, and the kind of information needed from Contractors to demonstrate technical capability; the criteria need not be complicated. Questions are typically asked in the subject areas that follow. This information is presented as guidance (not NAVFACHQ directive); criteria must be tailored to the unique requirements of each solicitation and should be kept as simple as possible. It is strongly recommended the technical evaluation and source selection boards jointly develop the criteria. Sample questions are provided in Section J of this GPWS.

EXPERIENCE/PAST PERFORMANCE

- . Overall experience in providing VTE maintenance services in Government or comparable civilian projects of the same or similar scope, size, and complexity (annual dollar values, types of equipment maintained, work requirements, etc.). Offerors may be asked to provide references/points of contact (name, title, phone number) to ascertain past performance. Relevant information regarding a Contractor's actions under previously awarded contracts should be obtained, e.g., adherence to contract schedules, customer satisfaction, conformance to specifications, cooperation with Government representatives, etc.
- . Identification of corporate-level employees who had experience on previous contracts, and the benefits they will contribute in the performance of this contract.
- . Experience with combination fixed-price/indefinite quantity contracts, including unit priced labor and material.

SMALL BUSINESS SUBCONTRACTING EFFORT (IF REQUIRED)

- . Offerors may be asked to provide past and proposed subcontracting opportunities for small business, small disadvantaged business, women-owned small business, and historically black colleges and universities.
- . Identify recent, relevant projects, showing the percentage of work subcontracted to small businesses.

- . Describe any awards received for outstanding support to small businesses.
- . Explain outreach initiatives performed to identify small businesses such as advertising in local news and trade magazines, participating in trade fairs, and mentor protégé agreements.
- . Large businesses may be asked to provide the most recently submitted SF 294s, "Subcontracting Report for Individual Contracts", or any other documentation showing compliance with the utilization of small business.

METHODS AND UNDERSTANDING

- . Offerors may be asked to provide the full-time equivalents (FTEs, as defined in the "REQUEST FOR PROPOSAL" paragraph, Section C) that will be allocated to performing each of the major services below. In addition, staffing level rationale or justification should be furnished. Offerors should describe the procedures and operational processes they intend to implement to perform each of the major service areas.
 - . Preventive Maintenance Inspection and Service (PMIS). Describe proposed methods and staffing to accomplish PMIS as required, including scheduling. Furnish proposed PMIS checklists to be used for the VTE listed in Attachment J-C1.
 - . Routine/Periodic Inspections and Tests. Describe proposed staffing and methodology for performing the necessary VTE inspections and tests. Include scheduling.
 - . Service Calls. Describe proposed methods and staffing to accomplish work within specified response and completion times, how calls will be received during and after regular working hours, how work will be scheduled and assigned to employees, and how emergency calls will be responded to after regular working hours.
 - . Indefinite Quantity Work. Discuss the proposed workforce for accomplishing unit priced labor. Demonstrate your ability to plan, estimate (labor and materials), and complete assigned projects within required timeframes.
- . Offerors may be asked to describe their quality control system, ensuring all contract requirements are addressed.
 - . Describe how inspections will be conducted, including surveillance methodology, when performed, sampling procedures, etc.
 - . Name, qualifications, and duties of the individual responsible for performing quality control inspections, and the extent of his/her authority.
 - . Explain documentation of inspection results and corrective action, and describe procedures for updating and revising the quality control plan during contract performance.

RESOURCE REQUIREMENTS

- . Identification of corporate financial resources (banks/financial institutions and assets) available to support contract requirements.

- . Identification of key personnel. The Offeror may be asked to provide names, titles, qualifications, skills, job/position descriptions, and evidence of required licenses.
- . An organizational chart depicting lines of authority, subfunctions (PMIS; routine/periodic inspections and tests; service calls, indefinite quantity work) and any subcontractor interfaces.

2. Pricing Information. Supplemental pricing information should be obtained with the price proposal in a format which permits direct comparison with the FTEs provided in the technical proposal. This simplifies the process of determining that the proposed direct labor cost for each contract requirement is adequate to provide all of the required services. Supplemental pricing applies to the fixed-price portion of the contract and must be furnished for each contract period included in Section B. Since contract requirements differ from year to year, so will the services listed in the supplemental pricing. One possible format (base period) is shown below.

SERVICE	NUMBER OF FULL-TIME EQUIVALENTS	DIRECT LABOR COST	DIRECT MATERIAL AND EQUIPMENT COST	TOTAL DIRECT COST
MONTHLY PMIS	_____	\$ _____	\$ _____	\$ _____
QUARTERLY PMIS	_____	\$ _____	\$ _____	\$ _____
SEMIANNUAL PMIS	_____	\$ _____	\$ _____	\$ _____
ANNUAL PMIS	_____	\$ _____	\$ _____	\$ _____
FIREFIGHTERS' SERVICE MAINTENANCE	_____	\$ _____	\$ _____	\$ _____
SEMIANNUAL INSPECTIONS/TESTS	_____	\$ _____	\$ _____	\$ _____
1-YEAR INSPECTIONS/TESTS	_____	\$ _____	\$ _____	\$ _____
5-YEAR INSPECTIONS/TESTS	_____	\$ _____	\$ _____	\$ _____
ROUTINE SERVICE CALLS	_____	\$ _____	\$ _____	\$ _____
EMERGENCY SERVICE CALLS	_____	\$ _____	\$ _____	\$ _____
TOTAL DIRECT COST				\$ _____
INDIRECT COSTS:				
INDIRECT MATERIAL AND EQUIPMENT COST				\$ _____
INDIRECT AND OVERHEAD LABOR COST				\$ _____
HOME OFFICE OVERHEAD COST				\$ _____
ALL OTHER INDIRECT COSTS				\$ _____
TOTAL INDIRECT COST				\$ _____
TOTAL COST (DIRECT/INDIRECT)				\$ _____

3. The user should contact the contract specialist or EFD Contract Department for guidance and approval concerning the use of Source Selection procedures, particularly in the use of supplemental pricing information to accomplish the cost realism analysis required for negotiated procurements. Also, the NAVFAC/EFD VTE Program Manager ought to be contacted for guidance on technical proposal requirements, and should be a member of the Technical Proposal Evaluation Team/Board.

B. Award Fee Provisions. Award fee provisions can be included in a VTE maintenance services contract to motivate the Contractor to provide an increased level of service and improve responsiveness and attention to detail. These

provisions are included by inserting NAVFAC 5252.216-9315, "AWARD FEE" in the contract. An award fee determination plan is developed which specifies the maximum award fee amount the Contractor may earn, the process that will be used to periodically evaluate the Contractor's performance and make related award fee determinations, and the performance criteria the Contractor's performance will be measured against.

1. Award Fee Amount. A maximum award fee amount is established by the activity and specified in the "AWARD FEE" clause. This amount must be adequate to motivate the Contractor's performance, but may not be more than 10% of the total estimated contract price. Award fee evaluations are conducted at recurring intervals, known as performance periods (typically quarterly), throughout contract performance. Although the fee is awarded at the end of each performance period, the entire award fee pool must be fully funded at the time of contract award. Funds not awarded in one quarter do not carry over to subsequent quarters and must be returned to the customer(s).

2. Award Fee Process. For a typical VTE maintenance services contract, an activity Performance Evaluation Board (PEB) will meet monthly during the term of the contract to review the Contractor's performance relative to the specified performance criteria. The Board consists of selected technical and administrative personnel at the local activity. Membership would typically include the Public Works Officer, senior contract specialist, the FSCM or QAE, and other individuals involved in the day to day administration of the contract. The Contractor may provide the board a short, written, self-evaluation of performance, which is reviewed in conjunction with quality assurance information from the FSCM/QAE, customer complaints, etc. At the end of each evaluation period, typically every three months, a formal evaluation report is submitted, along with the Contractor's evaluation, to the Fee Determination Official (FDO), normally at the geographic EFD, for approval. This report will recommend an award fee amount based on the Contractor's performance throughout the quarter. The board uses the award fee performance criteria in place for the quarter (see Table 1) as a guide in assessing the Contractor's performance. The weights shown in Table 1 are determined by the activity and allow the Government to convey the relative importance of the criteria, as well as its sub-elements, to the Contractor. The Contractor performance evaluation report (see Table 2) provides the Contractor's sub-element and criteria ratings, and shows how the total weighted rating was determined. Written justification for each criteria and sub-element must be provided since the evaluation is subjective in nature. An award fee conversion chart (see Table 3) is then used to convert the total weighted rating into an award fee amount.

3. Award Fee Performance Evaluation Criteria. Award fee performance criteria and relative weights are established by the activity, and may be changed unilaterally by the FDO as long as the Contractor is notified at least 15 days prior to the beginning of each award fee period. This affords the Government the flexibility to make necessary adjustments as the contract progresses. Notification at a later date, or alteration of criteria after an award fee period has begun, must be agreed to by both parties. The ability to change the performance criteria and sub-elements allows the Government to emphasize different services, or shift the Contractor's efforts to problem areas which may arise during contract performance. Tables 1 through 3 are examples of typical award fee criteria for a VTE maintenance services contract. These examples must be tailored to identify the criteria elements and their relative weighting most important to the activity.

TABLE 1
AWARD FEE PERFORMANCE CRITERIA

CRITERIA ELEMENT	SUB-ELEMENTS	SATISFACTORY BELOW 80	ABOVE SATISFACTORY 80-84	EXCELLENT 85-89	OUTSTANDING 90-94	SUPERIOR 95-100
QUALITY OF WORK (30%)	Workmanship (80%)	Acceptable workmanship with an occasional major deficiency	Highly satisfactory work quality; major deficiencies rare and minor defects limited	Excellent workmanship with only minor, infrequent deficiencies	Outstanding quality of workmanship; minor deficiencies very uncommon	Superior quality of workmanship with no major or minor deficiencies
	Effectiveness of Quality Control Program (20%)	Sometimes relies on Government to identify rework	Unsatisfactory work rarely identified by Government	Rework, when necessary, always identified by Contractor	Rework rarely required, but always identified by Contractor	Rework never necessary; QC Program very effective
TIMELY COMPLETION OF WORK (30%)	PMIS (40%)	Usually performed per approved schedule	Almost always completed per approved schedule	Very rarely not completed per approved schedule	Always completed per approved schedule	Sometimes completed ahead of schedule
	Routine and Periodic Inspections and Tests (35%)	Work is occasionally not completed by required or scheduled date	Work is almost always completed by required or scheduled date	Work is always completed by required or scheduled date	Work is always completed by, and sometimes prior to, required or scheduled date	Work is often completed prior to required or scheduled date
	Service Work (25%)	Seldom misses stated completion requirements	Very rarely fails to complete within stated timeframe	Always accomplished within specified completion requirements	Sometimes performed before required completion time	Often accomplished prior to required completion time
RESPONSE TO SERVICE CALLS (20%)	Emergency Service Calls (65%)	Only occasionally late in meeting required response time	Seldom late in meeting required response time	Very rarely late in meeting required response time	Almost always meets required response time	Always responds within required response time
	Routine Service Calls (35%)	Only occasionally late in meeting required response time	Seldom late in meeting required response time	Very rarely late in meeting required response time	Almost always meets required response time	Always responds within required response time
MANAGEMENT (20%)	Cooperation (50%)	Contractor and employees occasionally demonstrate cooperation in accomplishing contract requirements	Contractor and employees frequently demonstrate cooperation in contract accomplishment	Contractor and employees normally demonstrate cooperation in accomplishing contract requirements	Cooperation and teamwork exceed normal expectation	Cooperation and teamwork substantially exceed normal expectation
	Reports and Records (50%)	Typically submitted or maintained as required with only minor errors	Very rarely not submitted or maintained as required; errors seldom	Always on time and normally correct with very little rework necessary	Always on time and in proper format, records usually complete and accurate	Frequently submitted or completed ahead of schedule; always correct, accurate, and orderly

TABLE 2
CONTRACTOR PERFORMANCE EVALUATION REPORT

<u>RATINGS</u>		PERIOD _____ TO _____	
SUPERIOR	95-100	CONTRACT NUMBER _____	
OUTSTANDING	90-94	CONTRACTOR _____	
EXCELLENT	85-89	DATE OF REPORT _____	
ABOVE SATISFACTORY	80-84	BOARD MEMBERS _____	
SATISFACTORY	BELOW 80	_____	

CRITERIA/SUB-ELEMENTS	SUB-ELEMENT RATING	EVALUATION FACTOR	RATING	CRITERIA FACTOR	RATING
-----------------------	-----------------------	----------------------	--------	--------------------	--------

QUALITY OF WORK

WORKMANSHIP	_____	x	.80	=	_____
EFFECTIVENESS OF QUALITY CONTROL PROGRAM	_____	x	.20	=	_____
TOTAL CRITERIA WEIGHTED RATING =				_____	x .30 = _____

TIMELY COMPLETION OF WORK

PMIS	_____	x	.40	=	_____
ROUTINE/PERIODIC INSPECTIONS AND TESTS	_____	x	.35	=	_____
SERVICE WORK	_____	x	.25	=	_____
TOTAL CRITERIA WEIGHTED RATING =				_____	x .30 = _____

RESPONSE TO SERVICE CALLS

EMERGENCY SERVICE CALLS	_____	x	.65	=	_____
ROUTINE SERVICE CALLS	_____	x	.35	=	_____
TOTAL CRITERIA WEIGHTED RATING =				_____	x .20 = _____

MANAGEMENT

COOPERATION	_____	x	.50	=	_____
REPORTS AND RECORDS	_____	x	.50	=	_____
TOTAL CRITERIA WEIGHTED RATING =				_____	x .20 = _____

TOTAL WEIGHTED RATING _____

RATED BY: _____

SIGNATURES: _____

TABLE 3
AWARD FEE CONVERSION CHART

WEIGHTED PERFORMANCE POINTS	CRITERIA WEIGHTED RATING	PERCENTAGE OF AVAILABLE AWARD FEE (%)
100	SUPERIOR	100
99		100
98		99
97		98
96		96
95		94
94	OUTSTANDING	90
93		85
92		80
91		70
90		60
89	EXCELLENT	50
88		45
87		40
86		35
85		30
84	ABOVE SATISFACTORY	25
83		20
82		15
81		10
80		5
79 and below	SATISFACTORY	0

4. Approval Requirements. The expected benefit of an award fee contract should be sufficient to warrant the additional expense and administrative effort. The size and complexity of the procurement and the Government resources available to monitor and evaluate performance must also be considered. Approval must be obtained from the EFD Contracts Department prior to use. Contact the Contracts Department at the geographic EFD for more information and specific approval requirements.

V. COMMERCIAL ACTIVITIES (CA) PROGRAM CONSIDERATIONS. This section of the User's Guide discusses some of the special items which must be considered when using this GPWS to prepare a PWS as part of a CA program study. Included are a number of provisions and changes which must be considered by the user.

A. Scope of Work. The user must remember the scope of work and standards of performance specified in the PWS must be equivalent to the projected capabilities of the MEO. This may require some additional tailoring of the GPWS, particularly since the GPWS limits repair services to what may be accomplished in 32 estimated labor hours or less, and does not include alteration and construction services. Since in-house performance of VTE maintenance would likely include both major repairs and alteration services, such work will normally have to be included in the CA program PWS. This will

require the user to make some significant changes to the contract line items (Section B) and technical specifications (Section C) of the GPWS, and to make changes to other sections of the contract in order to include Davis-Bacon wage provisions.

B. Separately Priced Options to Extend. OMB Circular A-76 requires in-house and Contractor bids be evaluated on at least a three-year basis when funding can cross fiscal years. This means Section B must contain contract line items for a 12-month base period and at least two, one-year, separately priced option periods. Section B of this GPWS includes separately priced options for a base and four, one-year option periods, and may be used for CA program solicitations with minimal tailoring. See paragraph III.B.4 of the User's Guide for additional information.

C. Multi-Function CA Contracts. In many instances, CA program studies involve contracts containing more than one functional area or service. For example, the user may want to study buildings and structures maintenance services in conjunction with VTE maintenance services, and issue a single solicitation. Since most NAVFAC GPWSs are written in the same format, the technical requirements of Sections C and J of this guide may be easily combined with those of other GPWSs to produce a tailored, multi-function PWS.

VI. PRE-AWARD CONSIDERATIONS. The following aspects of the operation and administration of a VTE maintenance services contract should be taken into account prior to award. Additionally, Chapters 5 and 6 of MO-327 discuss a number of items which must be considered, including a review of the submitted quality control program and a pre-award survey of the apparent low, responsive bidder when competitive negotiation procedures are not used.

A. Quality Assurance Evaluator Training. It is essential to have an adequate number of qualified QAEs on board prior to the contract start date. Individuals assigned QAE duties must attend the EFD provided QAE training course within six months of their assignment, or have equivalent training as determined by the KO. The EFD (Code 16) should be contacted for training scheduling or assistance. The QAE must possess a good working knowledge of VTE maintenance and inspection procedures and requirements, NAVFAC MO-118, ASME A17.1 and A17.2, and should preferably have attended a training course on vertical transportation equipment maintenance. Prior to contract start, it is vital the QAE become familiar with the VTE maintenance services specification. Additional QAE training requirements are specified in NAVFAC ACQ policy letter PM#00-04 of 14 January 2000.

B. Site Visits. When directed by the KO, the QAE or other Government representative should be prepared to conduct site visits with potential bidders/offerors after inviting bids or requesting proposals. The purpose of these visits is to familiarize the Contractor with the location of contract requirements, not to provide additional information which should have been included in the PWS. QAEs and customers must be briefed by the KO or Contract Specialist as to what can and cannot be said to potential bidders/offerors during site visits so as not to reveal sensitive information.

C. Government-Furnished Property. Has a property administrator been assigned for all Government furnished facilities, equipment, and materials as required by paragraph 45.7001 of NAVFAC P-68?

D. Building Monitors. Are building monitors designated to act as focal points for customer complaints? If so, have they been properly trained? Are they familiar with the specification? Has a method been developed for submission of customer complaints to the QAE, KO, or other designated representative?

E. Quality Assurance Plans. Have adequate QA Plans been prepared?

END OF USER'S GUIDE

GUIDE PERFORMANCE WORK STATEMENT

FOR

VERTICAL TRANSPORTATION EQUIPMENT (VTE) MAINTENANCE SERVICES

PART I - THE SCHEDULE

SECTION B: SUPPLIES OR SERVICES AND PRICES/COSTS

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PART I - THE SCHEDULE

SECTION B: SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 CONTRACT LINE ITEMS AND CONTRACT SUBLINE ITEMS

(a) !USE Bidders FOR SEALED BID PROCEDURES AND Offerors FOR NEGOTIATED PROCEDURES! shall enter unit prices and amounts for contract line items and contract subline items as indicated in the schedules.

(b) In the event there is a difference between a unit price and the extended total amount, the unit price will be held to be the intended !USE bid FOR SEALED BID PROCEDURES AND offer FOR NEGOTIATED PROCEDURES! and the total of the contract line item or contract subline item will be recomputed accordingly. The contract line item which includes recomputed contract subline items will also be recomputed to take into account the change in the contract subline item. If the !USE bidder FOR SEALED BID PROCEDURES AND Offeror FOR NEGOTIATED PROCEDURES! provides a total amount for a contract line item or contract subline item but fails to enter the unit price, the total amount divided by the contract line item or contract subline item quantity will be held to be the intended unit price.

!*****
NOTE TO SPECIFICATION WRITER: If firm fixed-price work is presented as a single contract line item or a limited number of contract line items, NAVFAC clause 5252.246-9300, "SCHEDULE OF DEDUCTIONS" must be incorporated in Section E. The successful bidder/offeror will submit a Schedule of Deductions (recommend including a sample form as an attachment in Section J), and ALTERNATE I will apply. When a detailed Schedule of Firm Fixed-Price Work is included in Section B, as is the case in this GPWS, a Schedule of Deductions is not required and ALTERNATE II applies.
*****!

ALTERNATE I

(c) The firm fixed-price portion of the contract is supported by a schedule of deductions in Section E. DO NOT SUBMIT THE SCHEDULE OF DEDUCTIONS UNTIL AFTER CONTRACT AWARD. The successful !USE bidder FOR SEALED BID PROCEDURES AND Offeror FOR NEGOTIATED PROCEDURES! shall complete the schedule of deductions and submit it to the Contracting Officer within fifteen days after date/notice of award. The schedule of deductions and the schedule of indefinite quantity work will be used as the basis of deductions pursuant to FAC 5252.246-9303, "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES" clause, Section E.

ALTERNATE II

(c) The schedule of firm fixed-price work and the schedule of indefinite quantity work will be used as the basis of deductions in accordance with FAC 5252.246-9303, "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES" clause, Section E.

B.2 INDEFINITE QUANTITY INDIVIDUAL CONTRACT LINE ITEM QUANTITIES. The estimated line item quantities for the indefinite quantity portion of the contract may be unilaterally increased by the Contracting Officer by one unit or 25%, whichever is greater, so long as the total estimated contract price is not

exceeded. The Contractor is not obligated to furnish any additional quantity under a line item beyond 125%. Any quantity greater than 125% of the original contract line item may be ordered at the !USE bid FOR SEALED BID PROCEDURES AND offered FOR NEGOTIATED PROCEDURES! price if the Contractor agrees by signing the delivery order or task order.

!*****
NOTE TO SPECIFICATION WRITER: The numbering system for contract line items shall follow the method prescribed in Subpart 204.7103-2 of the DoD FAR Supplement. A detailed Schedule of Firm Fixed-Price work is provided in the following example, and the Schedule of Deductions is not used. Alternately, the user may choose to include a limited number of subline items, each of which would be broken down by a Schedule of Deductions; or, require bidders/offerors provide a single monthly price for performance of all firm fixed-price requirements in each period of the contract. See paragraph III.B.2 of the User's Guide.

Three-year inspections and tests shown in the first and fourth option periods will most likely not be necessary since applicable equipment is very rare. If this is the case, delete CLINs 0020 and 0054.

*****!

B.3 SCHEDULES

<u>Item</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
	Performance of firm fixed-price work for the BASE PERIOD in accordance with the Performance Work Statement contained in Section C.				
	Preventive Maintenance Inspection and Service (PMIS) per paragraph C.7				
0001	Monthly PMIS	!INSERT!	EACH	\$_____	\$_____
0002	Quarterly PMIS	!INSERT!	EACH	\$_____	\$_____
0003	Semiannual PMIS	!INSERT!	EACH	\$_____	\$_____
0004	Annual PMIS	!INSERT!	EACH	\$_____	\$_____
	Routine/Periodic Inspections and Tests per paragraph C.8				
0005	Firefighters' Service Maintenance	!INSERT!	EACH	\$_____	\$_____
0006	Semiannual Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0007	1-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0008	5-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
	Service Call Work per paragraph C.9				
0009	Emergency Service Calls	!INSERT!	MONTH	\$_____	\$_____
0010	Routine Service Calls	!INSERT!	MONTH	\$_____	\$_____
	TOTAL PRICE (CLINS 0001 - 0010)				\$_____

<u>Item</u>	<u>Supplies/Services</u>	<u>Estimated</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
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SCHEDULE OF INDEFINITE QUANTITY WORK - UNIT PRICED LABOR

(Subject To Service Contract Act Wages)

Performance of indefinite quantity unit priced labor for the BASE PERIOD to perform specific maintenance, repair and alteration work that cannot be identified in sufficient detail to be included under the firm fixed-price portion of the contract. This work is described in the "GENERAL REQUIREMENTS AND PROCEDURES FOR INDEFINITE QUANTITY WORK" paragraph in Section C. The quantities listed below are realistic estimates provided solely for the purpose of bid evaluation.

0011	Elevator Mechanic	!NUMBER!	HR	\$ _____	\$ _____
------	-------------------	----------	----	----------	----------

0012 Price for materials in the BASE PERIOD to support unit priced labor. Price will be calculated by multiplying the fixed burden rate (FBR) and the Government's estimated cost for materials shown below, and adding the result to the estimated amount.

$$\text{\$!VALUE!} + (\text{\$!VALUE!} \times \frac{\text{\%}}{\text{(FBR)}}) = \text{\$ _____}$$

TOTAL PRICE (ITEMS 0011 -0012) \$ _____

TOTAL PRICE FOR BASE PERIOD (ITEMS 0001 - 0012) \$ _____

* FBR - Fixed Burden Rate (see paragraph C.3.1)
 HR - Labor Hour (see paragraph C.3.o)

<u>Item</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
	Performance of firm fixed-price work for the FIRST OPTION PERIOD in accordance with the Performance Work Statement contained in Section C.				
	Preventive Maintenance Inspection and Service (PMIS) per paragraph C.7				
0013	Monthly PMIS	!INSERT!	EACH	\$_____	\$_____
0014	Quarterly PMIS	!INSERT!	EACH	\$_____	\$_____
0015	Semiannual PMIS	!INSERT!	EACH	\$_____	\$_____
0016	Annual PMIS	!INSERT!	EACH	\$_____	\$_____
	Routine/Periodic Inspections and Tests per paragraph C.8				
0017	Firefighters' Service Maintenance	!INSERT!	EACH	\$_____	\$_____
0018	Semiannual Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0019	1-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0020	3-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
	Service Call Work per paragraph C.9				
0021	Emergency Service Calls	!INSERT!	MONTH	\$_____	\$_____
0022	Routine Service Calls	!INSERT!	MONTH	\$_____	\$_____
	TOTAL PRICE (CLINS 0013 - 0022)				\$_____

Item	Supplies/Services	Estimated Quantity	* Unit	Unit Price	Amount
------	-------------------	-----------------------	-----------	------------	--------

SCHEDULE OF INDEFINITE QUANTITY WORK - UNIT PRICED LABOR

(Subject To Service Contract Act Wages)

Performance of indefinite quantity unit priced labor for the FIRST OPTION PERIOD to perform specific maintenance, repair and alteration work that cannot be identified in sufficient detail to be included under the firm fixed-price portion of the contract. This work is described in the "GENERAL REQUIREMENTS AND PROCEDURES FOR INDEFINITE QUANTITY WORK" paragraph in Section C. The quantities listed below are realistic estimates provided solely for the purpose of bid evaluation.

0023	Elevator Mechanic	!NUMBER!	HR	\$ _____	\$ _____
------	-------------------	----------	----	----------	----------

0024 Price for materials in the FIRST OPTION PERIOD to support unit priced labor. Price will be calculated by multiplying the fixed burden rate (FBR) and the Government's estimated cost for materials shown below, and adding the result to the estimated amount.

$$\$!VALUE! + (\$!VALUE! \times \frac{\quad}{(FBR)} \%) = \$ \underline{\hspace{2cm}}$$

TOTAL PRICE (ITEMS 0023 -0024)	\$ _____
---------------------------------------	----------

TOTAL PRICE FOR FIRST OPTION PERIOD (ITEMS 0013 - 0024)	\$ _____
--	----------

* FBR - Fixed Burden Rate (see paragraph C.3.1)
 HR - Labor Hour (see paragraph C.3.o)

<u>Item</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
	Performance of firm fixed-price work for the SECOND OPTION PERIOD in accordance with the Performance Work Statement contained in Section C.				
	Preventive Maintenance Inspection and Service (PMIS) per paragraph C.7				
0025	Monthly PMIS	!INSERT!	EACH	\$_____	\$_____
0026	Quarterly PMIS	!INSERT!	EACH	\$_____	\$_____
0027	Semiannual PMIS	!INSERT!	EACH	\$_____	\$_____
0028	Annual PMIS	!INSERT!	EACH	\$_____	\$_____
	Routine/Periodic Inspections and Tests per paragraph C.8				
0029	Firefighters' Service Maintenance	!INSERT!	EACH	\$_____	\$_____
0030	Semiannual Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0031	1-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
	Service Call Work per paragraph C.9				
0032	Emergency Service Calls	!INSERT!	MONTH	\$_____	\$_____
0033	Routine Service Calls	!INSERT!	MONTH	\$_____	\$_____
	TOTAL PRICE (CLINs 0025 - 0033)				\$_____

<u>Item</u>	<u>Supplies/Services</u>	<u>Estimated</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
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SCHEDULE OF INDEFINITE QUANTITY WORK - UNIT PRICED LABOR

(Subject To Service Contract Act Wages)

Performance of indefinite quantity unit priced labor for the SECOND OPTION PERIOD to perform specific maintenance, repair and alteration work that cannot be identified in sufficient detail to be included under the firm fixed-price portion of the contract. This work is described in the "GENERAL REQUIREMENTS AND PROCEDURES FOR INDEFINITE QUANTITY WORK" paragraph in Section C. The quantities listed below are realistic estimates provided solely for the purpose of bid evaluation.

0034	Elevator Mechanic	!NUMBER!	HR	\$_____	\$_____
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0035 Price for materials in the SECOND OPTION PERIOD to support unit priced labor. Price will be calculated by multiplying the fixed burden rate (FBR) and the Government's estimated cost for materials shown below, and adding the result to the estimated amount.

$$\$!VALUE! + (\$!VALUE! \times \frac{\quad}{(FBR)} \%) = \$______$$

TOTAL PRICE (ITEMS 0034 -0035)	\$_____
---------------------------------------	----------------

TOTAL PRICE FOR SECOND OPTION PERIOD (ITEMS 0025 - 0035)	\$_____
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* FBR - Fixed Burden Rate (see paragraph C.3.1)
 HR - Labor Hour (see paragraph C.3.o)

<u>Item</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
	Performance of firm fixed-price work for the THIRD OPTION PERIOD in accordance with the Performance Work Statement contained in Section C.				
	Preventive Maintenance Inspection and Service (PMIS) per paragraph C.7				
0036	Monthly PMIS	!INSERT!	EACH	\$_____	\$_____
0037	Quarterly PMIS	!INSERT!	EACH	\$_____	\$_____
0038	Semiannual PMIS	!INSERT!	EACH	\$_____	\$_____
0039	Annual PMIS	!INSERT!	EACH	\$_____	\$_____
	Routine/Periodic Inspections and Tests per paragraph C.8				
0040	Firefighters' Service Maintenance	!INSERT!	EACH	\$_____	\$_____
0041	Semiannual Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0042	1-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
	Service Call Work per paragraph C.9				
0043	Emergency Service Calls	!INSERT!	MONTH	\$_____	\$_____
0044	Routine Service Calls	!INSERT!	MONTH	\$_____	\$_____
	TOTAL PRICE (CLINS 0036 - 0044)				\$_____

<u>Item</u>	<u>Supplies/Services</u>	<u>Estimated</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
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SCHEDULE OF INDEFINITE QUANTITY WORK - UNIT PRICED LABOR

(Subject To Service Contract Act Wages)

Performance of indefinite quantity unit priced labor for the THIRD OPTION PERIOD to perform specific maintenance, repair and alteration work that cannot be identified in sufficient detail to be included under the firm fixed-price portion of the contract. This work is described in the "GENERAL REQUIREMENTS AND PROCEDURES FOR INDEFINITE QUANTITY WORK" paragraph in Section C. The quantities listed below are realistic estimates provided solely for the purpose of bid evaluation.

0045	Elevator Mechanic	!NUMBER!	HR	\$ _____	\$ _____
------	-------------------	----------	----	----------	----------

0046 Price for materials in the THIRD OPTION PERIOD to support unit priced labor. Price will be calculated by multiplying the fixed burden rate (FBR) and the Government's estimated cost for materials shown below, and adding the result to the estimated amount.

$$\$!VALUE! + (\$!VALUE! \times \frac{\quad}{(FBR)} \%) = \$ \underline{\hspace{2cm}}$$

TOTAL PRICE (ITEMS 0045 -0046) \$ _____

TOTAL PRICE FOR THIRD OPTION PERIOD (ITEMS 0036 - 0046) \$ _____

* FBR - Fixed Burden Rate (see paragraph C.3.1)
 HR - Labor Hour (see paragraph C.3.o)

<u>Item</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
	Performance of firm fixed-price work for the FOURTH OPTION PERIOD in accordance with the Performance Work Statement contained in Section C.				
	Preventive Maintenance Inspection and Service (PMIS) per paragraph C.7				
0047	Monthly PMIS	!INSERT!	EACH	\$_____	\$_____
0048	Quarterly PMIS	!INSERT!	EACH	\$_____	\$_____
0049	Semiannual PMIS	!INSERT!	EACH	\$_____	\$_____
0050	Annual PMIS	!INSERT!	EACH	\$_____	\$_____
	Routine/Periodic Inspections and Tests per paragraph C.8				
0051	Firefighters' Service Maintenance	!INSERT!	EACH	\$_____	\$_____
0052	Semiannual Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0053	1-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
0054	3-Year Inspections and Tests	!INSERT!	EACH	\$_____	\$_____
	Service Call Work per paragraph C.9				
0055	Emergency Service Calls	!INSERT!	MONTH	\$_____	\$_____
0056	Routine Service Calls	!INSERT!	MONTH	\$_____	\$_____
	TOTAL PRICE (CLINS 0047 - 0056)				\$_____

Item	Supplies/Services	Estimated Quantity	* Unit	Unit Price	Amount
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SCHEDULE OF INDEFINITE QUANTITY WORK - UNIT PRICED LABOR

(Subject To Service Contract Act Wages)

Performance of indefinite quantity unit priced labor for the FOURTH OPTION PERIOD to perform specific maintenance, repair and alteration work that cannot be identified in sufficient detail to be included under the firm fixed-price portion of the contract. This work is described in the "GENERAL REQUIREMENTS AND PROCEDURES FOR INDEFINITE QUANTITY WORK" paragraph in Section C. The quantities listed below are realistic estimates provided solely for the purpose of bid evaluation.

0057	Elevator Mechanic	!NUMBER!	HR	\$ _____	\$ _____
------	-------------------	----------	----	----------	----------

0058 Price for materials in the FOURTH OPTION PERIOD to support unit priced labor. Price will be calculated by multiplying the fixed burden rate (FBR) and the Government's estimated cost for materials shown below, and adding the result to the estimated amount.

$$\$!VALUE! + (\$!VALUE! \times \frac{\quad}{(FBR)} \%) = \$ \underline{\hspace{2cm}}$$

TOTAL PRICE (ITEMS 0057 -0058) \$ _____

TOTAL PRICE FOR FOURTH OPTION PERIOD (ITEMS 0047 - 0058) \$ _____

* FBR - Fixed Burden Rate (see paragraph C.3.1)
 HR - Labor Hour (see paragraph C.3.o)

END OF SECTION B

PART I - THE SCHEDULE

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

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PART I - THE SCHEDULE

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

!*****
NOTE TO SPECIFICATION WRITER: The GENERAL INTENTION paragraph defines the overall scope of the contract. It should be carefully written so an in-scope modification can be issued if additional work is required.
*****!

C.1 GENERAL INTENTION. The intention of this solicitation is to obtain vertical transportation equipment (VTE) maintenance services at !INSERT NAME OF ACTIVITY! by means of a combination firm fixed-price/indefinite quantity contract.

!*****
NOTE TO SPECIFICATION WRITER: The GENERAL REQUIREMENTS paragraph provides a general description of the services required by the contract. If some VTE maintenance services are already being performed by contract or by in-house forces, the user may want to clarify the scope of work by adding a description of these services to the "Work Excluded" paragraph below. Be careful to avoid giving bidders/offerors the impression that work is automatically included if it is not specifically excluded.
*****!

C.2 GENERAL REQUIREMENTS. The Contractor shall furnish all labor, management, supervision, tools, materials, equipment, incidental engineering, and transportation necessary to perform maintenance, repair, inspection, testing, and component replacement of vertical transportation equipment per the manufacturer's original specifications. VTE systems covered under this contract are listed in Attachment J-C1. Work includes preventive maintenance inspection and service, routine and periodic inspections and tests, and minor repairs to return a system to proper operation (service call work and unit priced labor and material).

a. Work Excluded. The subparagraphs below further clarify the scope of work under this contract.

(1) Improvements. Installation of new or improved equipment and modification/alteration of existing equipment are not included in this contract.

(2) Cleaning and Refinishing. Routine cleaning and refinishing of the interior of cars and the exterior of hoistway doors and frames is not included in this contract. However, cleaning of equipment spaces and daily cleanup of job sites in conjunction with preventive maintenance, inspections and tests, and repairs is included.

!*****
NOTE TO SPECIFICATION WRITER: Remember when tailoring the following paragraph that Davis-Bacon wage provisions must be included if repairs requiring 32 hours or more are included. See User's Guide paragraph I.B.3 and III.C.1 for additional information.
*****!

(3) Major Repair. Major repair is not included in this contract. Major repair is defined as any individual unit or incident of repair which

requires 32 estimated labor hours or more to complete. 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.

b. Warranted Equipment. Equipment, components, and parts, other than that installed under the 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 KO. All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the KO 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 KO.

c. Licensing and Supervision. The Contractor shall be licensed by the State of !INSERT NAME! to provide the maintenance and repair services specified in this contract. All work shall be performed by elevator mechanics specifically qualified and trained to work on elevator, escalator, moving walk, dumbwaiter, and lift systems and equipment. Evidence of all required licenses, as well as documentation of the qualifications of personnel, shall be provided with the !INSERT bid OR offer, AS APPLICABLE!.

!*****
NOTE TO SPECIFICATION WRITER: The DEFINITIONS-TECHNICAL paragraph contains definitions associated with Section C. Definitions should be inserted in alphabetical order. Avoid using acronyms, terms, or titles in Section C which are not identified and defined in this paragraph.
*****!

C.3 DEFINITIONS - TECHNICAL. As used throughout this contract, the following terms shall have the meanings set forth below. Additional definitions are in the "DEFINITIONS" clause in Section I.

a. ASME. The abbreviation for the American Society of Mechanical Engineers. When referenced, the latest edition shall be used.

b. Check. Examine, inspect, test, or verify by trial.

c. Component. Any part of an item or system which is detachable or removable from the main body or main assembly of that item or system; a constituent or essential part necessary to the performance of the system.

d. Contract Discrepancy Report (CDR). A report documenting unsatisfactory Contractor performance resulting from the Government inspection discussed in "GOVERNMENT QUALITY ASSURANCE", Section E. The CDR requires the Contractor to respond to the Contracting Officer (KO) in writing within 10 calendar days, explaining why performance is unsatisfactory, how performance will be returned to satisfactory levels, and how recurrence will be prevented.

e. Contracting Officer (KO). 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. Refers to both the prime Contractor and any subcontractors. The prime Contractor shall ensure that his/her subcontractors comply with the provisions of this contract.

g. Control. A mechanism used to regulate or guide the operation of a machine, apparatus, or system.

h. Direct Material Costs. The actual vendor invoice charges for materials used in the performance of work under this contract. Direct material costs include transportation charges when such charges are contained on the vendor invoice, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor.

i. Elevator Mechanic. Any person employed by the Contractor who is responsible for performing maintenance, repair, and inspection services under this contract. Elevator mechanics are journeyman-level tradesmen who are qualified by virtue of a combination of formal training and work experience in the trade. Elevator mechanics perform both electrical and mechanical work on a variety of vertical transportation equipment systems.

j. 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 available in electronic format from Naval Facilities Engineering Command Engineering Field Divisions. Attachment J-E1 contains a list of available EPS handbooks.

k. Federal Holidays. New Year's Day; Martin Luther King, Jr. Day; Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day.

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

m. Frequency of Service

(1) Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days.

(2) Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 181 to 184 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.

n. Inspect. To examine thoroughly; to view closely in critical appraisal.

o. 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 one 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 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.

p. Maintenance/Repair. The preservation or restoration of a piece of equipment, a system, or a facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of component parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.

q. Means Repair and Remodeling Cost Data. Data collected and organized by R. S. Means Company which can be used to prepare accurate, dependable construction estimates and budgets in a variety of ways. The latest edition shall be used by the Contractor. Material prices are based on a national average and computed labor costs are based on a 30-city national average. Data has been targeted for residential, commercial, and industrial repair/remodeling projects. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".

r. Performance Requirements Summary (PRS) Table. A table (see Attachment J-C2) delineating work requirements, standards of performance, Maximum Allowable Defect Rates (MADR's), and weights for each contract requirement. The PRS is used by the Government to assess Contractor performance and is the primary method for calculating deductions for unsatisfactorily performed or nonperformed work.

s. Pre-expended Bin Materials and Supplies. The minor materials and supplies that are incidental to the job, 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, plumbers tape and compound, clips, welding rods, and touch up paint.

t. Quality Assurance Evaluator (QAE). The Government employee designated by the KO to be responsible for monitoring Contractor performance as discussed in "GOVERNMENT QUALITY ASSURANCE", Section E.

u. 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 KO.

v. Replace. To remove damaged, defective, or deteriorated materials or parts and install new or used materials or parts as approved.

w. Required. Demanded as necessary or essential to the satisfactory operation of the equipment or system.

x. Response Time. 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.

!*****
NOTE TO SPECIFICATION WRITER: Government-furnished property may include real property or personal property. The specification writer must clearly identify Government-furnished facilities, equipment, and material, if any, and provide detailed listings in Section J. Ensure NAVFAC clause 5252.245-9300 in Section I is properly completed.
*****!

C.4 GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES. In accordance with NAVFAC 5252.245-9300, "GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES" clause, Section I, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, equipment, materials, and utilities for use in connection with this contract.

!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 J-C3.

a.(OPTIONAL) Government-Furnished Facilities. The Government will not provide office space or 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. The Government will furnish or make available to the Contractor the tools and equipment listed in Attachment J-C4.

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

!SELECT EITHER c. OR c.(OPTIONAL)!

c. Government-Furnished Material. The Government will furnish or make available to the Contractor the material described in Attachment J-C5.

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

!*****
NOTE TO SPECIFICATION WRITER: Ensure NAVFAC clause 5252.245-9300 completely describes the utility services to be provided, applicable rates of reimbursement, etc.
*****!

d. Availability of Utilities. The Government will furnish utility services as specified in NAVFAC 5252.245-9300, "GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES" clause, Section I.

C.5 CONTRACTOR FURNISHED ITEMS. Except for items listed in paragraph C.4, the Contractor shall provide all equipment and materials to perform the requirements of this contract. All replacement units, parts, components and materials shall be new or factory reconditioned; shall be compatible with the existing equipment on which it is to be used; shall be of equal or better quality than the 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 publications listed in Attachment J-C6 and the technical specifications, Section C; and shall be used in accordance with original design and manufacturer intent. 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. If a dispute should arise concerning Contractor furnished items for completed work, the Contractor shall, when directed by the KO, remove, replace, or rework said items to comply with contract requirements.

C.6 MANAGEMENT. The Contractor shall manage the total work effort associated with the services required herein to ensure fully adequate and timely completion, and permit tracking of work in progress. Such management includes, but is not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide staff with the necessary management expertise to assure the performance of the required work.

a. Work Control. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements with regard to the established time limits and quality standards. Verbal scheduling and status reports shall be provided when requested by the KO. The status of any item of work must be provided within !INSERT NUMBER! hours of the inquiry during the Contractor's regular working hours, and within !INSERT NUMBER! hours after regular working hours.

b. Allowable Work Hours. All work shall be performed during regular working hours as defined in the "DEFINITIONS - TECHNICAL" paragraph of this section, unless specified otherwise. If the Contractor desires to carry on work on Sunday, holidays, or outside the hours specified above, he/she must obtain the written approval of the KO.

c. Work Schedule. The Contractor shall arrange work so as not to cause interference with normal occurrence of Government business. In those cases where some interference is unavoidable, the Contractor shall make every effort to minimize the impact of the interference and its effects. All work schedules required shall be submitted to and approved by the KO. In no event shall the Contractor change approved work schedules without the prior consent of the KO. When non-essential services have been scheduled on the date a holiday occurs, such services shall be performed on the following working day. If any services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, affected tenants, and customers at least 10 working days in advance. If the discontinued service is due to an emergency breakdown, the Contractor shall notify the KO, affected tenants, and customers as soon as possible.

d. Records. Within 15 calendar days of contract start, the Contractor shall establish a separate history file for each system identified in Attachment J-C1. History files shall be complete and orderly at all times, made available

for review or copied when requested by the KO, and turned over to the Government within five calendar days after contract completion.

(1) Each history file shall contain the following records:

(a) completed PMIS Checklists

(b) routine/periodic inspections and tests performed, including results of those inspections and tests, and disposition of deficiencies found

(c) a description of service call work performed, including labor hours expended, and cost of materials and parts used

(d) copies of completed task orders

(e) any other information relevant to work performed on that system during the contract term

(2) Each record shall be signed and dated by the Contractor, and contain the scheduled (if applicable), start, and completion dates for the service performed, as well as the name of the individual(s) who performed the service. Original records shall be placed in the history file and a copy provided to the KO within two days of work performance.

!*****
NOTE TO SPECIFICATION WRITER: The intent of PMIS is to perform routine maintenance and identify needed repairs, not perform extensive repair work. Repairs should be screened by the Facilities Management Engineering Division (FMED) and, if appropriate, service calls or task orders issued. Dollar and time limits specified below should be based on the number, size, complexity, and condition of the equipment. One hour and \$150 are recommended.
*****!

C.7 PREVENTIVE MAINTENANCE INSPECTION AND SERVICE (PMIS). The Contractor shall maintain all VTE systems listed in Attachment J-C1 in compliance with ASME A17.1, *Safety Code for Elevators and Escalators* and NAVFAC MO-118, *Inspection of Vertical Transportation Equipment*, except as modified herein. The Contractor shall complete all identified repairs and provide all necessary services, parts, and materials as part of the PMIS. However, if repairs require more than !INSERT NUMBER! estimated total labor hours to complete, or will exceed \$!INSERT DOLLAR AMOUNT! in total direct material costs, the KO shall be notified within one hour. Necessary repairs may be accomplished by issuing a service call if within scope, or under the indefinite quantity portion of the contract if service call limits are exceeded. Bear in mind, the time and dollar limits mentioned above apply to each PMIS for each VTE system. Excessive or repeated system breakdowns or deficiencies may be considered by the Government as an indication of unsatisfactory Contractor performance of PMIS work.

!*****
NOTE TO SPECIFICATION WRITER: Modify the following paragraph as required if PMIS checklists will be submitted by the Contractor as part of the technical proposal in a negotiated procurement. See User's Guide paragraph IV.A.1 for additional guidance.
*****!

a. Scope. PMIS work includes periodic Contractor operation, inspection, checks, adjustments, and maintenance of VTE systems as necessary to ensure compliance with applicable Navy, local, ASME, and manufacturers' standards of safety, reliability, and satisfactory operating condition. Work shall be performed in accordance with the appropriate PMIS checklist in Attachment J-C7. The intent of PMIS is to provide routine maintenance services that permit the early detection and correction of items that, if deficient or defective, would interfere with the normal effective operation of the VTE system, endanger life and/or property, or involve high costs or long lead times for repair. PMIS work shall include, but not necessarily be limited to: comprehensive operational inspection and adjustments to insure the satisfactory functioning of machinery and controls, car speeds, leveling devices, car and hoistway doors, and safety edge mechanisms; detection and correction of the causes of unusual noises or vibrations; the manufacturer's recommended machinery lubrication; adjustments to bring system operation within the manufacturer's specifications; repairs, including defective part and component replacements; equipment space housekeeping; equipment cleaning; changing burned-out indicator lamps; and other services as required to maintain all systems in a safe and acceptable operating condition.

!*****
NOTE TO SPECIFICATION WRITER: The following paragraph requires performance during the Government's regular working hours. Specific time periods could also be stated below or included in Attachment J-C7.
*****!

b. Contractor PMIS Schedule. Within 15 calendar days after award of the contract, the Contractor shall submit a schedule for the accomplishment of all PMIS work. The schedule must provide the VTE system number, building number, work to be performed (e.g., monthly PMIS), and the week of the month PMIS will be performed. Once approved by the KO, the Contractor shall strictly adhere to the schedule to facilitate the Government's inspection of the work. Proposed changes to the approved schedule must be submitted for the KO's approval not later than Wednesday of the week prior to scheduled accomplishment. All PMIS work shall be performed during regular working hours (see paragraph C.3.u).

!*****
NOTE TO SPECIFICATION WRITER: The performance standards shown below are typical for elevators and dumbwaiters, but should be modified as required to fit the activity's needs for acceptable service. Suitable standards for escalators and other VTE should be developed, if needed. Guidance may be obtained from the NAVFAC/EFD VTE Program Manager.
*****!

c. PMIS Performance Standards. The Contractor shall meet the following standards:

- (1) PMIS Checklist work items satisfactorily accomplished and VTE system is functioning as designed.
- (2) Equipment areas/rooms clean.
- (3) Car meets manufacturer's rated speed.
- (4) Car movement smooth with no unusual or objectionable noise or vibration.

(5) Car stops level with all floors/landings.

(6) All doors and safety edges operate at rated speeds per original equipment specifications.

(7) Normal and emergency operating controls, lights and indicator lamps, and safety systems and mechanisms are operational.

(8) All cables within allowable limits of wear and acceptably lubricated. Systems are shut-down and KO is notified when worn or damaged cables are found.

!*****
NOTE TO SPECIFICATION WRITER: NAVFAC MO-118, ASME A17.1, and ASME A17.2 require certain full load and speed tests be performed at specified intervals. These tests must be witnessed, and could be performed, by a certified inspector who may be a Government employee or provided by **separate** contract. The VTE maintenance Contractor may perform the tests, but **cannot** provide the certified inspector. The NAVFAC/EFD VTE Program Manager should be able to provide PWS samples for VTE certification services if a certified Government employee is not available.

Tailor the following paragraph to ensure all required tests are included for the systems listed in Attachment J-C1, and scheduling requirements are clear and reasonable. Tests may be scheduled during the term of the contract either by the Government, the Contractor, or both. Who performs the scheduling depends on the extent of the information provided by the user. Generally, the Contractor should be allowed as much latitude in scheduling tests as possible, subject to the availability of the certified inspector and current certification expiration dates. If certification services are provided by separate contract, the user should include detailed scheduling requirements. On the other hand, if the inspector is a Government employee who is readily available most of the time, limited scheduling information may be needed.

*****!

C.8 ROUTINE/PERIODIC INSPECTIONS AND TESTS. The Contractor shall perform routine and periodic inspections and tests for the VTE systems listed in Attachment J-C1. All inspections/tests shall be performed in accordance with the ASME A17.1 rules referenced in the paragraphs below. A certified inspector, provided by the Government, shall be present for all inspections and tests. Deficiencies discovered during inspection and testing shall be corrected as part of the service. However, if the total direct material costs or labor hours exceed the limits specified for PMIS in paragraph C.7, necessary repairs may be accomplished by issuing a service call, if within scope, or under the indefinite quantity portion of the contract.

a. Scheduling Requirements. The Contractor shall submit a proposed schedule for the accomplishment of all inspections and tests within 30 calendar days after award of the contract or notice to extend. This schedule shall indicate the inspection and test date for each VTE system. However, approval is dependent upon the availability of the Government inspector. Changes required by the Government after approval has been granted shall be made at no additional cost if notice is provided to the Contractor !INSERT NUMBER! or more calendar days prior to the scheduled accomplishment date.

b. Routine/Periodic Inspection and Test Requirements

(1) Elevators, Escalators, Moving Walks. Routine inspection and testing of elevators, escalators, and moving walks shall be performed semiannually in February and August in accordance with Rules 1001.1, 1001.2, 1004.1, 1004.2, 1007.1, and 1007.2 (as applicable). One-year inspection and test requirements shall be performed on this VTE in August in accordance with Rules 1002.1, 1002.2, 1005.1, 1005.2, 1008.1, and 1008.2 (as applicable).

(2) Private Residence Elevators and Lifts. Inspection and testing of private residence elevators and lifts shall be performed annually in August in accordance with Rule 1010.2.

(3) Material Lifts and Dumbwaiters. Inspections and tests specified by Rule 1010.4 shall be performed annually on all dumbwaiters. Material lifts and dumbwaiters with automatic transfer devices shall be subject to the inspections and tests stated in Rule 1010.5 annually. All work shall be performed in August.

(4) Maintenance of Firefighters' Service. To ensure proper operating order, all elevators provided with firefighters' service shall be subjected to the maintenance specified in Rule 1206.7 on a monthly basis. A written record of findings on the operation shall be made and kept on the premises.

(5) Three-Year Inspection/Test Requirements. Electric pressurized hydraulic elevators require a hydrostatic test at 150% of the working pressure for one minute. The Contractor shall perform this test in accordance with Rule 1005.3 once every three years in August.

(6) Five-Year Inspection/Test Requirements. Rules 1002.3 and 1005.4 require certain full load and speed tests be performed at five-year intervals. Electric traction elevators require a safety test that includes testing the governor and safeties at rated speed and rated load. The Contractor shall perform these tests on the elevator systems specified in Attachment J-C1 in accordance with the ASME rules specified in August.

!*****
NOTE TO SPECIFICATION WRITER: Tailor the following paragraph as required. Remember, the service call labor hour limit to be inserted must be less than 32 hours unless Davis-Bacon wage provisions have been included in the contract. The recommended total direct material cost limit is \$500. Paragraphs III.C.1 and III.C.3 of the User's Guide provide additional information/considerations. *****!

C.9 SERVICE CALL WORK. Service calls are defined as maintenance and repair work requirements which are identified by building occupants; generated by designated Government representatives; or found during PMIS or routine/periodic inspections and tests, but exceed the labor/material limitations. Service call work will require not more than !INSERT NUMBER! estimated total labor hours for accomplishment and !INSERT DOLLAR AMOUNT! in total direct material costs. The Contractor shall perform service call work as necessary to determine the reason for system and equipment malfunctions, eliminate the cause(s), and restore the system or equipment to satisfactory working condition. Multiple maintenance and repair requirements received for a single elevator, escalator, moving walk, dumbwaiter, or lift will be combined into one service call.

a. Labor and Material Requirements

(1) Labor. All service call work is subject to the Service Contract Act wage determination included as Attachment J-1. When questions arise concerning the labor hours required for a particular job, labor hour requirements will be based on Engineered Performance Standards (EPS) Handbooks (see Attachment J-E1) or, if not applicable, other estimating sources.

(2) Materials. When questions arise concerning the cost of materials, material costs will be based on the lowest quote 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, and the lowest price obtained will be used. 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 will not relieve the Contractor from the requirement to complete service call work within the time limits specified.

!*****
NOTE TO SPECIFICATION WRITER: If service calls subject to the Davis-Bacon Act are included in the contract, the Government work reception center must also identify the wage rate applicable to each call, i.e., either Service Contract Act or Davis-Bacon Act.
*****!

b. Service Call Reception. Authorized Government representatives will advise the Contractor by phone of all service call requests received, both during and after regular working hours, as well as the classification of each call based on the definitions provided below. The Contractor shall have adequate procedures for receiving and responding to service calls 24 hours per day, 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. Calls shall be considered received by the Contractor at the time and date the telephone call is placed by the Government.

c. Service Call Classifications. Service calls will be classified by the Government as emergency or routine, and the following procedures shall apply.

(1) Emergency Service Calls. Service calls will be classified as emergency at the discretion of the KO, and generally when system failures constitute a danger to personnel, threaten to damage property, or threaten to disrupt activity operations/training missions. Examples include personnel trapped inside an elevator, a fire or electrical defect which could cause fire or shock, etc. An elevator mechanic must be on the job site and working within !INSERT RESPONSE TIME, E.G., 30 MINUTES OR ONE HOUR! of receiving the call, and shall work continuously until the emergency situation is arrested. Further work required to restore safe, continuous, and reliable equipment operation shall be performed as a routine service call in accordance with the requirements specified in the following paragraph. Such follow-up work shall be considered part of the original service call.

!*****
NOTE TO SPECIFICATION WRITER: Tailor the examples below as required.
*****!

(2) Routine Service Calls. Service calls will be classified as routine when the work does not qualify as an emergency. The Contractor shall respond to and begin work on routine service calls within !INSERT RESPONSE TIME, E.G., 24 HOURS! after receipt of the call. For example, if a routine service call is received by the Contractor at 10:00 AM on Tuesday, the Contractor must be at the job site not later than 10:00 AM on Wednesday. If the call is received at 2:00 PM on Friday, the Contractor must be at the job site not later than 2:00 PM the following Monday. Routine service call work will normally be performed during the Government's regular working hours unless prior approval is received from the KO. Routine service calls shall be completed within three Contractor working days after receipt. Once begun, work shall be prosecuted to completion.

d. Beyond the Scope of a Routine Service Call. If the Contractor responds to a service call and believes the work required is out of scope (number of labor hours or direct material cost exceeds service call limit), the Government representative shall be notified within !INSERT NUMBER! hours. The Contractor shall provide a description of the required work, including an estimate of the labor hours and direct material necessary to accomplish the repair. Unit priced labor per paragraph C.10 may be used when service call limits are exceeded.

e. Service Call Work Quality Standards. The Contractor shall meet the following service call work quality standards:

(1) All work, including repair and replacement parts, satisfies the recommendations and requirements of ASME A17.1, Parts X and XII.

(2) Operational and other inspections and tests incidental to or arising from the replacement of certain parts and components, as recommended or required by ASME A17.1, are satisfactorily performed.

(3) Continuous progress and completion of the work restores service and results in a safe, efficient, and reliable system.

(4) Job site is safe during progress of work and clean upon completion.

(5) Unserviceable parts and components are removed from Government property unless otherwise directed by the KO.

f. Historical Data. Historical data showing numbers and types of service calls, and actual hours required for completion, is provided in Attachment J-C8.

C.10 UNIT PRICED LABOR AND MATERIAL. Labor and material required for the performance of unit priced labor tasks are included in the Schedule of Indefinite Quantity Work as separate contract line items. The Contractor will be paid a fixed price for each task order issued. When requested by the KO, the Contractor shall provide a proposal developed according to the procedures specified below.

a. Preparation of Proposals. The Contractor's proposal shall include the following:

- a complete list of all tasks necessary to perform the repair
- the estimating method used (Means, EPS, etc.) and task reference or performance standard number

- the number of hours required to perform each task
- an identification of specific tasks and the associated performance hours for which there are no applicable performance standards
- the projected quantity and costs of materials necessary to perform the repair

(1) Labor Requirements. Labor hours shall not be included in the scope of work as mark-ups or add-ons for work time associated with union agreements, overhead, profit, material markups, supervision, clerical support, transportation (travel time), or material handling. These items shall be included in the labor hour unit price and fixed burden rate bid by the Contractor. For those tasks which are not exactly defined by Means, EPS, or other estimating methods, work content comparison (comparing a task that is not specifically defined to a very similar task that is defined) will be performed.

(2) Material Requirements. The Contractor shall provide a list of projected materials to include the size, quality, number of units, and unit prices. Pre-expended bin materials and supplies will not be included in the list since the cost for these items was included in the labor hour unit prices bid.

b. Government Review of Contractor's Proposal. Proposals shall be returned by the Contractor within !INSERT! calendar days after receipt of the request for proposal from the KO. The Government will review the Contractor's proposal for completeness and reasonableness by comparison of the proposed labor hours and material costs with the Government's independently prepared estimate. If necessary, the Government will negotiate with the Contractor the performance labor hours of all tasks not covered by any estimating method. The Contractor's proposal must be supported by necessary documentation to indicate adequate engineering and planning to accomplish the repair.

c. Establishing Final Task Order Cost. A firm fixed-price task order for the work described will be issued when a bilateral agreement is reached.

(1) Establishing Total Labor Costs. The total labor cost will be determined by totaling the number of performance standard labor hours and then multiplying by the labor hour unit price from the Schedule of Indefinite Quantity Work - Unit Priced Labor.

(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 repair. 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 will be multiplied by the Contractor's fixed burden rate (see paragraph C.3.1) to determine the total burdened material cost for the work.

d. Establishing Work Scope and Completion Time. The Contracting Officer will order unit priced labor by issuing a task order (DD Form 1155) in accordance with the "PROCEDURES FOR ISSUING ORDERS" clause in Section G, along with a copy of the approved scope of work. Time afforded the Contractor for work completion will vary depending on the nature of the repair and the importance of the VTE. All work shall satisfy the recommendations and

requirements of ASME A17.1; any inspections and tests incidental to or arising from the replacement of parts or components shall be performed. Some repairs will require the certified inspector (provided by the Government) witness necessary tests, e.g., replacement of ropes and drive sheave, replacement of the controller, work on the overspeed governor and/or safeties. A certified inspector need not be involved for other repairs such as work on the cab, door operator, hoistway doors, or controller components. Historical information for this type of work is provided in Attachment J-C8.

C.11 GENERAL ADMINISTRATIVE REQUIREMENTS

a. Directives. Applicable Department of Defense (DOD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, and regulations are listed in Attachment J-C9.

b. Station Regulations

(1) The Contractor and his/her employees shall become acquainted with and obey all Government regulations as posted, or as requested by the KO.

(2) The Contractor shall participate actively in the activity energy conservation program. The Contractor shall comply with the base energy conservation program and shall become familiar with !INSERT ACTIVITY ENERGY CONSERVATION INSTRUCTION NUMBER!. The Contractor superintendent shall represent the Contractor's interests at all meetings of the activity's Energy Conservation and Resource Management Committee. Use of high energy consuming tools or equipment shall be approved by the KO. active

c. Fire Protection. The Contractor and his/her employees shall know where fire alarms are located and how to turn them on. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire hazards to persons, facilities, and materials. Contractor employees operating critical equipment shall be trained to properly respond during a fire alarm or fire per local activity instructions.

d. Environmental Protection. The Contractor shall comply with all applicable federal, state, and local laws, and with the regulations and standards as requested by the KO. All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Activity Environmental Protection Coordinator, or authorized officials on a no-notice basis during normal working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Contractor negligence, the Contractor shall reimburse the Government for the amount of that fine and all other costs. The Contractor shall also clean up any oil spills which result from the Contractor's operations. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel.

e. Disposal. !SELECT ONE OF THE FOLLOWING OPTIONS! !OPTION 1! Debris, rubbish, hazardous waste and nonusable material resulting from the work under this contract shall be disposed of by the Contractor at his expense off Government property. Hazardous wastes must be disposed of in accordance with the Resource Conservation and Recovery Act and all other applicable federal, state and local laws and regulations. !OPTION 2! Debris, rubbish and nonusable

material resulting from the work under this contract may be disposed of on Government property at !INDICATE LOCATION! at the direction of KO or off Government property at the option of the Contractor. In either case, the Contractor must dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and its associated state and local regulations.

f. Safety Requirements and Reports

(1) Prior to commencing work, the Contractor shall meet in conference with the KO to discuss and develop mutual understandings relative to administration of the Safety Program.

(2) The Contractor's work space may be inspected periodically for OSHA and Navy violations. Abatement of violations will be the responsibility of the Contractor and/or the Government as determined by the KO. The Contractor shall provide assistance to the Safety Office escort and the federal or state OSHA inspector if a complaint is filed. Any fines levied on the Contractor by federal or state OSHA offices due to safety/health violations shall be paid promptly.

(3) The Contractor shall report to the KO, in the manner and on the forms prescribed by the Government, exposure data and all accidents resulting in death, trauma, or occupational disease. All accidents must be reported to the Contracting Officer within 24 hours of their occurrence.

(4) The Contractor shall submit to the KO a full report of damage to Government property and/or equipment by contractor employees. All damage reports shall be submitted to the KO within 24 hours of the occurrence.

(5) Only emergency medical care is available in Government facilities to Contractor employees who suffer on-the-job injury or disease. Care will be rendered at the rates in effect at the time of treatment. Reimbursement will be made by the Contractor to the Naval Regional Medical Center Collection Agent upon receipt of statement.

g. Passes and Badges. All Contractor employees shall obtain the required employee and vehicle passes. The Contractor shall, prior to the start of the contract, submit to the KO an estimate of the number of personnel expected to be utilized at any one time on the contract. The Government will issue badges without charge. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's pass and badge shall be returned within !INSERT NUMBER OF DAYS! days. Passes and badges issued to Contractor employees shall not negate the requirement for employee identification required in the "Identification of Contractor Employees" paragraph.

h. Identification of Contractor Employees

(1) The Contractor shall provide to the KO the name or names of the responsible supervisory person or persons authorized to act for the Contractor.

(2) The Contractor shall furnish sufficient personnel to perform all work specified within the contract.

(3) Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.

(4) The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.

(5) No employee or representative of the Contractor will be admitted to the site of work unless he furnishes satisfactory proof that he is a citizen of the United States, or, if an alien, his residence within the United States is legal.

(6) All contractor/subcontractor employees working under this contract shall be identified by a distinctive name plate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.

i. Identification of Contractor Vehicles. The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate and safety inspection sticker, if applicable, and shall be maintained in good repair.

j. Permits. The Contractor shall, without additional expense to the Government, obtain all appointments, licenses, and permits required for the prosecution of the work. The Contractor shall comply with all applicable federal, state, and local laws. Evidence of such permits and licenses shall be provided to the KO before work commences.

k. Insurance. Within fifteen days after the award of this contract, the Contractor shall furnish the KO a CERTIFICATE OF INSURANCE as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the "INSURANCE - WORK ON A GOVERNMENT INSTALLATION" clause, Section I.

(1) The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage.

(a) Comprehensive General Liability: \$500,000 per occurrence

(b) Automobile Liability: \$200,000 per person
\$500,000 per occurrence
\$ 20,000 per occurrence for property damage

(c) Workmen's Compensation: As required by Federal and State worker's compensation and occupational disease statutes

(d) Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers

(e) Other as required by State Law

(2) The Certificate of Insurance shall provide for at least 30 days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.

!*****
NOTE TO SPECIFICATION WRITER: Insert the following paragraph in all negotiated, source selection procurements. This paragraph may also be used when an 8(a) or NISH procurement is anticipated, at the discretion of the activity.
*****!

C.12 REQUEST FOR PROPOSAL. This solicitation is a request for a proposal to meet all solicitation requirements and perform the work as specified. Section M specifies the proposal requirements. For the schedules in Section B, offerors shall enter unit prices and amounts for all contract line items; provide direct and indirect labor, material/equipment, and other cost information; and indicate proposed numbers of direct labor full time equivalent (FTE) employees.

a. Total Price Computation. In the event there is a difference between a unit price and the extended total, the unit price will be held to be the intended proposed amount and the total recomputed accordingly. If the offeror provides a total amount for a contract line item, but fails to enter the unit price, the amount divided by the specified quantity will be held to be the intended unit price.

b. Cost/FTE Data. Cost and FTE information shall be based on and must be consistent with the attached service contract wage determination, and the number of FTEs and other information provided in the technical proposal. Inconsistencies between the price and technical proposals may be grounds for determining that the proposal is rated unacceptable.

c. Changes in Cost/FTE Data. Any changes made to cost and FTE information as a result of negotiations between the Government and the Offeror shall be fully explained and justified. The proposal may be construed as unacceptable if changes made by the Offeror are not fully justified.

d. Definitions. Cost and FTE information shall be based on the following definitions:

(1) Full-Time Equivalent. A Full-Time Equivalent (FTE) is the planned use of 2080 straight time paid hours in a twelve month contract period (to include authorized vacation, sick leave or other authorized paid time off). For example, in the case of full-time employees, one FTE is comparable to "one employee". Two part-time employees, each working 1040 straight time paid hours per twelve-month contract period (including paid time off), equals one FTE. In the event an employee is cross utilized, partial FTEs will be shown for each employee classified and/or service area involved.

(2) Direct Labor. Direct labor includes all labor expended which directly contributes to the accomplishment of a given maintenance, repair, alteration, operation or other work requirements required in the contract. Direct labor does not include indirect or overhead labor required to support the accomplishment of contract requirements. Examples of indirect and overhead labor not included in direct labor include labor required to maintain and repair Government and Contractor furnished equipment and facilities; supervision; planning and estimating; materials ordering, handling and storage; clerical and administrative; work reception and control; employee training (unless required in the Specific Requirements of the contract); and similar indirect/overhead labor.

(3) Direct Labor Cost. The estimated number of direct labor FTEs required to accomplish the specified task or service, multiplied by the appropriate hourly rate, multiplied by 2080 hours. Appropriate hourly rates shall include hourly wage rates paid to employees plus employer paid fringe benefits such as vacation and holiday pay, health and welfare cost, pension cost, federal and state unemployment insurance, matching social security, workman's compensation insurance, etc.

(4) Direct Material and Equipment. Materials, supplies, equipment, repair, parts, etc., applied to, incorporated in, and/or consumed during the operation, and that which is needed to support the effort of the work item, such as, pickup trucks, ladders, pencils and paper, common tools, specialized tools or equipment. Direct materials also include pre-expended bin materials if directly consumed or used during a work requirement.

(5) Direct Material and Equipment Cost. The estimated cost of all the direct material and equipment which will be required to accomplish the specified tasks or services required in the contract.

(6) Indirect Cost. Includes all costs except those for direct labor and direct material and equipment.

(7) Indirect Material and Equipment Cost. The estimated cost of all the indirect material and equipment which will be required to support the specified tasks or services required in the contract, such as portable office, supervisor transportation, etc.,.

(8) Indirect and Overhead Labor. Includes the cost (including fringe benefits) of all on-site indirect and overhead personnel proposed in the technical proposal. Examples of indirect and overhead labor include labor required to maintain and repair Government-furnished equipment and facilities for Contractor usage and Contractor furnished equipment and facilities; supervision; planning and estimating; materials ordering; handling and storage; clerical and administrative; work reception and control; employee training; and similar indirect/overhead labor.

(9) Home Office Overhead. Includes all indirect and overhead costs associated with support from the home office. Examples of home office overhead include home office engineering services, insurance, home office payroll services, profit, G & A, etc.

(10) All Other Indirect Costs. Includes all indirect costs not specifically identified previously.

END OF SECTION C

PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J: LIST OF ATTACHMENTS

!*****
NOTE TO SPECIFICATION WRITER: The attachment numbers shown below identify the sections where they are discussed. For example, Attachment J-C1 is the first attachment referenced in Section C, and Attachment J-E2 is the second attachment referenced in Section E.

Number pages sequentially for each attachment. For example, J-C1-1 is the first page of Attachment J-C1, J-E2-2 is the second page of Attachment J-E2, etc.

A typical list of attachments is shown in the Table of Contents below.
*****!

TABLE OF CONTENTS

<u>ATTACHMENT</u> <u>NUMBER</u>	<u>TITLE</u>
J-1	Department of Labor Wage Determination(s)
J-2	Subcontracting Plan for Small Business and Small Disadvantaged Business
J-C1	Inventory of Vertical Transportation Equipment
J-C2	Performance Requirements Summary (PRS) Table
J-C3	Government-Furnished Facilities
J-C4	Government-Furnished Equipment
J-C5	Government-Furnished Material
J-C6	List of Publications
J-C7	Preventive Maintenance Inspection and Service Checklists
J-C8	Historical Data
J-C9	Directives
J-E1	List of Engineered Performance Standards Handbooks
J-E2	CPAR Form - Services, Information Technology, and Operations Support
J-G1	Sample Invoice
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J-M3	Offeror's Methods and Understanding Form
J-M4	Offeror's Resources Form

ATTACHMENT J-1

DEPARTMENT OF LABOR WAGE DETERMINATION(S)

!*****
NOTE TO SPECIFICATION WRITER: Choose one of the following.
*****!

Attached is Service Contract Act Wage Determination !INSERT NUMBER!. This determination specifies the minimum wages and fringe benefits to be paid under this contract.

OR

Davis-Bacon Act Wage Determination !INSERT NUMBER! and Service Contract Act Wage Determination !INSERT NUMBER! are attached. These determinations specify the minimum wages and fringe benefits to be paid under this contract.

ATTACHMENT J-2

SUBCONTRACTING PLAN FOR SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS

!*****
NOTE TO SPECIFICATION WRITER: Include this attachment if negotiated procedures are used **and** the solicitation is not a small business set-aside.
*****!

CONTRACTOR _____
ADDRESS _____
SOLICITATION NO. _____
TITLE/LOCATION _____
DATE _____

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the requirements of Federal Acquisition Regulations SUBPART 19.7. The following goals are proposed for the total contract. This contract [] does, [] does not contain option periods.

- 1. a. Total Contract \$ _____ 100%
- b. Total Subcontracted \$ _____ ____% of 1.a

2. The following dollars and percentage goals are applicable.

a. **LB** - Total planned subcontracting dollars under this contract will go to subcontractors who are large business concerns:

\$ _____ ____% of 1.b

b. **SB** - Total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns and contracts awarded under the Javits Wagner O'Day Act Contracts (JWOD) to National Industries for the Severely Handicapped (NISH) and to National Industries for the Blind (NIB):

\$ _____ ____% of 1.b

c. **WOSB** - Total planned subcontracting dollars under this contract will go to subcontractors who are women-owned small business concerns (included in 2.b above as a subset). Attach supporting rationale for goals less than 5%:

\$ _____ ____% of 1.b

d. **SDB** - Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by socially and economically disadvantaged individuals (included in 2.b above as a subset). Attach supporting rationale for goals less than 5%:

\$ _____ ____% of 1.b

e. **HBCUMI** - Total planned subcontracting dollars under this contract will go to historically black colleges and universities or minority institutions (included in 2.b and 2.d above as a subset) as identified in FAR 26:

\$ _____ % of 1.b

3. The following principal products and/or services will be subcontracted under this contract.

a. Products/services planned for subcontracting to LB concerns:

b. Products/services planned for subcontracting to SB concerns:

c. Products/services planned for subcontracting to WOSB concerns:

d. Products/services planned for subcontracting to SDB concerns:

e. Products/services planned for subcontracting to HBCUMI concerns:

(ATTACH ADDITIONAL PAGES IF MORE SPACE IS REQUIRED)

4. The following method was used to develop the above subcontracting goals (i.e., statement explaining how the products and services areas to be subcontracted were established, how the areas to be subcontracted to SB and SDB concerns were determined, and how the capabilities of SB and SDB concerns were ascertained.

5. Source lists used in making the determinations in 4 above are as follows:

6. Indirect and overhead costs [] have, [] have not been included in the goals specified in 1 and 2 above. If "have" has been checked, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB concerns and SDB concerns and the products and services planned.

7. The following employee will administer the subcontracting program:

NAME _____
ADDRESS _____
TELEPHONE NO. _____ FAX NO. _____
TITLE _____

This individual's specific duties, as they relate to the firm's subcontracting program, are general overall responsibilities for this company's Small Business Program. The administrator is responsible for the development, preparation and execution of individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including, but not limited to:

- a. Developing and maintaining bidders lists of SB and SDB concerns from all possible sources.
- b. Ensuring that procurement packages are structured to permit SB and SDB concerns to participate to the maximum extent possible.
- c. Assuring inclusion of SB and SDB concerns in all solicitations for products or services which they are capable of providing.
- d. Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB and SDB participation.
- e. Ensuring periodic rotation of potential subcontractors on bidders lists.
- f. Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by SB and SDB concerns.
- g. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.

h. Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.

i. Conducting or arranging for the motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.

j. Monitoring attainment of proposed goals.

k. Preparing and submitting required periodic subcontracting reports.

l. Coordinating contractor's activities during the conducting of compliance reviews by Federal agencies.

m. Coordinating the conduct of contractor's activities involving its small and small disadvantaged business subcontracting program.

n. Additions to (or deletions from) the duties specified above are as follows:

8. The following efforts will be taken to assure that SB, SDB, NISH/NIB, WOSB, and HBCUMI concerns will have an equitable opportunity to compete for subcontracts.

a. Outreach efforts will be made by identifying:

- Contacts with minority and small business trade associations.
- Contacts with business development organizations.
- Attendance at small and minority business procurement conference and trade fairs.

b. Sources will be requested from SBA's PASS System. List other automated systems to be used.

c. The following internal efforts will be made to guide and encourage buyers:

- Workshops, seminars and training programs will be conducted.
- Activities will be monitored to evaluate compliance with this subcontracting plan.
- Arrange interviews with SDB/WOSB contractors, NISH/NIB workshops and HBCUMI.

d. Small and SDB concern source lists, guides and other data identifying SB, SDB, and WOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

e. Additions to, or deletions from, the above listed efforts are as follows:

9. The Offeror agrees that the clause entitled "UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL BUSINESS CONCERNS OWNED AND CONTROLLED BY SOCIALLY AND ECONOMICALLY DISADVANTAGED BUSINESS CONCERNS" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$500,000 (\$1,000,000 for Construction) will be required to adopt and comply with subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontracting program progress.

10. The Offeror agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the Offeror with the subcontracting plan and with clause entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" contained in the contract. As required by P.L. 95-507, Section 211, the contractor shall submit the original and copy of "Subcontracting Report for Individual Contracts", SF 294, and "Summary Subcontract Report", SF 295, in accordance with the SF294/SF295 Distribution List provided by awarding contract agency. Regardless of the effective date of this contract, the reports shall be submitted for the entire life of the contract on the following dates:

<u>INFORMATION AS OF:</u>	<u>MAIL BY:</u>	<u>DUE:</u>
March 31	April 25	April 30
September 30	October 25	October 30

The Report shall be sent to the address indicated on the attached SF294/SF295 Distribution List.

11. The Offeror agrees to maintain at least the following types of records to document compliance with this subcontracting plan:

a. Source lists, guides and other data identifying SB, SDB, and WOSB concerns.

b. Organizations contacted to locate SB, SDB, and WOSB concerns.

c. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether SDB concerns were solicited, and if not, why not; and (3) whether WOSB concerns were solicited, and if not, why not, and (4) reasons for the failure of solicited SB, SDB, and WOSB concerns to receive the subcontract award.

d. Records to support other outreach efforts, e.g., contacts with Minority and Small Business Trade Associations, business development organizations, and attendance at small and small disadvantaged business procurement conferences and trade fairs.

12. Plan Submitted by:

SIGNED _____ DATE _____
PRINTED NAME _____
TITLE _____

13. Plan reviewed by:

SIGNED _____
PROCURING CONTRACTING OFFICER DATE

14. Plan approved by:

SIGNED _____
SMALL BUSINESS SPECIALIST DATE

Copy to:
Small Business Specialist
SBA PCR

SF294/SF295 DISTRIBUTION

!*****
 NOTE TO SPECIFICATION WRITER: Tailor the example form below as required.
 *****!

AGENCY	SF294	SF295
Commander Attn: Code 00J NAVFACENCOM 200 Stovall Street Alexandria, VA 22332-2300	None	Copy
Commander Attn: Code 09J, Small Business Office SOUTHNAVFACENCOM P.O. Box 190010 North Charleston SC 29419-9010 FAX: (843)820-7438	Copy	Original
Commander Attn: 0231 SOUTHNAVFACENCOM P.O. Box 190010 North Charleston SC 29419-9010	<input type="checkbox"/> Copy <input type="checkbox"/> Original <input type="checkbox"/> None	<input type="checkbox"/> Copy <input type="checkbox"/> None
Resident Officer in Charge of Construction Attn:	<input type="checkbox"/> Copy <input type="checkbox"/> Original <input type="checkbox"/> None	<input type="checkbox"/> Copy <input type="checkbox"/> None
Small Business Administration Commercial Market Representative NOTE: If correct address unknown, call SBA Headquarters at (202)205-6476.	None	Copy

**OPTION PERIOD
SUBCONTRACTING GOALS**

	<u>BASE PERIOD</u>	<u>FIRST OPTION PERIOD</u>	<u>SECOND OPTION PERIOD</u>
1. Total Contract	\$ _____	\$ _____	\$ _____
2. Total Subcontracted	\$ _____	\$ _____	\$ _____
(% of Line 1)	% _____	% _____	% _____
3. To LB	\$ _____	\$ _____	\$ _____
(% of Line 2)	% _____	% _____	% _____
4. To SB & NISH/NIB	\$ _____	\$ _____	\$ _____
(% of Line 2)	% _____	% _____	% _____
5. To WOSB	\$ _____	\$ _____	\$ _____
(% of Line 2)	% _____	% _____	% _____
6. To SDB	\$ _____	\$ _____	\$ _____
(% of Line 2)	% _____	% _____	% _____
7. To HBCUMI	\$ _____	\$ _____	\$ _____
(% of Line 2)	% _____	% _____	% _____

ATTACHMENT J-C1

INVENTORY OF VERTICAL TRANSPORTATION EQUIPMENT

!*****

NOTE TO SPECIFICATION WRITER: An accurate, complete, and up-to-date inventory of the activity's VTE must be furnished. Inventory details should be included in tabular form, and system numbers (starting with the first system as number 1) assigned for easy reference. As a minimum, provide the following information for each system included under the contract:

- . System Number
- . Building Number
- . Type of System
- . Capacity (pounds)
- . Manufacturer
- . Year Installed
- . Speed (feet per minute)
- . Number of Floor Stops
- . Type of Doors
- . Warranty Information. Paragraph C.2.b advises the Contractor not to repair equipment which is under warranty of the manufacturer or installer. Provide a brief description, including expiration date, of any significant warranties to which this exclusion applies.

*****!

<u>SYSTEM NUMBER</u>	<u>BUILDING NUMBER</u>	<u>VTE TYPE*</u>	<u>CAPACITY (POUNDS)</u>	<u>MANUFACTURER</u>	<u>YEAR INSTALLED</u>	<u>SPEED (FPM)</u>	<u>FLOOR STOPS</u>	<u>DOOR TYPE</u>
1	34	PEE	8000	Otis	1945	100	2	Power
2	13	PHE	4000	Southern	1986	75	5	Power
3	47	FHE	4000	Southern	1987	75	2	Power
4	111	DW	500	Sedgwick	1973	50	3	Manual
5	8	FEE	8000	Westinghouse	1973	100	2	Power
6	22	PEE	2000	Monarch	1957	100	3	Power

!ETC!

- * DW - Dumbwaiter
- FEE - Freight Electric Elevator
- FHE - Freight Hydraulic Elevator
- PEE - Passenger Electric Elevator
- PHE - Passenger Hydraulic Elevator

ATTACHMENT J-C2

PERFORMANCE REQUIREMENTS SUMMARY (PRS) TABLE

The purpose of this attachment is to:

a. List the contract requirements and work requirements considered most critical to satisfactory contract performance (See PRS Column 1).

b. Summarize the standards of performance in the specification for each specified work requirement (See PRS Column 2).

c. Provide maximum allowable defect rates (MADRs) for each work requirement (See PRS Column 3). The MADR is the defect rate in a population of services which, when exceeded, indicates the Contractor's quality control is unsatisfactory. The MADR does not represent a threshold for payment deductions. Deductions are taken for all defects (with appropriate credit for rework) regardless of whether the MADR was exceeded.

d. Specify the percentage (weight) of contract requirement attributable to each listed work requirement (See PRS Column 4).

!*****
NOTE TO SPECIFICATION WRITER: The percentages in the WEIGHT column are used in conjunction with the Schedules to calculate payment deductions for partially performed work. The user should verify that the percentages shown are representative of the activity's requirements, and modify as required. The MADRs shown are suggested rates only.
*****!

WORK REQUIREMENTS (Column 1)	STANDARDS OF PERFORMANCE (Column 2)	MAX ALLOW DEFECT RATE (Column 3)	WEIGHT (Column 4)
1. PREVENTIVE MAINTENANCE INSPECTION AND SERVICE (PMIS)			
A. Timely Completion	PMIS completed per approved schedule (Paragraph C.7.b)	3%	15% of unit prices, CLINs 0001-0004
B. Quality of Work *	PMIS performed in conformance with quality standards (Paragraph C.7.c)	3%	75% of unit prices, CLINs 0001-0004
C. Proper Checklist	PMIS Checklist submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)]	5%	10% of unit prices, CLINs 0001-0004
2. ROUTINE/PERIODIC INSPECTIONS AND TESTS			
A. Timely Completion	Inspections/tests completed per approved schedule (Paragraph C.8.a)	3%	10% of unit prices, CLINs 0005-0008
B. Quality of Work *	Inspections/tests performed in compliance with referenced standards (Paragraph C.8.b)	3%	85% of unit prices, CLINs 0005-0008
C. Records	Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)]	5%	5% of unit prices, CLINs 0005-0008
3. EMERGENCY SERVICE CALLS			
A. Timely Response	At job site within !INSERT TIME! [Paragraph C.9.c(1)]	0%	35% of unit price, CLIN 0009
B. Timely Completion	Work completed within three working days [Paragraph C.9.c(1)]	3%	10% of unit price, CLIN 0009
C. Quality of Work *	Emergency condition arrested, repairs performed in compliance with quality standards (Paragraph C.9.e)	0%	50% of unit price, CLIN 0009

WORK REQUIREMENTS (Column 1)	STANDARDS OF PERFORMANCE (Column 2)	MAX ALLOW DEFECT RATE (Column 3)	WEIGHT (Column 4)
D. Records	Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)]	5%	5% of unit price, CLIN 0009
4. ROUTINE SERVICE CALLS			
A. Timely Response	At job site within !INSERT TIME! [Paragraph C.9.c(2)]	3%	25% of unit price, CLIN 0010
B. Timely Completion	Work completed within three working days [Paragraph C.9.c(2)]	3%	15% of unit price, CLIN 0010
C. Quality of Work *	Repairs performed in compliance with quality standards (Paragraph C.9.e)	3%	55% of unit price, CLIN 0010
D. Records	Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)]	5%	5% of unit price, CLIN 0010

5. INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND MATERIAL

A. Timely Completion	Work completed within time period specified in task order (Paragraph C.10.d)	0%	10% of unit prices, CLINs 0011-0012
B. Quality of Work *	All work requirements completed in conformance with ASME A17.1 (Paragraph C.10.d)	0%	85% of unit prices, CLINs 0011-0012
C. Records	Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)]	0%	5% of unit prices, CLINs 0011-0012

* Unsatisfactory performance of this work requirement will result in an unsatisfactory rating for the entire contract requirement.

ATTACHMENT J-C3

GOVERNMENT-FURNISHED FACILITIES

!*****
NOTE TO SPECIFICATION WRITER: List and describe all facilities to be furnished to the Contractor. Provide simple drawings, annotating Contractor spaces and areas retained for use by the Government, if any. Delete this attachment if no Government-furnished facilities will be provided.
*****!

The following facilities will be furnished or made available for use by the Contractor as specified in the "GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES" paragraph, Section C.

<u>BUILDING</u> <u>NUMBER/LOCATION</u>	<u>SQUARE</u> <u>FEET</u>	<u>DESCRIPTION</u>	
5/Naval Station	2000	Office Space	600 SF
		Rest Rooms (2)	400 SF
		Storage Area	750 SF
		Hallway	<u>250 SF</u>
		TOTAL =	2000 SF

!ETC!

ATTACHMENT J-C4

GOVERNMENT-FURNISHED EQUIPMENT

!*****
NOTE TO SPECIFICATION WRITER: List and describe all Government-furnished equipment. Provide manufacturer, model number, capacity, age, location, etc. Specify maintenance requirements not contained in NAVFAC clause 5252.245-9300, Section I. Delete this attachment if no Government-furnished equipment will be provided.
*****!

The items of equipment listed in this attachment will be furnished or made available for use by the Contractor as specified in the "GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES" paragraph, Section C.

<u>ITEM</u>	<u>QUANTITY</u>	<u>MANUFACTURER</u>	<u>MODEL NUMBER</u>	<u>APPROXIMATE AGE</u>	<u>LOCATION</u>
-------------	-----------------	---------------------	---------------------	------------------------	-----------------

ATTACHMENT J-C5

GOVERNMENT-FURNISHED MATERIAL

!*****
NOTE TO SPECIFICATION WRITER: List all material to be furnished to the Contractor. Include generic names, federal or commercial specifications (if applicable), and quantities of issue. Indicate how it will be furnished to the Contractor, e.g., Government delivery, where and when the Contractor may pick it up, etc. Delete this attachment if no Government-furnished material will be provided.
*****!

The following material will be made available for use by the Contractor as specified in the "GOVERNMENT-FURNISHED PROPERTY AND SERVICES" clause, Section C.

PART A - ONE TIME ISSUE

<u>Description</u>	<u>Quantity</u>
--------------------	-----------------

PART B - INSURANCE ITEMS

<u>Description</u>	<u>Minimum Quantity</u>
--------------------	-----------------------------

ATTACHMENT J-C6

LIST OF PUBLICATIONS

!*****
NOTE TO SPECIFICATION WRITER: Add other technical publications as needed to
those shown below.
*****!

ASME A17.1, *Safety Code for Elevators and Escalators*

ASME A17.2.1, *Inspector's Manual for Electric Elevators*

ASME A17.2.2, *Inspector's Manual for Hydraulic Elevators*

ASME A17.2.3, *Inspector's Manual for Escalators and Moving Walks*

NAVFAC MO-118, *Inspection of Vertical Transportation Equipment*

NFPA 70, *National Electric Code*

ASME publications may be ordered by contacting:
The American Society of Mechanical Engineers
22 Law Drive6
Fairfield, NJ 07004
Phone 800-843-2763
FAX 973-882-1717
E-mail Infocentral@asme.org
website <http://www.asme.org/catalog/>

NAVFAC Maintenance and Operations Manuals (MOs) may be obtained from the website
<http://www.ccb.org/html/home.html>

NFPA 70 may be ordered by visiting the website <http://www.nfpacatalog.org/>

ATTACHMENT J-C7

PREVENTIVE MAINTENANCE INSPECTION AND SERVICE CHECKLISTS

!*****
NOTE TO SPECIFICATION WRITER: Unless PMIS checklists will be obtained from the Contractor as part of a negotiated procurement (see User's Guide paragraph IV), they should be included in Section J to specify the maintenance, inspections, checks, and tests required. The examples provided in this Attachment are furnished for illustration only, and must be tailored for specific activity equipment and requirements.
*****!

Elevator/Dumbwaiter_____ Scheduled Performance Date_____

Actual Start Date_____ Actual Completion Date_____

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	COMMENTS
1. Performance	Review the performance of the VTE with the Government Representative. Investigate any malfunctions which have occurred since the last maintenance inspection was performed, and take corrective action. Devote special attention to any problem involving unsafe operations.	
2. Lubrication	Check quantity and quality of oil in all reservoirs such as crankcases, gear boxes, buffers, and oil cups. Add oil to maintain satisfactory levels. Replace oil if dirty. Applies to motor generator sets (roller bearings), worms and gears, governors, gearless machines, car door hangers, secondary sheaves (sleeve bearings), selector segments, brake pins and linkage, and door and gate operators.	
3. Governors	With power removed from the controls, trip the governor by hand to see that all parts of the mechanism operate freely. Check for loose pins, bolts, and anchors. Examine and clean the over-speed safety switch contacts; check for proper operation and adjust if necessary. Lubricate the governor shaft and bearings, and adjust or replace worn parts.	
4. Car Door Operators	Examine and clean all door operator components. Examine moving parts connected to the door operators; tighten loose screws and bolts, and replace worn pins and bearings. Examine the door gibs; if they bind in the threshold groove, remove and clean gibs. Ensure proper door operation.	
5. Car Operation	Ride all cars to detect and repair any improper operation of the car doors, hoistway doors, acceleration, leveling accuracy of floor stops, and the action of the machine brake. Verify proper operation of the retractable door edges. Examine the car station and call buttons and replace damaged switches, burned-out lamps, and broken buttons. Replace all burned-out bulbs or tubes in the car lighting system.	
6. Car	Check alarm bell and communication system (if one is installed). Check the emergency switch. Check operation of leveling switches and repair or adjust for proper operation.	
7. Fire Safety Devices	Test and verify satisfactory operation of fire detection devices and systems.	
8. Retiring Cam	Examine the retiring cam for worn pins and bearings, loose bolts, and missing locking rings. Examine the clearances between the cam and door switch lever rollers and adjust if necessary for proper operation.	

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	COMMENTS
9. Wire Ropes and Fastenings	Examine all wire ropes and fastenings on the car, counterweight, and governor. Ropes that have broken wires will require closer examination. Notify the Government Representative of unsafe conditions found before leaving the job site on the day of this inspection. A determination to replace any wire rope will be made by the Government's certified elevator inspector. The tension of hoist and compensating ropes shall be checked and adjusted if necessary to ensure equal tension.	
10. Traveling Cables	Examine all traveling cables to see if there is evidence of wear due to rubbing against any operating beams, walls, or the car platform. All bare spots shall be covered with electrical tape to prevent further damage. Adjust the cable loop to avoid striking the pit floor and ensure that the loop travels through the hoistway without any twisting motion or interference.	
11. Controller and Selector Panels	Observe the operation of all control relays, contactors, and other devices for satisfactory operating sequence. If any contacts are exposed to excessive current, check the circuit, correct the cause, and replace burned contacts. For the safety of the elevator users, do not work on relays which affect the operation of the car or power operated doors while the car is in service. Make a visual inspection of magnet coils, relays, and contactors, devoting special attention to the coils of relays that are continuously energized. Replace any coils that have brittle insulation or cracked binders. Observe and check the floor selector, adjust as necessary, and lightly lubricate.	
12. Brakes	Examine and adjust the brake plunger so that it is free and that it operates to the full extent of its travel. Clearances between the brake shoes and the drum shall be maintained at a minimum. Examine the brake contacts for wear and adjust or replace. Clean brake drum pulley. Prevent any loose material from catching between the drum and brake shoes. Ensure all brake pins are free and lubricated.	
13. Counterweights and Compensators	Inspect and adjust the counterweight runby (the clearance between the counterweight and buffer with the car stopped at the top landing). Check the clearance between the compensating sheave and the pit floor to determine if the compensating ropes need to be shortened. Examine and adjust the compensating sheave and sheave bearings. Lubricate sheave bearings and rails.	
14. Retractable Safety Door Edge	Examine all moving parts of retractable door edge for loose screws, bolts, worn pins, bearings, cams, and rollers. Inspect the trail cable for wear; adjust for proper operation and to prevent rubbing any door edge contacts and switches. Repair or replace defective parts.	

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	COMMENTS
15. Motors Regulators, Generators, and Exciters	Maintain all brushes so that they are free to move in their holders and make satisfactory contact with the commutator. Check the brush spring tension and replace all brushes with new brushes of the same size and grade. Clean carbon dust from the brush holders and insulators. Wipe off the commutator, but do not sandpaper it. If the carbon dust cannot be completely removed from the commutator by wiping, the undercut slots shall be cleaned. Shorted conditions between the commutator bars shall be corrected. Maintain the commutator in an oil-free condition. Check motors, generators, and exciters for vibration or unusual noises in the bearings. Oil or grease bearings unless they are of the permanently sealed type. Defective bearings shall be replaced.	
16. Cylinder Packing Gland	Examine the cylinder packing gland for excessive leakage and tighten or replace packing when leakage cannot be corrected by tightening the gland.	
17. Oil Collection Containers	Empty the oil collection container during each maintenance inspection to prevent oil from leaking into the pit.	
18. Hydraulic Pump Units	Wipe down the pump and motor. Examine all bearing surfaces for excessive heat and unusual noises while the pump unit is running, and adjust or repair to correct any deficiencies found. Any oil leakage that develops at the pump and/or piping system shall be corrected.	
19. General Cleaning	Wipe down the hoisting machine and generator. Check for excessive heat and unusual noises during operation, and correct the causes. Remove dirt and dust from the motor and generator housing. Remove copper and/or carbon dust that may have collected on the control and relay panels. Remove all debris and combustible material from pit and machine room. Clean the top of the car and the machine room floor. Remove lubricants, cleaning solvents, and other combustible solutions if any are found to be stored in these places.	

VTE condition _____

Deficiencies found _____

Deficiencies corrected/remaining during and after PMIS visit _____

Signature of Mechanic/Date _____

QUARTERLY PMIS CHECKLIST

Elevator/Dumbwaiter _____ Scheduled Performance Date _____

Actual Start Date _____ Actual Completion Date _____

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	COMMENTS
1. Lubrication	Selector guides (sheaves), equalizer, guide rails, governor cable tension sheaves, oil buffers, regulators and small control motors, and terminal floor hangers.	
2. Hoisting Machine	Inspect. If cutting of the drive sheave or secondary sheave grooves is evident, causes shall be corrected. The hoist ropes shall be treated with elevator hoist rope lubricant, if necessary. Maintain the required oil level in the gear housing. Check the gear backlash, thrust end play, and bearing wear. Repair oil leaks.	
3. Door Interlocks	Pull on each hoistway door from the corridor side while the car is running to verify that the doors are securely locked and that the car does not stop because of an interrupted door contact circuit. Test the door contact circuit at the control panel for grounds and high resistance shorts using an ohmmeter. Make visual and touch examination of door interlocks to ensure that there are no loose parts. Adjust or replace parts as required for proper operation of all door interlock components. Improper operation of door interlock components shall be corrected.	
4. Guide Shoes and Roller Guides	Inspect the operation of the guide shoes or roller guides. Replace worn nylon or moly-disulphide sleeves, and replace worn or eccentric wheels. Ensure satisfactory lubrication of rails with guide shoes. Do not lubricate rails with roller guides.	
5. Hydraulic Oil Holding Tanks	Run the car up and down and observe the oil level at each extreme of the car. If necessary to ensure satisfactory levels, replacement oil shall comply with equipment manufacturers' specifications. Notify Government representative if oil level changes.	
6. Car	Clean light fixture globes and diffusers.	

VTE condition _____

Deficiencies found _____

Deficiencies corrected/remaining during and after PMIS visit _____

Signature of Mechanic/Date _____

Elevator/Dumbwaiter_____ Scheduled Performance Date_____

Actual Start Date_____ Actual Completion Date_____

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	COMMENTS
1. Lubrication	Door control cams and gears, machine leveling and stopping switches, slow-down and limit switches, guide shoes, hatch door hangers, motor generator sets (ball bearings), and auxiliary sheaves (ball bearings).	
2. Controller	With the main line switch disconnected, operate each contactor and relay by hand. Adjust all control relays to ensure wiping action across the contacts. Replace all loose rivets and screws, adjust air gap if excessive, and ensure that there is no friction in the relay movement. Inspect the hinge pins and stop plates and replace those that are worn. Examine the shunts and replace those which are frayed or otherwise indicate that the shunts may soon break down. Check all heavy wire terminals for tightness, including those connected to overload relays. Tighten all nuts and bolts which hold resistance grids tight to each other. Clean contacts of relays which seldom operate such as overload relays, reverse phase relays, and protective relays. Check oil in overload relays, settings, and operation of overloads. Clean and check fuses and holders.	
3. Slow-Down and Limit Switches	Remove covers and clean out switch boxes. Examine contacts; clean and adjust as required. Maintain all moving parts free from friction and noisy operation. Check the setting of slow-down switches by operating the car into a terminal landing. If slow-down control is insufficient and the car goes past the terminal landing and relevels, make corrective adjustments and/or repairs.	
4. Hoistway Door Equipment	Clean all grease and dirt from hangar tracks. Lubricate as recommended by the manufacturer. Check and adjust up-thrust rollers. Examine the hangar fastenings to see that all parts are secure. Check the door gibs and replace those which are worn. Clean and lubricate and examine the door arm; check for loose pins and bolts, and worn or cracked castings. Correct deficiencies found.	
5. Hoistway	Clean all hoistway equipment such as secondary sheaves and beams, car and counterweight guide rails and brackets, limit switches and their brackets, supporting beams, counterweight, car sides, and safety mechanism. Tighten all loose rail bracket bolts. Adjust all ropes and rope fastenings and hoistway conduit, as cleaning operations progress down the hoistway. Adjust the car sling for loose bolts, car steadying plates and brackets. Clean and fill the rail lubricator pots and wicks where provided.	

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	COMMENTS
6. Indicator Dials and Pulleys	Ensure satisfactory lubrication.	
7. Car	Check stile channels, car frame, cams, and supports for bends and cracks. Check car enclosure steadying plates. Check safety clearances.	

VTE condition _____

Deficiencies found _____

Deficiencies corrected/remaining during and after PMIS visit _____

Signature of Mechanic/Date _____

Elevator/Dumbwaiter _____ Scheduled Performance Date _____

Actual Start Date _____ Actual Completion Date _____

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	COMMENTS
1. Lubrication	Car station (mechanized dials), safety (car and counterweight), hatch door mechanisms, and roller guides. Replace oil in gears, gear boxes, crankcases, buffers, oil cups, bearings and door operators.	
2. Machine Brake	Remove the brake plunger, clean the plunger and sleeve with solvent. Clean with emery cloth if surfaces are rough. If the brake sleeve is worn to the extent that the brake plunger hangs up or rubs on the coil housing, the sleeve shall be replaced. To examine the brake lining, land the counterweight, remove the spring tension from the brake arms and move the brake arms away from the drum. Linings which are worn or oil-soaked shall be replaced. Ensure the rivets holding the linings to the brake shoes are tight and that none are likely to rub on the brake drum. The ball sockets or pins of the brake shoes shall be cleaned and lubricated when reinstalled.	
3. Hall Stations and Landing Lights	Check all button contacts, springs, and wiring. Clean and lubricate as necessary. Repair or replace defective parts. Check landing lights and replace burned-out lamps.	

VTE condition _____

Deficiencies found _____

Deficiencies corrected/remaining during and after PMIS visit _____

Signature of Mechanic/Date _____

ATTACHMENT J-C8

HISTORICAL DATA

!*****
 NOTE TO SPECIFICATION WRITER: This attachment includes sample formats for displaying historical data. **Accurate** and **complete** historical data is essential in the development of realistic Contractor bids. If complete information is not available, projections should be made based on the data that is available, and some system established to capture required historical information for future contracts.
 *****!

The data below is taken from the activity's records for the VTE to be maintained under this contract. It is not considered sufficiently accurate for bidding purposes by itself, but is included to indicate the types of work and the level of effort which may be required.

NUMBER OF SERVICE CALLS

<u>CLASSIFICATION</u>	<u>1998</u>	<u>1999</u>
Emergency	56	61
Routine	237	243

SERVICE CALLS BY ACTUAL HOURS REQUIRED FOR COMPLETION

<u>ACTUAL HOURS</u>	<u>1998</u>	<u>1999</u>
< 4	70%	63%
≥ 4, < 8	11%	14%
≥ 8, <16	10%	10%
≥16, <24	6%	7%
≥24, <32	3%	6%

INDEFINITE QUANTITY UNIT PRICED LABOR

	<u>1997</u>	<u>1998</u>	<u>1999</u>
Number of Task Orders	5	2	4
Average Material Cost	\$6800	\$9300	\$5750

<u>UNIT PRICED LABOR HOURS</u>	<u>NUMBER OF TASK ORDERS</u>		
	<u>1997</u>	<u>1998</u>	<u>1999</u>
< 8	1	0	0
≥ 8, <16	3	0	3
≥16, <32	1	2	1

ATTACHMENT J-C9

DIRECTIVES

!*****
NOTE TO SPECIFICATION WRITER: List applicable Department of Defense (DoD),
Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other
directives, instructions, and regulations.

EM 385-1-1, *Safety and Health Requirements Manual*, may be obtained at
<http://www.ccb.org/>

The instructions below may be obtained at <http://neds.nebt.daps.mil/> -
OPNAV 5090.1, *Environmental and Natural Resources Program Manual*
OPNAV 5530.14, *Navy Physical Security*

ATTACHMENT J-E1

LIST OF ENGINEERED PERFORMANCE STANDARDS HANDBOOKS

<u>HANDBOOK NUMBER</u>	<u>CRAFT</u>
01	General
02	Carpentry
03	Electric, Electronic
04	Heating, Cooling, Ventilation
05	Janitorial
06	Machine Shop, Machine Repairs
07	Masonry
08	Moving, Rigging
09	Paint
10	Pipefitting, Plumbing
11	Roads, Grounds, Pest Control, and Refuse Collection
12	Sheet Metal, Structural Iron & Welding
13	Trackage
14	Wharfbuilding
-	Preventive Maintenance/Recurring Maintenance Service
-	Work Estimating Desk Guide

EPS handbooks are available in electronic format from the following Naval Facilities Engineering Command Engineering Field Divisions.

Commander
Atlantic Division, Naval Facilities Engineering Command
Attn: Code 1611
1510 Gilbert Street
Norfolk, VA 23511-2699
Phone: (757)322-4626

Commander
Pacific Division, Naval Facilities Engineering Command
258 Makalapa Drive, Suite 100
Pearl Harbor, HI 96860-3134
Phone: (808)474-5418

Commanding Officer
Southwestern Division, Naval Facilities Engineering Command
Attn: Code 1612
1220 Pacific Highway
San Diego, CA 92132-5190
Phone: (619)532-1632

Commander
Southern Division, Naval Facilities Engineering Command
Attn: Code 161
2155 Eagle Drive
P.O. Box 190010
North Charleston, SC 29419-9010
Phone: (843)820-7027

ATTACHMENT J-E2

CPAR FORM - SERVICES, INFORMATION TECHNOLOGY, AND OPERATIONS SUPPORT

SERVICES, INFORMATION TECHNOLOGY, AND OPERATIONS SUPPORT CPAR FORM															
FOR OFFICIAL USE ONLY (When Filled In)															
CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR) - <small>(Source Selection Sensitive Information)(See FAR 3.104)</small>									SERVICES INFORMATION TECHNOLOGY OPERATIONS SUPPORT						
1.NAME/ADDRESS OF CONTRACTOR (Division)			2.		INITIAL		INTER-MEDIATE		FINAL REPORT		ADDENDUM				
			3.PERIOD OF PERFORMANCE BEING ASSESSED												
CAGE CODE	DUNS+4 NUMBER		4a.CONTRACT AND ORDER NUMBER						4b.DoD BUSINESS SECTOR & SUB-SECTOR						
FSC OR SERVICE CODE	SIC Code		5.CONTRACTING OFFICE (ORGANIZATION AND CODE)												
6.LOCATION OF CONTRACT PERRORMANCE (If not in item 1)			7a.CONTRACTING OFFICER						7b.PHONE NUMBER						
			8.CONTRACT AWARD DATE						9.CONTRACT COMPLETION DATE						
			10.N/A												
			11.AWARDED VALUE						12.CURRENT CONTRACT DOLLAR VALUE						
			13.			COMPETITIVE						NON-COMPETITIVE			
14.CONTRACT TYPE															
	FFP		FPI		FPR		CPFF		CPIF		CPAF		MIXED		OTHER
15.KEY SUBCONTRACTORS AND DESCRIPTION OF EFFORT PERFORMED															
16.PROGRAM TITLE AND PHASE OF ACQUISITION (If applicable)															
17.CONTRACT EFFORT DESCRIPTION (Highlight key components, technologies and requirements; key milestone events and major modifications to contract during this period.)															
			CURRENT RATING												
18.EVALUATE THE FOLLOWING AREAS		PAST Rating	Unsatisfactory	Marginal	Satisfactory	Very Good	Exceptional	N/A							
a.QUALITY OF PRODUCT OR SERVICE															
b.SCHEDULE															
c.COST CONTROL															
d.BUSINESS RELATIONS															
e.MANAGEMENT OF KEY PERSONNEL*															
f.OTHER AREAS															
(1)															
(2)															
FOR OFFICIAL USE ONLY (When filled In)															

* Not applicable to Operations Support

SERVICES, INFORMATION TECHNOLOGY, AND OPERATIONS SUPPORT CPAR FORM (continued)

FOR OFFICIAL USE ONLY (When Filled In)		
19.N/A		
20.PROGRAM MANAGER (OR EQUIVALENT INDIVIDUAL) RESPONSIBLE FOR PROGRAM, PROJECT, OR TASK/JOB ORDER EXECUTION NARRATIVE (SEE PARA. 1.3)		
21.TYPE NAME AND TITLE OF PROGRAM MANAGER (SEE PARA. 1.3)	ORGANIZATION & CODE	PHONE NUMBER
SIGNATURE	DATE	
22.CONTRACTOR COMMENTS (Contractor's Option)		
23.TYPE NAME AND TITLE OF CONTRACTOR REPRESENTATIVE	PHONE NUMBER	
SIGNATURE	DATE	
24.REVIEW BY REVIEWING OFFICIAL (Comments Optional)		
25.TYPE NAME AND TITLE OF REVIEWING OFFICIAL	ORGANIZATION AND CODE	PHONE NUMBER
SIGNATURE	DATE	
FOR OFFICIAL USE ONLY (When Filled In)		

ATTACHMENT J-G1

INVOICING INSTRUCTIONS

!*****
NOTE TO SPECIFICATION WRITER: The format of your invoice can simplify
verification of the amount billed and calculation of payment deductions.
Include a sample invoice tailored to the specific needs of your activity.
*****!

ATTACHMENT J-M

!*****
NOTE TO SPECIFICATION WRITER: Attachments J-M1 through J-M4 are representative
of the types of questions that may be included as part of the Source Selection
Plan for negotiated procurements. Questions must be tailored to address the
functional areas covered by the specification. It is recommended
questions/criteria be kept as simple as possible. Delete this attachment if
sealed bid procedures will be used.
*****!

ATTACHMENT J-M1

OFFEROR'S PAST PERFORMANCE/EXPERIENCE FORM

1. List below your experience, either as a contractor or subcontractor (identify which), with management of VTE maintenance services.

Contract Title and Number _____

Location _____ Annual Value \$ _____

Types of VTE Maintained _____

Points of Contact:

CONTRACTING OFFICER

PROGRAM (TECHNICAL) MANAGER

Name _____

Name _____

Title _____

Title _____

Phone _____

Phone _____

Briefly describe your experience in the following areas for the above contract:

a. Preventive Maintenance Inspection and Service (PMIS)

b. Routine/Periodic Inspections and Tests

c. Service Call Work

d. Indefinite Quantity Work

(Use additional pages if required and attach to this form.)

Contract Title and Number_____

Location_____ Annual Value \$_____

Types of VTE Maintained_____

Points of Contact:

CONTRACTING OFFICER

PROGRAM (TECHNICAL) MANAGER

Name_____

Name_____

Title_____

Title_____

Phone_____

Phone_____

Briefly describe your experience in the following areas for the above contract:

a. Preventive Maintenance Inspection and Service (PMIS)

b. Routine/Periodic Inspections and Tests

c. Service Call Work

d. Indefinite Quantity Work

(Use additional pages if required and attach to this form.)

2. List corporate-level employees to be involved in this contract who had experience on the above contracts. For each, discuss their involvement and the benefits they will contribute in the performance of this contract.

3. Describe your experience with combination fixed price/indefinite quantity contracts, specifically unit priced labor and material.

(Use additional pages if required and attach to this form.)

ATTACHMENT J-M2

OFFEROR'S SMALL BUSINESS SUBCONTRACTING EFFORT

Pursuant to FAR SUBPART 19.2, Policies, it is the policy of the United States to provide maximum practicable opportunity to small businesses, woman-owned small businesses, small disadvantaged businesses and historically black colleges and universities, or minority institutions to participate in Federal contract work at all levels. Further, it is the Naval Facilities Engineering Command's objective to award at least 40% prime awards and 60% subcontracting awards to Small Businesses in all categories. Pursuant to DFARS SUBPART 215.6, Source Selection, the extent of participation of such firms in performing the contract shall be addressed in source selections in terms of the total acquisition. All Offeror's, both large and small businesses, past subcontracting performance and proposed subcontracting will be evaluated against the above objective.

1. Past Subcontracting Performance. The Offeror's performance will be evaluated based on demonstrated achievements in using small, small disadvantaged, and women-owned small businesses in previous contracts.

a. Provide a list of the recent relevant projects showing the percentage of work subcontracted, in terms of the total project dollar value, to large, small, small disadvantaged, and women-owned small businesses. Indicate a point of contact with the contracting authority.

b. Address any awards received for outstanding support to small, small disadvantaged, and women-owned small businesses. Indicate when the awards were received.

c. Describe those outreach initiatives performed to identify small, small disadvantaged, and women owned small business, i.e., such as advertising in local news and trade magazines, participating in trade fairs and mentor protégé agreements.

d. For large businesses, provide the most recently submitted SF 294s, "Subcontracting Report for Individual Contracts", or any other documentation showing compliance with the utilization of small, small disadvantaged, and women-owned small businesses. Copies of the 294s will not be counted in the total page count where there is a page count restriction.

2. Proposed Subcontracting. For each size classification listed below, indicate what major categories of work they are anticipated to perform. Indicate the names of concerns anticipated to be performing work, if known. Indicate the estimated percentage value of the total value of the contract, including all options, they are anticipated to perform. Include the prime and any individual joint venture members. NOTE: Firms demonstrating firm commitments to small, small disadvantaged, and women-owned small businesses subcontractors will receive a higher rating.

(1) Large Businesses

(2) Small Businesses (including NISH)

(3) Small Disadvantaged Businesses

(Use additional pages if required and attach to this form.)

(4) Women-Owned Small Businesses

(5) Historically Black Colleges and Minority Institutions

NOTICE TO LARGE BUSINESSES. If at time of award, the winning concern is considered to be a Large Business, no work will commence prior to having the Contracting Officer approve a subcontracting plan in the format provided as Attachment J-2. The subcontracting plan will reflect the actual contract award amount or maximum value, including all options. The plan is to be consistent with that submitted in response to the above evaluation, including a listing of any specifically named subcontractors. Fifteen day after award will be provided for this purpose. See FAR Clause 52.219-9, "SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN", for further guidance. Small Disadvantaged Business and Woman-Owned Small Business goals of less than 5% will require written rationale demonstrating why a 5% goal is not achievable.

(Use additional pages if required and attach to this form.)

ATTACHMENT J-M3

OFFEROR'S METHODS AND UNDERSTANDING FORM

A. **PREVENTIVE MAINTENANCE INSPECTION AND SERVICE (PMIS)**

1. What will the staffing be, in FTEs, for each type of PMIS below? Explain your staffing rationale, i.e., how you derived the number of FTEs required.

Monthly

Quarterly

Semiannual

Annual

2. Provide proposed PMIS Checklists for the VTE listed in Attachment J-C1.

(Use additional pages if required and attach to this form.)

3. Describe how you propose to manage this functional area. Specify the procedures you will use to schedule and accomplish the work within the required timeframes. Include record maintenance.

(Use additional pages if required and attach to this form.)

B. ROUTINE/PERIODIC INSPECTIONS AND TESTS

1. What will the staffing be, in FTEs, for each type of inspection/test below? Explain your staffing rationale, i.e., how you derived the number of FTEs required.

Firefighters' Service Maintenance

Routine (semiannual)

Annual (periodic)

Three-year

Five-year

(Use additional pages if required and attach to this form.)

2. Describe how you propose to manage this functional area. Specify the procedures you will use to schedule and accomplish the work within the required timeframes. Include record maintenance.

(Use additional pages if required and attach to this form.)

C. SERVICE CALLS

1. What will the staffing be, in FTEs, for accomplishing emergency and routine service calls? Explain your staffing rationale, i.e., how you derived the number of FTEs required.

2. Describe the proposed method of managing this functional area. Explain how service calls will be received during and after regular working hours, how work will be scheduled and assigned to an employee, and how emergency calls will be responded to after regular working hours.

(Use additional pages if required and attach to this form.)

D. **INDEFINITE QUANTITY WORK**

1. Discuss the proposed workforce for accomplishing unit priced labor.

2. Demonstrate your ability to plan, estimate (labor and material), and complete assigned projects within required timeframes.

(Use additional pages if required and attach to this form.)

E. QUALITY CONTROL PLAN

1. Describe your quality control system, ensuring all contract requirements are addressed. Indicate which services will be inspected on either a scheduled or unscheduled basis. Specify how inspections will be conducted.

(Use additional pages if required and attach to this form.)

2. Provide the name, qualifications, and duties of the individual responsible for performing quality control inspections, and the extent of his/her authority.

3. Discuss documentation of inspection results and corrective action. Describe your procedures for updating and revising your quality control plan during contract performance.

(Use additional pages if required and attach to this form.)

ATTACHMENT J-M4

OFFEROR'S RESOURCES FORM

A. **CORPORATE FINANCIAL RESOURCES.** List the corporate financial resources available to support the requirements of this contract.

BANKS/FINANCIAL INSTITUTIONS

ASSETS

B. **KEY PERSONNEL (ON-SITE).** Attach job/position descriptions for each person shown below.

NAME TITLE QUALIFICATIONS

(Use additional pages if required and attach to this form.)

C. **FIELD ORGANIZATION.** Provide an organizational chart showing lines of authority, subfunctions, and any subcontractor interfaces.

(Use additional pages if required and attach to this form.)

END OF SECTION J

J-M4-2

QUALITY ASSURANCE GUIDE

GUIDE PERFORMANCE WORK STATEMENT FOR

VERTICAL TRANSPORTATION EQUIPMENT (VTE) MAINTENANCE SERVICES

QUALITY ASSURANCE GUIDE
GUIDE PERFORMANCE WORK STATEMENT FOR
VERTICAL TRANSPORTATION EQUIPMENT (VTE) MAINTENANCE SERVICES

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QUALITY ASSURANCE GUIDE
GUIDE PERFORMANCE WORK STATEMENT FOR
VERTICAL TRANSPORTATION EQUIPMENT (VTE) MAINTENANCE SERVICES

I. INTRODUCTION. Quality Assurance (QA) is a program undertaken by the Government to provide some measure of the quality of goods and services purchased from a Contractor. To accomplish this, the Government, in this case the naval shore activity contracting for VTE maintenance services, must develop and implement a system that will ensure the quantity and quality of the goods and services received comply with the requirements of the contract. This QA Guide is designed to assist the Facilities Support Contract Manager (FSCM) or other user in setting up the activity's QA program. The user is advised to refer to NAVFAC MO-327, *Facility Support Contract Quality Management Manual* for more detailed information on the development and implementation of a QA Program.

A. Overview. This Guide suggests specific methods for monitoring VTE maintenance services and provides sample QA Plans. These sample plans must be tailored concurrently with the tailoring of the GPWS to develop a unique QA program that fits the needs of the activity. The Guide is divided into four parts:

1. The *INTRODUCTION* presents an overview and gives information on Quality Assurance Evaluator (QAE) staffing and training.

2. *QUALITY ASSURANCE PLAN DEVELOPMENT* discusses special considerations that affect the way in which VTE maintenance services may be monitored, and suggests specific evaluation methods for each service included in this GPWS.

3. The *SAMPLE QUALITY ASSURANCE PLANS* include numerical examples, suggested Evaluation Work Sheets, and sample Monthly Payment Deduction Forms for each service included in this GPWS. The payment deduction forms illustrate how to use the Performance Requirements Summary (PRS) Table and inspection results to calculate deductions from the Contractor's invoice. The sample plans provided must be tailored by the user to conform with the tailored PWS.

4. *CONTRACTOR'S OVERALL PERFORMANCE* discusses how to use the QAE's inspection results to make an overall evaluation of Contractor performance, and provides a sample monthly summary report format.

B. QAE Training. Personnel tasked with monitoring the VTE maintenance services Contractor's performance must be experienced in the maintenance and repair of VTE, and adequately trained in QA methods and procedures in order to effectively implement the activity's QA program.

1. NAVFACENGCOM Policy Memoranda #00-04 states any individual who performs facilities support contract QAE duties on NAVFAC-awarded contracts must attend the QAE training course provided by each of the NAVFAC geographical EFDs (or equivalent) within six months of their assignment. If this training has not been received, the activity should take steps to have the QAE(s) attend the next available course, and in the meantime, develop a local training program. The EFD (Code 16) should be contacted for QAE training scheduling or assistance. Additional training may also be required to ensure appropriate technical expertise is acquired to inspect preventive maintenance inspection and service, routine and periodic inspections and tests, and repair services.

2. In addition to being intimately familiar with the requirements of the VTE maintenance services specification, QAEs must familiarize themselves with the procedures that will be used to order work, how they will be notified when work has been completed and is ready for inspection, how customer complaints will be handled, etc.

C. QAE Staffing. Obviously, the most well developed QA program will not be effective if QAE staffing is inadequate. Ideally, staffing should be based on a pre-determined number of contract inspections (QA plans) and related work requirements rather than on the availability of QAEs. Once adequate QA plans have been developed, the user should perform a staffing analysis to determine the required number of QAEs, then if appropriate, compare the results with the

current effort. This analysis involves determining the average time needed to complete all of the inspections required by each plan, including travel time requirements; time required to prepare monthly reports and perform other administrative duties; and time to perform any nonsurveillance duties, i.e. training, safety meetings, preparing contract modifications, making award fee determinations, etc. NAVFAC EFDs have experience in conducting QAE staffing analyses and should be contacted if assistance is needed.

II. QUALITY ASSURANCE PLAN DEVELOPMENT. Many of the inspection problems which tend to surface after contract award can be avoided if the PWS and QA plans are developed concurrently. These two documents are closely interrelated since QA plans describe how work outputs and quality standards defined in the PWS will be observed and measured. Surveillance methods, inspection documentation, preparation of QAE schedules, and other issues pertaining to the development of QA plans are discussed in Chapters 4 and 5 of NAVFAC MO-327. The following discussion provides relevant information for the surveillance of VTE maintenance services.

A. Functional Considerations. VTE maintenance services monitoring poses several unique requirements for the QAE as discussed below.

1. Inspections and Tests. The QAE must work closely with the certified inspector during routine/periodic inspections and tests to expedite the correction of any deficiencies which may be required for VTE certification.

2. Preventive Maintenance Inspection and Service (PMIS). Preventive maintenance is difficult to inspect for any type of equipment, and this is especially true for VTE since the QAE will most likely not have adequate technical training. The QAE may find it necessary to be on-site during the performance of many of the PMISs selected for inspection, or it will be impossible to determine if the required work was actually completed. Also, comparing *estimated* labor hours for PMIS accomplishment provided as part of a Contractor's technical proposal (see User's Guide paragraph IV.A.1) to the *actual* hours spent at the job site, is a technique the QAE may find useful.

3. Rework. As specified in the "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES" clause in Section E, the Government may require the Contractor to reperform unsatisfactory or nonperformed work provided a reasonable amount of time is allowed for completion. The user should consider the following issues:

a. The QAE will be too busy performing surveillance during most of the day to call the Contractor every time a deficiency is found. Unless the health, safety, or comfort of VTE users is affected, the Contractor should be notified of discrepancies only at the end of the working day. The easiest way to accomplish this is to furnish copies of completed EVALUATION WORK SHEETS on a daily basis. The Contractor may be asked to sign and return each work sheet to document receipt, but the QAE should not be responsible for ensuring they are returned.

b. Rework should normally be allowed for defects in quality of work; however, defects in some work requirements, such as timely response and timely completion, obviously cannot be reworked.

c. Payment deductions should be subtracted from the Contractor's invoice when a documented deficiency is not satisfactorily reworked. Liquidated damages should be deducted for all documented deficiencies, whether rework is accomplished or not.

B. Selection of Methods of Surveillance. Chapter 4 of NAVFAC MO-327 provides a general discussion of the five methods of surveillance and the factors that influence which method(s) should be used. These factors include population size; the importance, characteristics, and location of the service; and the availability of QAE resources. VTE maintenance services factors are discussed below for each method of surveillance.

1. One Hundred Percent Inspection. One hundred percent inspection is normally used for those services which are considered very important, and those which have relatively small monthly populations. It is recommended for the inspection of routine and emergency service calls, and routine/periodic inspections and tests, since the population of these services at the typical activity will be very small. If populations are too large to make 100% inspection practical, planned sampling should be considered. However, due to the critical nature of the work, 100% inspection should always be used for emergency service work, regardless of the population size. Generally, NAVFAC policy requires every task order for indefinite quantity work be inspected and certified as satisfactorily completed.

2. Random Sampling. This type of surveillance allows one to evaluate a portion of the work, accurately estimating Contractor performance through the use of statistical theory. It is most useful on large, homogeneous populations where 100% inspection is not required or feasible. Also, if appropriate provisions are included in the specification and random sampling is properly conducted, the percentage of defective work items found in the sample (less a small adjustment for inaccuracies) may be extrapolated and deducted from the Contractor's payment invoice. Details on the use of random sampling for extrapolated deductions (RSED) may be found in NAVFAC MO-327. Random sampling is not recommended for use in this GPWS since the population of VTE maintenance services will most likely not be large enough for it to be practical.

3. Planned Sampling. When planned sampling is used, a portion of the work is inspected to assess the Contractor's performance, similar to random sampling. Samples are chosen using subjective rationale and the sample size is arbitrarily determined. Planned sampling is useful when population sizes are not large enough or homogeneous enough to make random sampling practical, and is recommended for the inspection of PMIS since populations will most likely be too large to make 100% inspection practical. Users with little VTE will want to consider 100% inspection.

4. Unscheduled Inspections. This method involves impromptu inspections of contract requirements. It should never be used as the primary method of surveillance, but can be used to supplement other methods, particularly in problem areas.

5. Validated Customer Complaints. Properly trained, building managers are capable of quickly notifying the QAE when poor response/completion or nonperformance occurs. For this reason, customer complaints can be a good, supportive method of surveillance for service call work. Building managers must be provided with a controlled and clear means of reporting discrepancies; however, they should not be used to inspect actual Contractor performance. Validated customer complaints are not used in this GPWS for service call work since 100% inspection is the recommended method, but if other methods are used, customer complaints might be appropriate.

C. Performance Requirements Summary. As noted previously in the User's Guide (paragraph III.E), the PRS table will be used primarily by the KO in conjunction with the clauses in Section E in making payment deductions for unsatisfactory performance or nonperformance of contract requirements. The table is also very useful in the preparation of QA plans since it summarizes the work requirements, standards of performance, and maximum allowable defect rates (MADRs) for each contract requirement. A sample PRS table which reflects the contract requirements and work requirements of this GPWS is provided in Attachment J-C2. However, this table must be modified to reflect the requirements of the tailored PWS. NAVFAC MO-327 provides guidance on the development of PRS tables and calculation of payment deductions, and should be referred to by the user.

1. MADRs are defect rates above which the Contractor's quality control is considered unsatisfactory for any particular work requirement, and are a reflection of the requirement's importance. For example, the MADR for timely emergency service call response should be smaller than that for routine service calls. Note that MADRs do not affect sample sizes or the method of calculating

payment deductions in any way. Suggested values are included in Attachment J-C2; however, these must be tailored by the user.

2. Weights reflect the value of each work requirement as a percentage of the price of the contract requirement with which it is associated, and convey the relative importance the activity places on a particular work requirement. Careful consideration must be given when choosing these percentages since they will be used in making payment deductions. Values for timely completion and timely response will be the most difficult to assign since they are subjective by nature. The percentages suggested in Attachment J-C2 should be carefully reviewed and tailored by the user.

III. SAMPLE QUALITY ASSURANCE PLANS. There are five sample QA plans provided in this GPWS. They are:

- QA Plan #1 - Preventive Maintenance Inspection and Service (PMIS)
- QA Plan #2 - Routine/Periodic Inspections and Tests
- QA Plan #3 - Emergency Service Calls
- QA Plan #4 - Routine Service Calls
- QA Plan #5 - Indefinite Quantity Work

A. Each sample QA plan must be tailored to reflect changes made by the user to Section C of the GPWS and the PRS table, and changes in methods of surveillance, evaluation work sheets, etc. For example, if there are few service calls at the activity, the user may want to combine emergency and routine service calls into one QA plan.

B. Tailored QA plans should be self-contained documents written in sufficient detail to preclude extensive reference to other documents or manuals. Tailored plans should contain all evaluation work sheets, payment deduction forms, summary reports, and other forms which will be used for documenting Contractor performance. Sample selection, evaluation procedures, analysis of results, and other procedures should be as detailed as possible.

C. Sample size determinations, sampling procedures, and payment deduction calculations in this guide can be accomplished using the Automated Quality Assurance System (AQAS) for Windows 95/98/NT. This program will greatly reduce the time and number of manual calculations required, especially when random sampling is selected as the method of surveillance. Copies of this program can be downloaded from <http://aqas.navfac.navy.mil>, or obtained by contacting the geographical EFD.

QUALITY ASSURANCE PLAN #1
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE (PMIS)

1. Contract Requirement. Preventive Maintenance Inspection and Service (PMIS)

Work Requirements

Standards of Performance

- | | |
|----------------------|--|
| a. Timely Completion | PMIS completed per approved schedule (Paragraph C.7.b) |
| b. Quality of Work | PMIS performed in conformance with quality standards (Paragraph C.7.c) |
| c. Proper Checklist | PMIS Checklist submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)] |

2. Primary Method of Surveillance. Planned sampling supported by unscheduled inspections

3. Maximum Allowable Defect Rate (MADR)

- | | |
|----------------------|----|
| a. Timely Completion | 3% |
| b. Quality of Work | 3% |
| c. Proper Checklist | 5% |

4. Quantity of Work. The quantity of work will vary from month to month, and will equal the number of PMISs scheduled by the Contractor.

5. Level of Surveillance. The normal level of surveillance will be used initially for the contract. Go to or retain minimum surveillance if the defect rate (DR) for quality of work is less than or equal to the MADR. If at minimum surveillance the DR for quality of work exceeds the MADR, return to normal surveillance.

6. Sample Size. The following sample sizes are established for each level of surveillance:

- Minimum - 10% of the PMISs scheduled for completion
- Normal - 25% of the PMISs scheduled for completion

7. Sampling Procedures. Prior to the beginning of the month, the Contractor's approved schedule will be used to determine which PMISs will be inspected. The QAE will arbitrarily select every fourth PMIS if at normal surveillance, and every tenth PMIS if at minimum surveillance.

8. Evaluation Procedures. Because it is so important to perform the inspection while the work is "fresh" and relatively easy to examine, the QAE will visit the site as soon as possible after each selected PMIS has been completed. Timely completion and quality of work will be evaluated as either satisfactory (S) or unsatisfactory (U) on the attached EVALUATION WORK SHEET. A brief description of any noted defects and rework information, if appropriate, will be recorded. In most instances, when the quality of work is considered unsatisfactory, timely completion will also be considered unsatisfactory. Review the associated PMIS checklist for completeness, accuracy, and timely submission when provided by the Contractor; ensure a copy was placed in the VTE system history file; and assign the appropriate work requirement grade. Provide copies of all negative inspection reports to the Contractor. **NOTE:** A separate EVALUATION WORK SHEET will be filled out for each PMIS frequency performed during the month. For example, if monthly and quarterly PMIS services are scheduled, two EVALUATION WORK SHEETS will be required.

a. Unscheduled Inspections. Unscheduled inspections may be conducted on any PMIS, but should be limited to those of particular importance, such as where reliability problems have been noted previously. Unscheduled inspections should be documented on a separate EVALUATION WORK SHEET from that used for planned sampling.

b. Rework. Rework will normally be allowed when practical, and must be completed by the Contractor within 24 hours of notification. Therefore, each inspection marked for rework must be reinspected by the QAE to see if the work was satisfactorily completed, and appropriate notations recorded on the EVALUATION WORK SHEET.

9. Analysis of Results. At the end of the month, the QAE will summarize the results of the month's inspections; calculate DRs, compare to MADRs, and recommend the level of surveillance be modified accordingly; calculate recommended payment deductions for each work requirement; and assess the Contractor's overall performance.

a. The defect rate will be calculated as follows:

$$\text{DR} = \frac{\text{Number of Sampled Unsatisfactory PMISs}}{\text{Sample Size}} \times 100$$

b. The QAE will compare DRs to MADRs and take the following action:

(1) If the DR for quality of work is less than or equal to the MADR, consider using minimum surveillance for the coming evaluation period. If the DR for quality of work is greater than the MADR, normal surveillance should be used for the coming evaluation period.

(2) If the DR for any work requirement (Item F of the MONTHLY PAYMENT DEDUCTION FORM) is greater than its MADR, the QAE should recommend to the FSCM that a CDR be issued to the Contractor, or that stronger action be taken.

c. Recommended payment deductions should be taken for all documented defects and will be calculated on a MONTHLY PAYMENT DEDUCTION FORM (see attached). A separate PAYMENT DEDUCTION FORM will be filled out for each PMIS frequency performed during the month.

d. The QAE will monitor the Contractor's overall performance and recommend appropriate administrative actions to the FSCM when performance is less than satisfactory. CPAR form *Services, Information Technology, and Operations Support* shall be used for evaluation and reporting, and is completed/submitted electronically. This form, and instructions for completing, are available via <http://www.nslcptsmh.navsea.navy.mil/cparsdoc.htm>.

SAMPLE

**MONTHLY PAYMENT DEDUCTION FORM
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE (PMIS)**

CONTRACT NUMBER _____ TYPE OF SERVICES MONTHLY

SUMMARY FOR THE PERIOD <u>1 FEB 00 - 29 FEB 00</u>	<u>TIMELY COMPLETION</u>	<u>QUALITY OF WORK</u>	<u>PROPER CHECKLIST</u>
A. Relative Value of Services (weight from PRS)	_____ 15%	_____ 75%	_____ 10%
B. Cost per PMIS (CLIN 0001 unit price x A + 100)	\$ _____ 9.75	\$ _____ 48.75	\$ _____ 6.50
C. Number of PMISs Completed	_____ 40	_____ 40	_____ 40
D. Sample Size	_____ 10	_____ 10	_____ 10
E. Number of Sampled Unsatisfactory PMISs	_____ 1	_____ 0	_____ 2
F. Defect Rate (E ÷ D x 100)	_____ 10%	_____ 0%	_____ 20%
G. Unscheduled Inspections (number unsatisfactory)	_____ 1	_____ 0	_____ 1
H. Cost of Unsatisfactorily Performed Work [(E + G) x B]	\$ _____ 19.50	\$ _____ 0	\$ _____ 19.50
I. Deduct for Liquidated Damages (H x .1)	\$ _____ 1.95	\$ _____ 0	\$ _____ 1.95
J. Number of PMISs Reworked			
(1) Sampled PMISs	_____ N/A	_____ 0	_____ 1
(2) Unscheduled Inspections	_____ N/A	_____ 0	_____ 0
K. Payment for Rework [J(1) + J(2)] x B	\$ _____ 0	\$ _____ 0	\$ _____ 6.50
L. Other Adjustments ("-" indicates a deduction)	\$ _____ 0	\$ _____ 0	\$ _____ 0
M. Total Payment Deductions (H + I - K + L)	\$ _____ 21.45	\$ _____ 0	\$ _____ 14.95

TOTAL PAYMENT DEDUCTIONS = \$ 36.40

AUTHORIZED SIGNATURE/DATE

QUALITY ASSURANCE PLAN #2
ROUTINE/PERIODIC INSPECTIONS AND TESTS

1. Contract Requirement. Routine/Periodic Inspections and Tests

Work Requirements

Standards of Performance

- | | |
|----------------------|---|
| a. Timely Completion | Inspections and tests completed per approved schedule (Paragraph C.8.a) |
| b. Quality Work | Inspections/tests performed in compliance with referenced standards (Paragraph C.8.b) |
| c. Records | Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)] |

2. Primary Method of Surveillance. One hundred percent inspection

3. Maximum Allowable Defect Rate (MADR)

- | | |
|----------------------|----|
| a. Timely Completion | 3% |
| b. Quality of Work | 3% |
| c. Records | 5% |

4. Quantity of Work. The quantity of work will vary from month to month, and will equal the total number of routine/periodic inspections and tests scheduled by the Contractor.

5. Level of Surveillance. N/A

6. Sample Size. N/A

7. Sampling Procedures. N/A

8. Evaluation Procedures. The QAE will visit each work site while inspections and tests are in progress, and grade timely completion and quality of work as either satisfactory (S) or unsatisfactory (U) on the attached EVALUATION WORK SHEET. These grades will be documented only after consulting with the certified inspector to verify ASME A17.1 referenced rules were followed, and all repairs, if within the applicable material and labor hour limits, were satisfactorily performed. A brief description of any noted defects and rework information, if appropriate, will be recorded. In most instances, when the quality of work is considered unsatisfactory, timely completion will also be considered unsatisfactory. Review the associated records for completeness, accuracy, and timely submission when provided by the Contractor, and assign the appropriate work requirement grade in consultation with the certified inspector as required. Perform spot checks during the month as required to verify original records are routinely being placed in the VTE system history file within two days of work performance. Provide copies of all negative inspection reports to the Contractor. **NOTE:** A separate EVALUATION WORK SHEET will be filled out for each type of inspection/test performed during the month. For example, if semiannual and 1-year inspections/tests are scheduled, two EVALUATION WORK SHEETS will be required.

9. Analysis of Results. At the end of the month, the QAE will summarize the results of the month's inspections, calculate DRs and recommended payment deductions for each work requirement, compare DRs to MADRs, and assess the Contractor's overall performance.

- a. The defect rate will be calculated as follows:

$$DR = \frac{\text{Number of Unsatisfactory Inspections/Tests}}{\text{Total Number of Inspections/Tests}} \times 100$$

- b. Recommended payment deductions should be taken for all documented defects and will be calculated on a MONTHLY PAYMENT DEDUCTION FORM (see

attached). A separate PAYMENT DEDUCTION FORM will be filled out for each type of inspection/test performed during the month.

c. If the DR for a work requirement (Item E of the MONTHLY PAYMENT DEDUCTION FORM) is greater than its MADR, the QAE should recommend to the FSCM that a CDR be issued to the Contractor, or that stronger action be taken.

d. The QAE will monitor the Contractor's overall performance and recommend appropriate administrative actions to the FSCM when performance is less than satisfactory. CPAR form *Services, Information Technology, and Operations Support* shall be used for evaluation and reporting, and is completed/submitted electronically. This form, and instructions for completing, are available via <http://www.nslcptsmh.navsea.navy.mil/cparsdoc.htm>.

SAMPLE

**MONTHLY PAYMENT DEDUCTION FORM
ROUTINE/PERIODIC INSPECTIONS AND TESTS**

CONTRACT NUMBER _____ TYPE OF INSPECTION/TEST SEMIANNUAL

SUMMARY FOR THE PERIOD <u>1 FEB 00 - 29 FEB 00</u>	<u>TIMELY COMPLETION</u>	<u>QUALITY OF WORK</u>	<u>RECORDS</u>
A. Relative Value of Services (weight from PRS)	<u>10%</u>	<u>85%</u>	<u>5%</u>
B. Cost per Inspection/Test (CLIN 0006 unit price x A + 100)	<u>\$ 10.00</u>	<u>\$ 85.00</u>	<u>\$ 5.00</u>
C. Number of Inspections/Tests Completed	<u>6</u>	<u>6</u>	<u>6</u>
D. Number of Unsatisfactory Inspections/Tests	<u>2</u>	<u>1</u>	<u>2</u>
E. Defect Rate (D ÷ C x 100)	<u>33.3%</u>	<u>16.7%</u>	<u>33.3%</u>
F. Cost of Unsatisfactorily Performed Work (D x B)	<u>\$ 20.00</u>	<u>\$ 85.00</u>	<u>\$ 10.00</u>
G. Deduct for Liquidated Damages (F x .1)	<u>\$ 2.00</u>	<u>\$ 8.50</u>	<u>\$ 1.00</u>
H. Number of Inspections/Tests Reworked	<u>N/A</u>	<u>0</u>	<u>1</u>
I. Payment for Rework (H x B)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5.00</u>
J. Other Adjustments ("-" indicates a deduction)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
K. Total Payment Deductions (F + G - I + J)	<u>\$ 22.00</u>	<u>\$ 93.50</u>	<u>\$ 6.00</u>

TOTAL PAYMENT DEDUCTIONS = \$ 121.50

AUTHORIZED SIGNATURE/DATE

QUALITY ASSURANCE PLAN #3
EMERGENCY SERVICE CALLS

1. Contract Requirement. Emergency Service Calls

Work Requirements

Standards of Performance

- | | |
|----------------------|---|
| a. Timely Response | At the job site within !INSERT TIME! [Paragraph C.9.c(1)] |
| b. Timely Completion | Work completed within three working days [Paragraph C.9.c(1)] |
| c. Quality of Work | Emergency condition arrested, repairs performed in compliance with quality standards, Section C (Paragraph C.9.e) |
| d. Records | Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)] |

2. Primary Method of Surveillance. One hundred percent inspection

3. Maximum Allowable Defect Rate (MADR)

- | | |
|----------------------|----|
| a. Timely Response | 0% |
| b. Timely Completion | 3% |
| c. Quality of Work | 0% |
| d. Records | 5% |

4. Quantity of Work. The actual quantity of completed service calls will vary from month to month. Historically, an average of five emergency service calls are performed each month.

5. Level of Surveillance. N/A

6. Sample Size. N/A

7. Sampling Procedures. N/A

8. Evaluation Procedures. Shortly after completed emergency service call records are received, the QAE will visit the site and evaluate the quality of work as either satisfactory (S) or unsatisfactory (U) on the attached EVALUATION WORK SHEET. A brief description of any noted defects and rework information, if appropriate, will be recorded. Records will be reviewed for completeness and accuracy, and the EVALUATION WORK SHEET annotated accordingly. Perform spot checks during the month as required to verify original records are routinely being placed in the VTE system history file within two days of work performance. Timely response and timely completion will be assessed by comparing completed records with the Government's service call log. Normally, when the quality of work is considered unsatisfactory, timely completion will also be considered unsatisfactory. Provide copies of all negative inspection reports to the Contractor.

a. Visiting the site as soon as possible after completion of the work is very important so that the work is "fresh" and relatively easy to inspect.

b. Rework will normally be allowed when practical, and must be completed by the Contractor within 24 hours of notification. Therefore, each call marked for rework must be reinspected by the QAE to see if the work was satisfactorily completed, and appropriate notations completed on the EVALUATION WORK SHEET.

9. Analysis of Results. At the end of the month, the QAE will summarize the results of the month's inspections, calculate DRs and recommended payment deductions for each work requirement, compare DRs to MADRs, and assess the Contractor's overall performance.

a. The defect rate will be calculated as follows:

$$DR = \frac{\text{Number of Unsatisfactory Calls}}{\text{Actual Number of Calls Completed}} \times 100$$

b. Recommended payment deductions will be taken for all documented defects and will be calculated on a MONTHLY PAYMENT DEDUCTION FORM (see attached).

c. If the DR for a work requirement (Item E of the MONTHLY PAYMENT DEDUCTION FORM) is greater than its MADR, the QAE should recommend to the FSCM that a CDR be issued to the Contractor, or that stronger action be taken.

d. The QAE will monitor the Contractor's overall performance and recommend appropriate administrative actions to the FSCM when performance is less than satisfactory. CPAR form *Services, Information Technology, and Operations Support* shall be used for evaluation and reporting, and is completed/submitted electronically. This form, and instructions for completing, are available via <http://www.nslcptsmh.navsea.navy.mil/cparsdoc.htm>.

SAMPLE

**MONTHLY PAYMENT DEDUCTION FORM
EMERGENCY SERVICE CALLS**

CONTRACT NUMBER _____

SUMMARY FOR THE PERIOD <u>1 FEB 00 - 29 FEB 00</u>	<u>TIMELY RESPONSE</u>	<u>TIMELY COMPLETION</u>	<u>QUALITY OF WORK</u>	<u>RECORDS</u>
A. Relative Value of Services (weight from PRS)	_____ 35%	_____ 10%	_____ 50%	_____ 5%
B. Cost per Service Call (CLIN 0009 unit price x A ÷ 100)	\$ <u>45.50</u>	\$ <u>13.00</u>	\$ <u>65.00</u>	\$ <u>6.50</u>
C. Number of Calls Completed	_____ 5	_____ 5	_____ 5	_____ 5
D. Number of Unsatisfactory Calls	_____ 1	_____ 1	_____ 1	_____ 1
E. Defect Rate (D ÷ C x 100)	_____ 20%	_____ 20%	_____ 20%	_____ 20%
F. Cost of Unsatisfactorily Performed Work (D x B)	\$ <u>45.50</u>	\$ <u>13.00</u>	\$ <u>65.00</u>	\$ <u>6.50</u>
G. Deduct for Liquidated Damages (F x .1)	\$ <u>4.55</u>	\$ <u>1.30</u>	\$ <u>6.50</u>	\$ <u>.65</u>
H. Number of Calls Reworked	_____ N/A	_____ N/A	_____ 0	_____ 0
I. Payment for Rework (H x B)	_____ N/A	_____ N/A	\$ _____ 0	\$ _____ 0
J. Other Adjustments ("-" indicates a deduction)	\$ _____ 0	\$ _____ 0	\$ _____ 0	\$ _____ 0
K. Total Deductions (F + G - I + J)	\$ <u>50.05</u>	\$ <u>14.30</u>	\$ <u>71.50</u>	\$ <u>7.15</u>
TOTAL PAYMENT DEDUCTIONS			=	\$ <u>143.00</u>

AUTHORIZED SIGNATURE/DATE

QUALITY ASSURANCE PLAN #4
ROUTINE SERVICE CALLS

1. Contract Requirement. Routine Service Calls

Work Requirements

Standards of Performance

- | | |
|----------------------|---|
| a. Timely Response | At the job site within !INSERT TIME! [Paragraph C.9.c(2)] |
| b. Timely Completion | Work completed within three working days [Paragraph C.9.c(2)] |
| c. Quality of Work | Repairs performed in compliance with quality standards (Paragraph C.9.e) |
| d. Records | Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)] |

2. Primary Method of Surveillance. One hundred percent inspection

3. Maximum Allowable Defect Rate (MADR)

- | | |
|----------------------|----|
| a. Timely Response | 3% |
| b. Timely Completion | 3% |
| c. Quality of Work | 3% |
| d. Records | 5% |

4. Quantity of Work. The actual quantity of completed service calls will vary from month to month. Historically, an average of 20 routine service calls are performed each month.

5. Level of Surveillance. N/A

6. Sample Size. N/A

7. Sampling Procedures. N/A

8. Evaluation Procedures. Shortly after completed routine service call records are received, the QAE will visit the site and evaluate the quality of work as either satisfactory (S) or unsatisfactory (U) on the attached EVALUATION WORK SHEET. A brief description of any noted defects and rework information, if appropriate, will be recorded. Records will be reviewed for completeness and accuracy, and the EVALUATION WORK SHEET annotated accordingly. Perform spot checks during the month as required to verify original records are routinely being placed in the VTE system history file within two days of work performance. Timely response and timely completion will be assessed by comparing completed records with the Government's service call log. Normally, when the quality of work is considered unsatisfactory, timely completion will also be considered unsatisfactory. Provide copies of all negative inspection reports to the Contractor.

a. Visiting the site as soon as possible after completion of the work is very important so that the work is "fresh" and relatively easy to inspect.

b. Rework will normally be allowed when practical, and must be completed by the Contractor within 24 hours of notification. Therefore, each call marked for rework must be reinspected by the QAE to see if the work was satisfactorily completed, and appropriate notations completed on the EVALUATION WORK SHEET.

9. Analysis of Results. At the end of the month, the QAE will summarize the results of the month's inspections, calculate DRs and recommended payment deductions for each work requirement, compare DRs to MADRs, and assess the Contractor's overall performance.

- a. The defect rate will be calculated as follows:

$$\text{DR} = \frac{\text{Number of Unsatisfactory Calls}}{\text{Actual Number of Calls Completed}} \times 100$$

b. Recommended payment deductions will be taken for all documented defects and will be calculated on a MONTHLY PAYMENT DEDUCTION FORM (see attached).

c. If the DR for a work requirement (Item E of the MONTHLY PAYMENT DEDUCTION FORM) is greater than its MADR, the QAE should recommend to the FSCM that a CDR be issued to the Contractor, or that stronger action be taken.

d. The QAE will monitor the Contractor's overall performance and recommend appropriate administrative actions to the FSCM when performance is less than satisfactory. CPAR form *Services, Information Technology, and Operations Support* shall be used for evaluation and reporting, and is completed/submitted electronically. This form, and instructions for completing, are available via <http://www.nslcptsmh.navsea.navy.mil/cparsdoc.htm>.

SAMPLE

**MONTHLY PAYMENT DEDUCTION FORM
ROUTINE SERVICE CALLS**

CONTRACT NUMBER _____

SUMMARY FOR THE PERIOD <u>1 FEB 00 - 29 FEB 00</u>	<u>TIMELY RESPONSE</u>	<u>TIMELY COMPLETION</u>	<u>QUALITY OF WORK</u>	<u>RECORDS</u>
A. Relative Value of Services (weight from PRS)	<u>25%</u>	<u>15%</u>	<u>55%</u>	<u>5%</u>
B. Cost per Service Call (CLIN 0010 unit price x A ÷ 100)	<u>\$ 22.50</u>	<u>\$ 13.50</u>	<u>\$ 49.50</u>	<u>\$ 4.50</u>
C. Number of Calls Completed	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
D. Number of Unsatisfactory Calls	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>
E. Defect Rate (D ÷ C x 100)	<u>10%</u>	<u>15%</u>	<u>5%</u>	<u>10%</u>
F. Cost of Unsatisfactorily Performed Work (D x B)	<u>\$ 45.00</u>	<u>\$ 40.50</u>	<u>\$ 49.50</u>	<u>\$ 9.00</u>
G. Deduct for Liquidated Damages (F x .1)	<u>\$ 4.50</u>	<u>\$ 4.05</u>	<u>\$ 4.95</u>	<u>\$.90</u>
H. Number of Calls Reworked	<u>N/A</u>	<u>N/A</u>	<u>0</u>	<u>1</u>
I. Payment for Rework (H x B)	<u>N/A</u>	<u>N/A</u>	<u>\$ 0</u>	<u>\$ 4.50</u>
J. Other Adjustments ("-" indicates a deduction)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
K. Total Deductions (F + G - I + J)	<u>\$ 49.50</u>	<u>\$ 44.55</u>	<u>\$ 54.45</u>	<u>\$ 5.40</u>
TOTAL PAYMENT DEDUCTIONS			=	<u>\$ 153.90</u>

AUTHORIZED SIGNATURE/DATE

QUALITY ASSURANCE PLAN #5
INDEFINITE QUANTITY WORK

1. Contract Requirement. Indefinite Quantity Work

Work Requirements

Standards of Performance

- | | |
|----------------------|---|
| a. Timely Completion | Work completed within time period specified in task order (Paragraph C.10.d) |
| b. Quality of Work | All work requirements completed in conformance with ASME A17.1 (Paragraph C.10 d) |
| c. Records | Submitted to KO and filed in system history file within two days of work performance [Paragraph C.6.d(2)] |

2. Primary Method of Surveillance. One hundred percent inspection

3. Maximum Allowable Defect Rate (MADR)

- | | |
|----------------------|----|
| a. Timely Completion | 0% |
| b. Quality of Work | 0% |
| c. Records | 0% |

4. Quantity of Work. The quantity of work will vary from month to month, and will equal the number of task orders issued.

5. Level of Surveillance. Not Applicable

6. Sample Size. Not Applicable

7. Sampling Procedures. Not Applicable

8. Evaluation Procedures

a. The number of inspections required per task order will be determined by the nature of the repair, safety considerations, and the difficulty in assessing compliance to code following work completion. Some repairs will necessitate the QAE be on-site to observe work in progress during various stages/phases of performance. Other repairs will require the certified inspector witness mandatory tests, and it is recommended the QAE participate. Still other repairs need not be inspected until all work has been completed.

b. Each time an inspection is performed, evaluate the quality of work as satisfactory (S) or unsatisfactory (U) on the attached EVALUATION WORK SHEET/PAYMENT DEDUCTION FORM. Record any noted defects, and annotate rework if required. When necessary, consult with the certified inspector to verify repairs/tests were performed per ASME A17.1 rules. One EVALUATION WORK SHEET/PAYMENT DEDUCTION FORM will be completed per task order.

c. Upon completion of the task order, determine the overall quality of work grade to be assigned. The QAE must carefully consider the total scope of work required, and subjectively judge whether it has been substantially completed by the Contractor. Generally, the QAE should grade the quality of work as satisfactory if there has been no willful departure from the contract, there is no omission of essential work, and essentially 95% or more of the total work has been completed. If overall quality of work is considered unsatisfactory, timely completion must also be considered unsatisfactory. Review the completed task order for accuracy and timely submission, verify original was placed in the VTE system history file within two days of work completion, and assign the appropriate work requirement grade for records. The QAE should discuss questionable grades with the FSCM prior to providing the Contractor with a copy of the EVALUATION WORK SHEET/PAYMENT DEDUCTION FORM.

9. Analysis of Results. At the end of the month, the QAE will summarize the results of the month's inspections, calculate recommended payment deductions, and assess the Contractor's overall performance.

a. If the Contractor receives an unsatisfactory grade for timely completion, overall quality of work, or records, the QAE should recommend to the FSCM that a CDR be issued to the Contractor, or that stronger action be taken.

b. Recommended payment deductions, including liquidated damages, will be calculated using the work requirement weights set forth in the PRS table, and subtracted from each completed task order invoiced by the Contractor.

c. The QAE will monitor the Contractor's overall performance and recommend appropriate administrative actions to the FSCM when performance is less than satisfactory. CPAR form *Services, Information Technology, and Operations Support* shall be used for evaluation and reporting, and is completed/submitted electronically. This form, and instructions for completing, are available via <http://www.nslcptsmh.navsea.navy.mil/cparsdoc.htm>.

IV. CONTRACTOR'S OVERALL PERFORMANCE EVALUATION. NAVFAC MO-327 provides guidance in determining the Contractor's overall monthly performance for each service; how to use the PRS table and the QAE's inspection results to calculate the total payment due for each service; and how to go about correcting problem areas of performance. This paragraph provides additional information on the completion of the MONTHLY PAYMENT DEDUCTION FORM included in each sample QA plan, and includes a sample monthly summary report.

A. Monthly Payment Deduction Forms. These forms are very useful for summarizing monthly inspections, and illustrate how the "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES" and "ESTIMATING THE PRICE OF NONPERFORMED OR UNSATISFACTORY WORK" clauses, the PRS table, and completed EVALUATION WORK SHEETS are used in calculating the total payment due for each contract requirement. The format of these forms should be tailored by the user; other sample formats may be found in NAVFAC MO-327. As mentioned previously, AQAS will perform and document basically the same calculations.

B. Analysis of Results. The monthly inspection process results in the overall evaluation of the Contractor's performance for the services inspected. Such an evaluation provides a summary for the Contracting Officer, FSCM, QAE, customer representatives, and the Contractor. Overall performance is important in determining whether to increase, decrease, or maintain surveillance at the same level; whether to issue one or more CDRs to the Contractor or take stronger administrative actions; and service areas which require greater QAE and Contractor QC emphasis during the coming evaluation period. Therefore, the QAE should complete and provide a MONTHLY PERFORMANCE SUMMARY REPORT for FSCM approval at the end of each month. Almost all of the information required to complete the attached sample report can be taken directly from the MONTHLY PAYMENT DEDUCTION FORM included with each sample QA plan.

C. Contract Discrepancy Report (CDR). When the Contractor's overall performance for any given work requirement is unsatisfactory, the QAE will recommend to the FSCM that a CDR be issued. Instructions on the use of CDRs, along with a typical format, are included in Chapter 6 of NAVFAC MO-327.

D. Recommended Deductions. The QAE will recommend to the FSCM those payment deductions that should be made. All work documented as not in compliance with contract requirements (nonperformed or unsatisfactorily performed) is subject to payment deductions, including liquidated damages, in accordance with the provisions of the "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES" clause, Section E. Since Government forces are normally not available to reperform work, the Contractor will usually be required to accomplish rework.

V. CONTRACTOR SUBMISSIONS. The QAE should prepare a list of Contractor submissions from the completed solicitation package. Required submissions should be listed chronologically by due date. The QAE should use this list to ensure each submittal is acceptable and turned in on schedule.

**SAMPLE MONTHLY PERFORMANCE SUMMARY REPORT
ELEVATOR MAINTENANCE SERVICES
FEBRUARY 2000**

CONTRACT NUMBER _____

CONTRACTOR _____

WORK REQUIREMENTS	QUANTITY COMPLETED	MADR	DR	CDR YES/NO	RATING SAT/UNSAT	PAYMENT DEDUCTIONS
PREVENTIVE MAINTENANCE INSPECTION AND SERVICE (PMIS)						
Timely Completion (15%)	40	3%	10.0%	Yes	Unsat	\$ 21.45
Quality of Work (75%)	40	3%	0.0%	No	Sat	\$ 0.00
Proper Checklist (10%)	40	5%	20.0%	Yes	Unsat	\$ 14.95
ROUTINE/PERIODIC INSPECTIONS/TESTS						
Timely Completion (10%)	6	3%	33.3%	Yes	Unsat	\$ 22.00
Quality of Work (85%)	6	3%	16.7%	Yes	Unsat	\$ 93.50
Records (5%)	6	5%	33.3%	Yes	Unsat	\$ 6.00
EMERGENCY SERVICE CALLS						
Timely Response (35%)	5	0%	20.0%	Yes	Unsat	\$ 50.05
Timely Completion (10%)	5	3%	20.0%	Yes	Unsat	\$ 14.30
Quality of Work (50%)	5	0%	20.0%	Yes	Unsat	\$ 71.50
Records (5%)	5	5%	20.0%	Yes	Unsat	\$ 7.15
ROUTINE SERVICE CALLS						
Timely Response (25%)	20	3%	10.0%	Yes	Unsat	\$ 49.50
Timely Completion (15%)	20	3%	15.0%	Yes	Unsat	\$ 44.55
Quality of Work (55%)	20	3%	5.0%	Yes	Unsat	\$ 54.45
Records (5%)	20	5%	10.0%	Yes	Unsat	\$ 5.40
INDEFINITE QUANTITY WORK (NONE PERFORMED THIS MONTH)						
Timely Completion (10%)		0%				
Quality of Work (85%)		0%				
Records (5%)		0%				

CONTRACTOR'S INVOICE AMOUNT \$ 5650.00

TOTAL PAYMENT DEDUCTIONS \$ 454.80

RECOMMENDED PAYMENT \$ 5195.20

CONTRACTOR'S OVERALL PERFORMANCE FOR THE MONTH: SAT UNSAT

Submitted By _____

QAE's SIGNATURE/DATE

Approved By _____

FSCM's SIGNATURE/DATE

END OF QA GUIDE