AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE 1	OF PAGES 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4 REQUISITION/PURCHASE REQ NO.	PROJECT NO. (If applicable)
0001	23 April 2010	N/A	

6. ISSUED BY	Code	7. ADMINISTERED BY (If other than item 6.)	Code	N/A
Contracting Division USCG, Facilities Design & Construction Center 5505 Robin Hood Road, Suite K Norfolk, VA 23513-2431				

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO. HSCG47-10-R-3EFK01
	☒	9B. DATED (SEE ITEM 11) 13 April 2010
	☐	10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended ☐ **is not extended**. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning 1 copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14. ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATION CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER: (specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☐ is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DESIGN/BUILD FOR REPLACE THRUN HALL BARRACKS & GALLEY AT U. S. COAST GUARD BASE SUPPORT UNIT (BSU), ELIZABETH CITY, NC

AMEND SOLICITATION NO. HSCG47-10-R-3EFK01 AS FOLLOWS:

1. The proposal due date is extended until Thursday, June 3, 2010 at 2:00 PM EDT.

(SEE CONTINUATION PAGE)

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR (Same as Item 8) (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

2. Section L, Instructions, Conditions and Notices to Offerors (Page 33 of 38) – Paragraph L.3 52.236-27 Site Visit (Construction) (FEB 1995): ***Replace*** FAR Clause 52.236-27 Site Visit (Construction) (FEB 1995) with the following FAR Clause 52.236-27 Site Visit (Construction) (FEB 1995) Alternate 1 (FEB 1995):

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) An organized site visit has been scheduled for **Tuesday, May 4, 2010 at 10:00 AM**.

(c) Participants shall meet FDCC Staff at the parking lot near Bldg 19 on Moukawser Drive at Base Support Unit Elizabeth City. The parking lot is approximately 1 mile from the main gate and is also across the street from the gas station/minimart. The Contractor will need to provide the name, date of birth, and social security number of any one that will attend the site visit at least twenty-four (24) hours in advance to either CDR Nick Delaura (252) 335-6587 email: Nicholas.DeLaura@uscg.mil (Facility Engineer) or LT Jeremy Hall (252) 335-6968 email: Jeremy.M.Hall@uscg.mil (Assistant FE).

For vehicle access, the following is required:

1. Vehicles must have current proof of insurance and registration;
2. Driver must have current drivers license; and
3. All passengers must have a valid driver's license or other state issued identification with photo, name and address.

No questions concerning the specifications or drawings will be answered at the site visit. All questions should be submitted in writing.

3. Section M, Evaluation Factors for Award – DELETE pages 36, 37, and 38 and INSERT the attached revised pages 36, 37, and 38.

4. Section J, List of Attachments – Attachment J.1, Specification No. 32-4004. DELETE existing Section 01781, Operation and Maintenance Data, in its entirety and INSERT revised Section 01781, Operation and Maintenance Data, which accompanies this amendment. This revised section has Amendment 1 in the footer.

The following questions were received in response to the solicitation:

1. The RFP lists the bid date for this project as June 1, 2010. June first is the day after the Memorial Day holiday. It's been our experience that when bid dates follow a major holiday we receive less competition from bidders. This typically does not allow us to provide you the best pricing for the project. Please consider moving the project bid date to June 2, 2010.

Response: The proposal due date is extended until Thursday, June 3, 2010 at 2:00 PM EDT.

2. I have reviewed the referenced RFP. This is for a multi-story barracks building and galley. Does the contractor and design team have to have experience with multi-story barracks and galleys? If we submitted an apartment building or hotel would that be considered similar? I understand the price and complexity would have to be similar also.

Response: Yes. A hotel is considered similar to a multi-story barracks building. Apartment buildings are not considered similar.

NOTE

Failure to acknowledge amendments may be cause for rejection of your offer.

SECTION M

EVALUATION FACTORS FOR AWARD

M.1 GENERAL

1.1 Proposals will be evaluated as set forth below. The number and identities of offerors are not revealed to anyone not involved in the evaluation and award process or to other offerors.

M.2 EVALUATION PROCESS FOR PROPOSALS

2.1 The evaluation process essentially consists of three parts: proposal compliance review, technical/quality evaluation, and rating.

2.1.1 Proposal Compliance Review: This is an initial check by the Contracting Division on the basis of the solicitation requirements. This review is to identify any proposal that does not meet format requirements in Section L and/or is believed so grossly deficient as to be totally unacceptable on its face. If, as a result of the initial review, proposals are to be eliminated from further consideration, the Contracting Officer shall, after consulting with legal counsel, notify the Level Above Contracting Officer. After Level Above Contracting Officer notification and approval to eliminate a proposal, the Contracting Officer shall immediately notify those offeror(s) whose proposals were found to be unacceptable.

2.1.2 Technical/Quality Evaluation: The Evaluation Team (ET) will evaluate only those proposals passing the Proposal Compliance Review. Technical evaluation consists of Technical Acceptance or Non Acceptance.

M.3 EVALUATION FACTORS

3.1 The ET will evaluate and rate proposals in the areas (factors) listed below:

LOWEST PRICE TECHNICALLY ACCEPTABLE SELECTION FACTORS

A. Technical Factor:

1. Demonstrate experience in design/build execution of construction of multi-story barracks or dormitory buildings and food service facilities similar in size, scope and complexity.

a. Submit a minimum of three and no more than a maximum of five projects completed or ongoing by the offeror and its team within the past 5 years to demonstrate experience in design/build execution of barracks or dormitory buildings. Apartment buildings are not acceptable projects. Projects may be federal, state or local government or private. If projects were not performed together, than a least one (1) of the design/build projects shall be submitted by the construction team and at least one (1) shall be submitted by the design team. No offeror shall submit more than 5 projects.

b. Submit a minimum of three and no more than a maximum of five projects completed or ongoing by the offeror and its team within the past 5 years to demonstrate experience in design/build execution of food service facilities of similar size, complexity and scope. Projects may be federal, state or local government or private. If projects were not performed together, than a least one (1) of the design/build projects shall be submitted by the construction team and at least one (1) shall be submitted by the design team. No offeror shall submit more than 5 projects.

2. **Demonstrate experience in design of stormwater management systems.**
   a. **Submit a minimum of three and no more than a maximum of five projects completed or ongoing by your design team within the past 5 years to demonstrate experience in design of stormwater management systems conforming to coastal zone state requirements of North Carolina. No offeror shall submit more than 5 projects.**

3. **Demonstrate experience in designing and constructing LEED certifiable facilities.**
   a. **Submit a minimum of one and no more than a maximum of five projects completed or ongoing by your design and construction teams within the past 5 years to demonstrate experience in designing and constructing LEED certifiable facilities. No offeror shall submit more than 5 projects.**

B. Past Performance

1. **Submit past performance references and evaluations for up to five (5) projects for the offeror and/or its team members. Provide the name of each Project(s), Government Agency (Federal, State, and local government) or private that it was designed and built for, Contract Number(s), DUNS #, Point of Contact(s), and telephone number(s) for each project(s) submitted. In addition, the Government will rely on the Past Performance Information Retrieval System (PPIRS) which includes the CPARS, CCASS, and ACASS database information, and other references. No more than a total of five projects shall be submitted.**

C. Proof of Service-Disabled Veteran

The offeror shall provide one of the following with their proposal stating that the veteran has a service connected disability:

1. **An adjudication letter from the Veterans Administration (VA);**
2. **A copy of the Veteran's DD-214 (Certificate of Release or Discharge from Active Duty);**
3. **A Statement of Service from the National Archives and Records Administration.**

D. Price

(1) Price shall be evaluated on the basis of the total price for line item 1 BASE BID ITEM as shown in Section B- SUPPLES OR SERVICES AND PRICES/COSTS.

Rating System for Evaluation of Lowest Price Technically Acceptable Selection Factors:

A. (Acceptable)

Technical Factor: Technical capabilities meet the standard of acceptability for the factor(s) and subfactor(s). There are no deficiencies, but there may be weaknesses that present some risk of unsuccessful contract performance. Weaknesses need not be corrected to make award.

Past Performance Factor: The offeror's performance of previously awarded relevant contract(s) consistently met contractual requirements. Performance of relevant completed contracts was consistently of adequate or better quality or exhibited a trend of becoming so. The offeror's past performance record leads to an expectation of successful performance.

U. (Unacceptable)

Factors Other than Past Performance: Technical capabilities do not meet the standards of acceptability for the factor(s) and (subfactor(s). Proposal contains deficiencies resulting in an increased risk of unsuccessful contract performance.

Past Performance Factor: The offeror's performance of previously awarded relevant contracts did not consistently meet contractual requirements. The prior performance being assessed reflected problem(s) for which the offeror either failed to identify or implement corrective actions or for which corrective actions, implemented, or proposed to be implemented, were, or are expected to be, mostly ineffective. The offeror's past performance record leads to a strong expectation that successful performance will not be achieved or that it can occur only with greatly increased levels of Government management and oversight.

N. (Neutral)

To be Used Only for Past Performance Factor: The offeror lacks a record of relevant or available past performance history. There is no expectation of either successful or unsuccessful performance based on the offeror's past performance record.

M.4 BASIS OF AWARD

4.1 The Government will award a firm fixed-price contract to the responsible offeror whose proposal, conforming to the solicitation, is fair and reasonable, and has been determined to be most advantageous to the Government, considering price and the evaluation factors. Award will be made on the basis of the lowest evaluated price of proposals meeting or exceeding the acceptability standards for non-cost factors.

NOTICE: OFFERORS ARE TO ENSURE CONSIDERATION BE INCLUDED IN THEIR PROPOSALS WHICH ADDRESS ALL ADDITIONAL COSTS ASSOCIATED WITH COMPLIANCE IN MEETING THE REQUIREMENTS SET FORTH IN THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 P.L. 111-5 (RECOVERY ACT).

SECTION 01781

OPERATION AND MAINTENANCE DATA

PART 1 GENERAL

1.1 OVERVIEW

This Section describes the requirements for:

a. Facilities Preventive Maintenance Program (refer to Scope of Work following the end of this section)

b. Project O&M (Operation and Maintenance) Manual.

c. Posted operating instructions.

d. Equipment nameplates.

e. Valve tags.

f. Systems Maintenance Contract Scopes and Estimates

g. Instruction of Coast Guard personnel.

1.1.1 Phased Construction Projects

Provide an O&M Manual, posted operating instructions, nameplates, valve tags, and instruction of Coast Guard personnel upon completion of each phase or stage of projects that are constructed in phases or stages.

1.2 SUBMITTALS

Submit in accordance with this section and section 01330, "Submittal Procedures."

1.2.1 SD-10 Operation and Maintenance Data

a. Draft O&M Manuals

b. Corrected O&M Manuals

c. Final O&M Manuals

1.2.1.1 Submissions

a. Draft O&M Manuals

Submit two copies of a draft O&M manual for review by the Designer of Record, one copy to the Contracting Officer (for information only) and correction by the contractor prior to the final inspection.

During equipment start-up/testing, compare actual operating procedures to those stated in the manual; revise manual as needed.

b. Corrected O&M Manuals

Submit two copies of the corrected O&M manual for verification to the Designer of Record during the final inspection, and one copy to the Contracting Officer (for information only). Comments and one copy of the manual will be returned by the Designer of Record to the contractor for final correction.

c. Final O&M Manuals

Provide three sets of final O&M Manuals to Contracting Officer within 14 days after approval of the corrected O&M Manual. Provide one copy of manuals on compact disk.

1.2.1.2 SD-01 Facilities Preventive Maintenance Program (See paragraph 3.0- 3.11)

a. Hard copy print-out of equipment inventory, PM procedures

b. SOP Guide (3 hard copies & electronically in MS-WORD)

c. Work plan

d. Populated data in MAXIMO

e. Results of facility-wide surveys

1.2.2 SD01 Systems Maintenance Contract Scopes and Estimates

a. Submit draft copies of Maintenance scopes
b. Final maintenance scopes of work

1.2.3 Schedule of Instruction

Submit a proposed schedule of systems/equipment operational instruction to the Contracting Officer at least 7 days before the first instruction session. Instructions shall be coordinated to occur as part of the last day or two of the final inspection.

PART 2 PRODUCTS

2.1 O&M MANUAL

Provide Operation and Maintenance (O&M) Data/Manuals, which are specifically applicable to this contract and a complete and concise depiction of the provided equipment or product. Organize and present information in sufficient detail to clearly explain O&M requirements at the system, equipment, component, and subassembly level. The manual shall be a one-point reference source for Coast Guard personnel and maintenance contractors to operate and maintain the systems and equipment listed in the specification sections. Prepared text and instructions shall be written at a Flasch-Kincaid Grade Level of 7 to 8 with a Flasch Reading Ease Score of 60 to 70. Compile the manual using the equipment manufacturers' data along with supplemental instructions and drawings that you prepare. Supplemental instructions shall include a complete description of the system operation along with step-by-step procedures for start-up, shut down, seasonal changes, and dealing with emergency situations. Include tables indicating any set points and drawings indicating location of equipment, valves, etc. as described below.

Manuals shall be in vinyl-covered three ring binders sized for 8-1/2-by-11-inch pages. Provide a title page and table of contents. For each chapter provide hard paper tab dividers with chapter title or equipment name printed on the faces and tabs. On the spine and front cover of the manual, print, in lines those are horizontal when the manual is upright on a shelf:

{Operation and Maintenance Manual
Title of Project}

2.1.1 Format and Content

Arrange the manual so there is a separate chapter for each system or major piece of equipment. Then subdivide each chapter into sections that provide the following information for each system or major piece of equipment:

a. Narrative: Describe the function and sequence of operation, and provide a trouble-shooting chart, for each system and major piece of equipment. Include when any O&M Data Package is specified in an individual technical sections.

b. Equipment Information: Provide manufacturer's printed description, specifications, and drawings for each piece of equipment. Equipment model number, characteristics (BTU, gpm, head, horsepower, voltage, etc.), equipment nameplate symbol, and manufacturer shall be listed. Equipment model provided shall be indicated on all schedules, charts and lists along with accessories provided. Inapplicable information on accessories not provided or unrelated manufacturers equipment shall be crossed out. Correlate identification of equipment with nomenclature used on plans, e.g.: FCU-1 (fan coil unit-1), etc. Included when O&M Data Package 2, 3, 4, or 5 is specified in an individual technical sections.

c. Operating Instructions: Provide detailed step-by-step instructions for the system or each piece of major equipment as it is used on this project. Discuss operating procedures, sequences, and options; control sequence; start up; adjustments; typical flow rates, pressures, temperatures, and other variables; shut-down; safety precautions; and negative and prohibitive instructions. Data that can only be determined by test operation shall be written in blanks provided for that purpose. Make reference to nameplate data, valve numbers, manufacturers' literature, schematics, and other parts of the manual to help personnel understand the procedures. Included when O&M Data Package 3, 4, or 5 is specified in an individual technical sections.

d. Maintenance Instructions: Describe routine maintenance to be performed and the maintenance interval (daily, weekly, 1,000 hours, etc.) for each piece of equipment including batteries. Develop a maintenance schedule reflecting these intervals based on manufacturer's written data. In a separate subsection, provide overhaul instructions for equipment that can be overhauled. Provide manufacturers' detailed instructions if available. Include when any O&M Data Package is specified in an individual technical sections.

e. Spare Parts: For major pieces of equipment provide a list of manufacturer's recommended spare parts as well as special tools or instruments needed to perform routine maintenance. Special tools required shall be provided with the equipment at time of installation. Included when O&M Data Package 2, 3, 4, or 5 is specified in an individual technical sections.

f. Parts List: For major pieces of equipment provide a parts list with part numbers and sources of supply. Included when O&M Data Package 2, 3, 4, or 5 is specified in an individual technical sections.

g. Motor Data: Identify each motor and provide voltage rating, code letter, full load amperes, horsepower, speed, service factor, duty and type. Included when O&M Data Package 2, 3, 4, or 5 is specified in an individual technical sections.

h. Drawings, Diagrams, and Charts:

(1) Provide piping and duct diagrams and schematics for HVAC, plumbing, fuel, and compressed air systems showing all major equipment, major valves and controls. Identify equipment by nameplate symbol. Identify valves by valve tag number with normal or seasonal operating positions indicated. Provide half-size scaled drawings systems with individual systems highlighted in contrasting colors with system color identification chart.

(2) Provide wiring diagrams of HVAC systems electrical power and temperature controls. Ensure operation of the temperature controls is identified in the operating instructions (paragraph 2.1.1.c).

(3) Provide wiring diagrams and schematics of all electrical systems, emergency generator and transfer switch systems, fire detection and alarm systems, intrusion detection and alarm systems, public address systems, telephone systems, cable TV systems, computer systems and major pieces of equipment.

i. Provide manufacturer's warranty information.

2.2 BATTERIES

Provide charging instructions and maintenance information, e.g.:

a. Normal and abnormal reading of:

(1) Voltages

(2) Currents (charging and float)

(3) Specific gravity

2.3 POSTED OPERATING INSTRUCTIONS

Provide and post operating instructions and valve line-ups for the equipment and systems specified in other sections. Include start up, adjustment, operation, shutdown, safety-precautions, and other items of instruction necessary for safe operation.

Unless otherwise specified in sections 02 through 16, the instructions shall be typed or printed, framed under plastic, and posted next to the equipment. Instructions exposed to the weather shall be made weather tight. Safety precautions shall be "double-struck, boldface" print, or printed in red to draw attention to the precautions.

2.4 NAMEPLATES

Unless otherwise specified in sections 02 through 16, provide minimum 3/4-by-2-1/2-by-1/16 inch thick black laminated plastic nameplates with 3/16-inch high white block lettering for the equipment and systems specified in other Sections. Nameplates shall be lettered with the following:

a. Item ID name or symbol shown on drawings.

b. Capacity or size if not on manufacturer's nameplate.

c. For monitoring and measuring equipment such as meters, gages, and thermometers, nameplate shall also identify what is being measured. For example, the nameplate for thermometer No. 1 in a hot water supply line shall indicate "Thermometer No. 1 - HWS" or similar wording.

2.5 VALVE TAGS

Provide stainless steel valve tags for all valves except stop valves in supplies to plumbing fixtures. Secure tags with beaded chains or other means acceptable to the COR. Provide a valve chart that identifies each valve, its function, and the system of which it is a part. Frame one copy of the valve chart under plastic and wall-mount in the Mechanical Room. Provide another copy of the valve chart in the O&M Manual.

2.6 INSTRUCTION OF COAST GUARD PERSONNEL

Provide instructors to instruct Coast Guard personnel in the operation, trouble shooting, maintenance, and adjustment of the systems and equipment specified in other sections. Duration of instruction shall be as specified in the other sections. Instruction shall be given as part of the final inspection. Only one system shall have instruction at a time. The instruction sessions shall be recorded on DVD or "blue-ray" DVD, and two copies shall be provided to the Contracting Officer.

PART 3 EXECUTION

3.0 Provide a comprehensive computer maintenance management system (CMMS) for the project.

3.1 Work includes, but is not limited to, identifying all facilities items, systems, equipment, and components requiring maintenance, input all facilities items, systems, and equipment data into the CMMS (MAXIMO), provide preventive maintenance (PM) procedures and schedules for all facilities items/systems/equipment requiring maintenance, and develop a "standard operating procedures (SOP)" guide to describe how the CMMS operates.

3.1.1Thrun Hall Barracks and Galley

3.2 The Support Center Elizabeth City point of contact and for Facilities Maintenance is:
CDR Nick Delaura, Facilities Engineer (252) 335-6587; Nicholas.A.Delaura@uscg.mil

3.3 **Requirement**: A comprehensive facilities preventive maintenance program that accurately identifies the preventive maintenance required to professionally maintain the campus. The CMMS should be a stand-alone CMMS PM program which can be readily used by the Government employees, or contractors who could be selected to maintain the facilities.

3.4 **Tasks:** Perform the following at the location described above:

3.5 Survey both buildings to identify all facilities items/systems/equipment requiring preventive maintenance and to obtain the required component nameplate data/description. Identify items to the component level of detail as described in the "Maintenance & Repair" tab and "Preventive Maintenance Tab" of the RS MEANS Company, "FACILITIES MAINTENANCE AND REPAIR COST DATA" publication (most recent edition).

3.6 Adopt the naming convention for all facilities items/systems/equipment as described in ASTM E 1557, "Standard Classification for Building Elements and Related Sitework – UNIFORMAT II". The naming convention shall be developed in cooperation with the Coast Guard that is compatible with the other MAXIMO naming conventions in the CG Facilities Engineering community. The Contractor shall ensure equipment and location naming are performed in accordance with the Coast Guard's real property facility number (RPFN) naming convention. The Contractor shall plan on a minimum of 6 – 8 phone calls to the Coast Guard's Civil Engineering headquarters (CG-43/SEC), the Civil Engineering Technology Center (CETC), and OSC Martinsburg, West Virginia to discuss the current CG-wide naming convention plan for MAXIMO using the ASTM E1557 standard to ensure the naming convention used is in accordance with the naming convention endorsed by the Coast Guard.

3.7 Input the required PM procedures into MAXIMO for each component. The Contractor may use the PM description provided in MAXIMO, the procedure prescribed in the RS MEANS Company, "FACILITIES MAINTENANCE AND REPAIR COST DATA" publication, or manufacturer's written instruction provided for the individual piece of equipment. Furthermore, the Contractor shall input the labor-hours, equipment cost, material cost, total in-house field, and total with overhead and profit (O&P) fields for each PM activity as identified in the RS MEANS Company, "FACILITIES MAINTENANCE AND REPAIR COST DATA" publication. The intent of this CMMS is to have a turnkey PM program in MAXIMO; thus, it is the Contractor's responsibility to have the written PM procedure for each individual component and each individual required PM input into MAXIMO.

3.8 Draft a comprehensive "Standard Operating Procedures (SOP)" guide to describe how the Thrun Hall Barracks and galley CMMS operates. A copy of a similar document drafted for the Coast Guard facility located in Boston will be provided electronically in Adobe "*.pdf" format as a reference for the level of detail required. The Coast Guard Civil Engineering Program MAXIMO User's Guide for Facilities Engineers will be provided electronically in Adobe "*.pdf" format to assist the Contractor in developing the Thrun Hall Barracks and galley SOP.

3.9 **Survey:** The intent of the facility wide survey is to capture every facilities item, which requires preventive maintenance, inventory the item, name the item, and collect the data on the item necessary to input the item into MAXIMO. The Coast Guard will provide an individual to accompany the Contractor during the survey.

3.9.1 The Government will review the results of the survey. It is the Contractor's responsibility to collect every facilities item that requires preventive maintenance. During the course of this project should the Government identify additional facilities items which require PM that were not identified during the Contractor's survey; the Contractor shall survey the item/system/component to collect the required data to include the item and PM description into MAXIMO CMMS.

3.10 **Workplan:** Within 180 calendar days after award, the Contractor shall submit a Work plan describing the Plan of Action and Milestones (POAM) and the Project Management and staff personnel commitments to accomplish the work. The Work plan shall describe the Contractor's proposed strategy to accomplish the work, as well as identify the separate work activities, along with a description of the proposed training course. Furthermore, the Contractor shall provide a proposed schedule for the Government's review, which identifies the separate work activities, required and anticipated start date and duration of each individual work activity.

3.11 **Training:** The Contractor shall provide training to 10 personnel on how to operate the CMMS. The training shall be structured around the CMMS SOP drafted as part of this project. The training shall be comprised of a minimum of classroom time, and maximum hands-on use of MAXIMO.

3.2 Deliverables: Deliverables include:

3.2.1 Hard copy print-out of equipment inventory, PM procedures
3.2.2 SOP Guide (3 hard copies & electronically in MS-WORD)
3.2.3 Workplan
3.2.4 Populated data in MAXIMO
3.2.5 Results of facility-wide surveys

3.3 Contractor shall prepare separate scopes of work detailing the requirements necessary to provide periodic maintenance services for systems listed below. Scope shall be adequately detailed to allow for firm fixed price quotes for the services required. Level of detail should include as a minimum; nature of service to be performed, frequency of service, location of equipment and other information pertinent to accomplishing successful preventive maintenance program in accordance with the equipment manufactures recommendations and warranty requirements. These scopes of work shall be prepared for

the purpose of contracting such services with commercial providers. Attached as enclosure 1, is a *Package (HVAC) Unit Maintenance Requirements* "sample" that demonstrates goal of this scope of work.

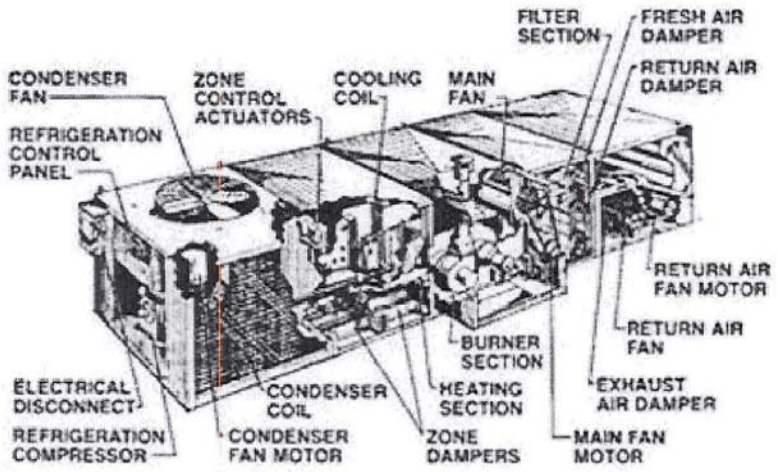
Commercial providers are defined as those companies authorized to provide such services by the by the equipment manufacturers. The purpose of these contracts is not to provide repair services unless specifically noted.

Estimates of service contract pricing shall be provided for each separate scope provided under this section. Estimates shall be based on the listed frequency of services.

TYPICAL SYSTEMS COVERED:

HVAC (units over 2 tons, boilers, hot water heaters, air handling units, fan coil units, chiller, cooling towers)
Fire Protection (Both sprinkler and fire alarm equipment)
Security (not applicable)
Roofing (inspection services only)
Emergency Electrical Systems (Generators)
Substation transformers
Motors over 2 hp
Kitchen Equipment

"SAMPLE" ----Package Unit Maintenance Requirements -----"SAMPLE"



Part	Function	Tasks Required
Filter Section	Removes Particles from the air	Replace filters as needed
Fresh Air Damper (Economizer)	Provides source of outside air	Check for proper operation Adjust & Calibrate Lubricate Bearings
Return air damper	Provides means of re-circulating Air	Check for proper operation Adjust & Calibrate Lubricate Bearings
Exhaust Air damper	Provides outlet for exhaust air	Check for proper operation Adjust & Calibrate Lubricate Bearings
Return & Supply Fans	Circulates & returns air in the System Distributes air into space	Lubricate bearings Check for bearing wear Clean dirt accumulation Check drive couplings tighten Check belts – replace Check alignment of shaft Check fan blade tightness
Return & Supply Fan Motors	Provides energy source to rotate Fans	Inspect starter coils Inspect & clean contacts Tighten all electrical connections Check operating voltage & current Check for vibration

		Lubricate bearings Check motor insulation resistance Check motor mounts – tighten
Electrical Disconnect	Safety shutoff for primary power To unit	Inspect and clean contacts Check for proper operation

Enclosure 1

End of Section