



B&B ARMOR SLIDE GATE MAINTENANCE

PERFORMANCE WORK STATEMENT (PWS)

**DEPARTMENT OF VETERANS AFFAIRS
Austin Information Technology Center (AITC)
Gate 17 East and West Annual Maintenance
Date: October 20, 2015
PWS Version Number: 4.0**

B&B ARMR SLIDE GATE MAINTENANCE

1.0 DESCRIPTION OF SERVICES

Perform complete maintenance of two B&B ARMR model 450 E K12 rated slide gates. Provide the listed services Below per Manufacture Recommendations. 12-annual visits will be provided in the form of 10-monthly Preventative Maintenance's (PMs) and two-semiannual PMs.

APPLICABLE DOCUMENTS

Documents referenced or germane to this Performance Work Statement (PWS) are listed below. In the performance of the tasks associated with this Performance Work Statement, the Contractor shall comply with the following:

1. 44 U.S.C. § 3541, "Federal Information Security Management Act (FISMA) of 2002"
2. Federal Information Processing Standards (FIPS) Publication 140-2, "Security Requirements For Cryptographic Modules"
3. FIPS Pub 201, "Personal Identity Verification of Federal Employees and Contractors," March 2006
4. 10 U.S.C. § 2224, "Defense Information Assurance Program"
5. 5 U.S.C. § 552a, as amended, "The Privacy Act of 1974"
6. 42 U.S.C. § 2000d "Title VI of the Civil Rights Act of 1964"
7. Department of Veterans Affairs (VA) Directive 0710, "Personnel Suitability and Security Program," May 18, 2007
8. Homeland Security Presidential Directive (12) (HSPD-12), August 27, 2004
9. VA Directive 6500, "Information Security Program," August 4, 2006
10. VA Handbook 6500, "Information Security Program," September 18, 2007
11. VA Handbook 6500.2, "Management of Security and Privacy Incidents," June 17, 2008.
12. VA Handbook 6500.3, "Certification and Accreditation of VA Information Systems," November 24, 2008.
13. VA Handbook, 6500.5, Incorporating Security and Privacy in System Development Lifecycle.
14. VA Handbook 6500.6, "Contract Security," March 12, 2010
15. Project Management Accountability System (PMAS) portal (reference PWS References -Technical Library at <https://www.voa.va.gov/>).
16. National Institute Standards and Technology (NIST) Special Publications
17. VA Directive 6508, VA Privacy Impact Assessment, October 3, 2008
18. VA Directive 6300, Records and Information Management, February 26, 2009
19. VA Handbook, 6300.1, Records Management Procedures, March 24, 2010

2.0 PERFORMANCE DETAILS

The gates operations pose a significant part of AITC perimeter security. Because of this, all maintenance activities must be closely supervised by certified experienced personnel, and accompanied by a representative from the AITC Facilities Management staff (305A). as scheduled.

2.1 PERFORMANCE PERIOD

The period of performance shall be one year from date of award, with four one-year option periods.

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|-------------------|---------------------------|
| a. Base Year: | Date of Award – 12 months |
| b. Option Year 1: | 12 months |
| c. Option Year 2: | 12 months |
| d. Option Year 3: | 12 months |
| e. Option Year 4: | 12 months |

There is 10-Federal holidays set by law (USC Title 5 Section 6103) that VA follows:

Under current definitions, four are set by date:

New Year's Day	January 1
Independence Day	July 4
Veterans Day	November 11
Christmas Day	December 25

If any of the above falls on a Saturday, then Friday shall be observed as a holiday. Similarly, if one falls on a Sunday, then Monday shall be observed as a holiday.

The other six are set by a day of the week and month:

Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving	Fourth Thursday in November

2.2 PLACE OF PERFORMANCE

Tasks under this PWS shall be performed at 1615 Woodward Street, Austin, TX 78772.

3.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall perform the following:

- Spare Parts to be provided under this contract shall include (relays, fuses, loop detectors, switches, drive gears, bearings, grease fittings, nuts, bolts, washers, mechanical connections, latch pin actuators, terminal blocks/electrical connections) any spare part deemed by Manufacture Recommendations
- Provide the listed services below per Manufacture Recommendations. 12-annual visits will be provided in the form of 10-monthly PMs and 2-semiannual PMs.
- The contractor shall be responsible for the removal and disposal of all defective parts, trash, and debris generated as a result of maintenance activities.
- Scheduling of maintenance visits is the responsibility of the contractor and shall be scheduled at least seven days in advance.

Monthly Inspections

*** Ensure main power switch is **OFF** when inspecting, adjusting, or replacing drive system components***

- During the opening and closing cycle, verify the gate operates smoothly and does not bind. Adjust the guide wheels as necessary to eliminate binding.
- Inspect the motor pinion gear for wear, and verify that the proper spacing is present between the spur gear and gear rack. Ensure all bolts are tight.
- Verify gate limit switches and locking pin limit switches (Model 450) are in the proper position and operational. Adjust and tighten if necessary.
- Verify locking pin is aligned with beam assembly (Model 450).
- Inspect rack, pinion, and wheel areas and add grease or cosmoline as needed.
- Grease 8" drive wheels.
- Grease pillow block bearings on motor assembly.
- Inspect cradle pivot drive assembly components for wear, and adjust assembly if needed. Ensure all bolts are tight.
- Verify chain tension and adjust as needed.
- Verify the safety devices are functioning correctly.
- Verify electrical connections are tight.
- Visually inspect the condition of the finish. If corrosion is present, wire brush and sand the area then repaint with primer and matching color.

Six-Month Inspections

- Repeat the monthly inspections and adjustments.
- Verify the fluid level in the transmission by removing the oil level plug. If fluid is not present, fill with Mobil SHC 629 or equivalent.
- Inspect guide wheels. Check for proper adjustment and wear on wheels or gate. Readjust if necessary.
- Inspect roller wheels, grease fittings. Make sure oil seals (on side of wheels) are still tight and no grease is coming out the sides of them. Make sure that the wheels and nuts are still tight, and the wheels are turning freely.

3.1 REPORTING REQUIREMENTS

The Contractor shall provide the Contracting Officer's Representative (COR) with Monthly Maintenance Reports. The reports shall identify any problems that arose, a description of how the problems were resolved, and any recommended service replacements. If problems have not been completely resolved, the Contractor shall provide an explanation including their plan and timeframe for resolving the issue. It is expected that the Contractor will keep in communication with VA accordingly so that issues that arise are transparent to both parties to prevent escalation of outstanding issues.

Deliverables:

- A. Monthly Maintenance Report

4.0 GENERAL REQUIREMENTS

All services to be directly supervised by qualified personnel who are trained and experienced in the performance of the services mentioned above. All work shall be performed by trained service technicians using equipment, materials, and procedures specified above.

5.0 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

The following security requirement must be addressed regarding Contractor supplied equipment: Contractor supplied equipment, PCs of all types, equipment with hard drives, etc. for contract services must meet all security requirements that apply to Government Furnished Equipment (GFE) and Government Owned Equipment (GOE). Security Requirements include: a) VA Approved Encryption Software must be installed on all laptops or mobile devices before placed into operation, b) Bluetooth equipped devices are prohibited within VA; Bluetooth must be permanently disabled or

removed from the device, c) VA approved anti-virus and firewall software, d) Equipment must meet all VA sanitization requirements and procedures before disposal. The COR, CO, the Project Manager, and the Information Security Officer (ISO) must be notified and verify all security requirements have been adhered to.

The Contractor shall support VA efforts in accordance with the Project Management

The position sensitivity and the level of background investigation commensurate with the required level of access is:

☒ Low/NACI

Contractor Responsibilities:

- a. For a Low Risk designation, with a period of performance requirement of 180 days or less, a Special Agreement Check (SAC) is required. A Department of Veterans Affairs (DVA) Memorandum – Electronic Fingerprints form is required for fingerprinting. This should be submitted to the CO or COR after award has been made.
- b. The Contractor shall be responsible for the actions of all personnel provided to work for VA under this contract. In the event that damages arise from work performed by Contractor provided personnel, under the auspices of this contract, the Contractor shall be responsible for all resources necessary to remedy the incident.
- c. The Contractor employee may work on the contract once the SAC has been favorably adjudicated. The Contractor, when notified of an unfavorable determination by the Government, shall withdraw the employee from consideration in working under the contract.
- d. Failure to comply with the Contractor personnel investigative requirements may result in termination of the contract for default.

5.1 METHOD AND DISTRIBUTION OF DELIVERABLES

The Contractor shall deliver documentation in electronic format, unless otherwise directed in Section B of the solicitation/contract. Acceptable electronic media include: MS Word 2000/2003/2007, MS Excel 2000/2003/2007, MS PowerPoint 2000/2003/2007, MS Project 2000/2003/2007, MS Access 2000/2003/2007, MS Visio 2000/2002/2003/2007, AutoCAD 2002/2004/2007/2010, and Adobe Postscript Data Format (PDF).

5.2 PERFORMANCE METRICS

The table below defines the Performance Standards and Acceptable Performance Levels for Objectives associated with this effort.

Performance Objective	Performance Standard	Acceptable Performance Levels
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1. Technical Needs	Shows understanding of requirements Efficient and effective in meeting requirements Meets technical needs and mission requirements Offers quality services/products	Acceptable/ Unacceptable
2. Project Milestones and Schedule	Quick response capability Products completed, reviewed, delivered in timely manner Notifies customer in advance of potential problems	Acceptable/ Unacceptable

The Government will utilize a Quality Assurance Surveillance Plan (QASP) throughout the life of the contract to ensure that the Contractor is performing the services required by this PWS in an acceptable manner. The Government reserves the right to alter or change the surveillance methods in the QASP at its own discretion. A SAP Performance Based Service Assessment Survey will be used in combination with the QASP to assist the Government in determining acceptable performance levels.

5.3 FACILITY/RESOURCE PROVISIONS

Staging Area

1. A small area will be made available within the building for storage of materials. Advanced coordination with the COR and the warehouse manager will be required.

5.4 SCHEDULE FOR DELIVERABLES

Note: Days used in the table below refer to calendar days unless otherwise stated. Deliverables with due dates falling on a weekend or holiday shall be submitted the following Government workday after the weekend or holiday.

Task	Deliverable ID	Deliverable Description
<input type="checkbox"/>	A	Monthly Maintenance Report Due within 5 days after scheduled maintenance visit. Electronic submission to: COR, Inspection: destination Acceptance: destination

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POINTS OF CONTACT

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