

**ST PETERSBURG, VA REGIONAL OFFICE  
9500 BAY PINES BLVD  
ST PETERSBURG, FL**

**STATEMENT OF WORK**

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**UPS SYSTEM & BATTERIES MAINTENANCE CONTRACT**

**Danny Wert**

**5/3/2017**

## **1. GENERAL**

**1.1 Introduction.** The UPS systems power solution at the St Petersburg VARO ensures uninterrupted power and the preventive maintenance of the UPS system and batteries is a crucial requirement to complete its mission.

**1.2 Scope of work.** The UPS system and batteries maintenance contract is intended to provide complete full preventive maintenance, repair, replacement services for the components of the new UPS system and batteries within the St Petersburg VARO Network Support Center (NSC). The Contractor shall provide all supervision, labor, administrative support, materials, tools, parts, supplies, equipment, software, hardware, freight, lodging, transportation costs (rental car, air fare, ...etc.), PERDIEM, and transportation to and from work site necessary to effectively and efficiently fulfill all the requirements of this Statement of Work (SOW).

The scope of services includes routine/preventive maintenance (PM) and unscheduled maintenance to the upgrade UPS system, batteries and existing components during the initial warranty period and will extend up to four option periods.

New and or additional UPS system and battery components repaired and/or installed during the duration of the contract will be maintained under this maintenance contract. The Contractor will coordinate with the Contracting Officer Representative (COR) on any new and additional component implementation to insure that any project related warranty and contractual service on new hardware remains in force.

**1.3 Duration.** The term of this requirement consists of a base period of one (1) year and up to four (4) one (1) year option periods.

## **2. GOVERNMENT FURNISHED ITEMS**

**2.1** The government shall provide at no cost parking space, use of restrooms, use of canteen and retail store, and access to the VARO loading docks as necessary.

## **3. CONTRACTOR FURNISHED ITEMS AND SERVICES**

**3.1 GENERAL.** The Contractor shall be responsible for performing all routine maintenance and repair work required to maintain the UPS system and batteries in the condition prescribed by the original equipment manufacturers recommended guidelines and/or warranty requirements where the warranty remains in force. This is to include all components, accessories, new updates, firmware, bug patches, fixes...etc. The Contractor shall work closely with the COR, and the St Petersburg VARO Support

Services Division to address various trouble calls. Contractor shall replace-with-kind all damaged components of the UPS battery system.

**3.2 Competencies.** The Contractor will have a thorough knowledge of the installation and full functionality of the current UPS system and batteries. The Contractor will be familiar with the current UPS battery system components, their installation, operation, repair, functionality, and market availability.

**3.3 Installation / Diagnostic tools.** The Contractor shall provide and utilize on the job site any diagnostic equipment that will enable the Contractor to repair and return all UPS battery system components to the original performance specifications as outlined in the original manufactures guidelines.

**3.4 SECURITY.** The Contractor is required to enter and exit the St Petersburg VARO through the front entrance. Entering or exiting the building through any other door will require VARO approval and an escort will be required. Upon entering the building the contractor and/or contractor employees will be required to show proof of identity (must have a valid photo ID) as well as pass through a security screening. Due to the sensitivity and personal information processed at the VARO the Contractor as well as the Contractors employees will be required to complete VA Privacy training.

**3.5 SAFETY.** The following safety criteria shall be met at the time of the acceptance inspection:

**3.5.1 Equipment.** The Contractor shall provide all safety equipment/devices, personal protective equipment and clothing as required for its employees.

**3.5.2 Compliance with Laws.** Contractor represents and warrants that the performance of this contract and the furnishing of goods or services required shall be in accordance with the applicable standards, provisions and stipulations of all pertinent Federal, State or Authority laws, rules, regulations, resolutions, and ordinances including but not limited to the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act, the National Environmental Policy Act, and the Occupational Safety and Health Acts.

**3.6 Minimum Certifications, Training, Experience:**

**3.6.1** The Contractor shall adhere to the NFPA 70B standards as well as ANSI C132.1 as they pertain to electrical equipment maintenance.

**3.6.2** The Contractor, at its own expense and in its own name, must provide and keep in force during the term of this Agreement, the following insurance coverage's, provided by a company(s) licensed to conduct business in the State of Florida:

Worker's Compensation Insurance, including Employer's Liability Insurance, complying with the laws of the Florida.

Comprehensive General Liability Insurance, including Contractual Liability and Products Completed Operations Liability as well as coverage on all Contractor's equipment owned, hired or used in performance of this contract.

**3.7 DESCRIPTION OF SERVICES.** The following services shall be provided by the Contractor:

**3.7.1.1 Quarterly Scheduled Maintenance.** The contractor shall provide a schedule depicting the dates requested to perform quarterly scheduled maintenance on the UPS system and batteries in the Network Service Center (NSC) at the St Petersburg VARO. All deficiencies will be repaired at the contractor's expense. The Contractor shall provide a report documenting these inspections and all corrected deficiencies and repairs. (Format to be agreed upon after award) The quarterly scheduled maintenance shall include:

**3.7.1.1.1** Perform Infrared Scan verifying tightness of circuit breakers and panel board(s) branch circuits, high and low voltage junction box terminals, transformer, terminal block, and ground/neutral bus bar connections. Verify continuity of fuses, grounding electrode conductor (all isolated grounds), and EPO lamps are illuminated. Ensure PPC 75-125 is functioning per manufactures specifications.

**3.7.1.1.2 Sealed Battery Cabinet W/30ea, UPS batteries** – quarterly visually inspect for cleanliness, leakage, corrosion, gas/vapor leaks, voltage levels, charging current, ohmic readings, float voltage of cells...etc.. Ensure all batteries are functioning per manufactures specifications

**3.7.1.1.3** A visual inspection of all equipment for loose connections, burned insulation or any other signs of wear.

**3.7.1.2 Semi-Annual Scheduled Maintenance.** The contractor shall provide a schedule depicting the dates requested to perform the semi-annual maintenance. The Contractor shall provide a semi-annual scheduled maintenance on the UPS system and batteries in the Network Service Center (NSC) at the St Petersburg VARO. All deficiencies will be repaired at the contractor's expense. The Contractor shall provide a report documenting these inspections and all corrected deficiencies and repairs. (Format to be agreed upon after award). The semi-annual scheduled maintenance will include all requirements from the quarterly scheduled maintenance as well as:

**3.7.1.2.1** Inspection / preventative maintenance of the power capacitors, vent caps, breakers, fuses, connections, wiring, contacts, cables, record voltage and current meter readings, and record harmonic trap filter current readings in accordance with manufacturers recommended specifications.

**3.7.1.3 Annual Scheduled Maintenance.** The contractor shall provide a schedule depicting the dates requested to perform the annual maintenance. The Contractor shall provide a annual scheduled maintenance on the UPS system and batteries in the Network Service Center (NSC) at the St Petersburg VARO. All deficiencies will be repaired at the contractor's expense. The Contractor shall provide a report documenting these inspections and all corrected deficiencies and repairs. (Format to be agreed upon after award). The annual inspection will include all requirements from the Semi-Annual scheduled maintenance as well as:

**3.7.1.3.1** Inspection and or preventative maintenance by checking and recording the phase-to-phase input voltage and currents, recording the low voltage power supply levels, checking for evidence of heat discoloration, and checking inverter and rectifier snubbers for signs of damage. Test UPS transfer switches, circuit breakers and maintenance bypasses. All deficiencies will be repaired at the contractor's expense. The Contractor shall provide a Annual report documenting these inspections and all corrected deficiencies and repairs. (Format to be agreed upon after award)

**3.7.1.4 Unscheduled maintenance.** Emergency requests will be responded to within 4 hours, 24hrs/day, 7 days/week. Inoperable UPS battery components will be repaired or replaced within 24 hours. All deficiencies will be repaired at the contractor's expense. The Contractor shall provide a report documenting the corrected deficiencies and repairs. (Format to be agreed upon after award). The cost for parts and labor for maintenance or damage resulting from operator negligence may be submitted through the Contracting Officer for consideration of payment.

**3.7.1.5 UPS Battery Components.** The contractor shall ensure components to the following UPS battery system are able to be obtained and maintained as required:

UPS	1
Power Distribution Panel	1

W/30ea, UPS 12-270FR VRLA batteries

**Comment [DoVA1]:** Is tis a generic number?  
How do we know if the numbers will change  
depending on who wins the installation contract.

**3.7.1.6 UPS battery spare parts inventory.** The contractors will maintain a spare parts inventory sufficient for specified maintenance and repair requirements in order to keep the UPS systems and batteries components continuously operating.

#### 4 Performance Requirement Summary (PRS)

Statements	Standards/AQLs	Incentive/Remedy
3.7.1.1 Quarterly Scheduled Maintenance.	Provide a schedule depicting the dates requested to perform the semi-annual maintenance within five days of completing the UPS upgrade installation.  95% accurate schedule within 5 work days.	Failure to correct all deficiencies within 3 work days may result in a CDR.
3.7.1.1 Quarterly Scheduled Maintenance.	Completed scheduled maintenance within three work days of schedule.  Provided report within 5 work days.	Failure to correct all deficiencies within 3 work days may result in a CDR.
3.7.1.2 Semi-Annual Scheduled Maintenance.	Completed scheduled maintenance within three work days of schedule.  Provided report within 5 work days.	Failure to correct all deficiencies within 3 work days may result in a CDR.

3.7.1.3	Annual Scheduled Maintenance.	Completed scheduled maintenance within three work days of schedule.  Provided report within 5 work days.	Failure to correct all deficiencies within 3 work days may result in a CDR.
3.7.1.4	Unscheduled Maintenance.	Respond to unscheduled maintenance Emergency requests within 4 hours, 24hrs/day, 7 days/week. Inoperable UPS battery components are repaired or replaced within 24 hours.  Provided report within 1 work day.	Failure to correct all deficiencies within 1 work day may result in a CDR.

## 5. Deliverables

Number	Name	Frequency	Quantity
A001	Training certificates and licenses  Copies of all on site employees training certificates and licenses	Continuous	
A002	Activity Hazards Analysis  Contractor will conduct an initial AHA and update as work conditions change	Continuous	1

A003	Information Security and Awareness Training	Once	1
	Information Security and Awareness Training conducted via TMS.		
	Due 10 days from contract award date		
A004	30hr OSHA Training Certificate	Once	1
	Provided to COR within 10 days of NTP		
A005	Certification of Veteran Status and Veteran Relatives - VA Form 0344	Once	1
	This form used to identify contractor employees who have family members (veterans) receiving service at this RO.		
	Provided to COR within 10 days of NTP		
A005	10hr Training Certificate	Once	1
	Provided to COR within 10 days of NTP		
A006	10hr OSHA Safety Training	Once	1
	Certification of completion of training will be submitted to the COR within 10 working days from the contract award date for all employees. See section 4 for specific instructions		
	Provided to COR within 10 days of NTP		
A007	OSHA 30hr Safety Training Course - Supervisor	Once	1
	The Contractor as well as the on-site supervisor will have completed no less than 30 hours of OSHA approved safety training. See section 4 for specific instructions		
	Provided to COR within 10 days of NTP		



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A008	VA Form 0711 _ Request for Personal Identity Verification Card	Once	1
	Contractor employees to include subcontractor employees will submit VA Form 0711 to the COR within 5 days of being awarded the contract.		

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