D.C. DEPARTMENT OF GENERAL SERVICES

Request for Proposals

Consolidated Maintenance Services for Ballou Senior High School
"Set-Aside for Participation by D.C. Certified Business Enterprises Only"

December 1, 2014

Proposal Due Date:	**December 22, 2014 by 2:00 p.m. EST**
Pre-Proposal Conference	**December 8, 2014 @ 10:30 a.m.** ***Department of General Services*** ***Frank D. Reeves Center*** ***2nd Floor Community Room*** ***2000 14th Street, NW*** ***Washington, DC 20009***
Proposal Delivery Location:	***Department of General Services*** ***Att'n: JW Lanum*** ***Frank D. Reeves Center*** ***2000 14th Street, NW*** ***Contracts & Procurement Division, 8th Floor*** ***Washington, DC 20009***
Contact:	Kiesha Nelson Department of General Services 2000 14th Street, NW 8th Floor Washington, D.C. 20009 Kiesha.Nelson@dc.gov Phone: (202) 727-2733
Solicitation Number:	DCAM-15-NC-0063

SECTION B
SUPPLIES OR SERVICES AND COST

B.1 INTRODUCTION

The District of Columbia, Department of General Services (DGS) is seeking a Contractor to provide consolidated maintenance services including the management, supervision, labor, materials, supplies, and equipment (except as otherwise provided) to ensure effective performance of Operations, Maintenance and Repair (OM&R) services at **Ballou Senior High School located at 3401 4th Street SE, Washington, DC.**

This procurement is being set aside in the Sheltered Market and only CBE's that are certified by the District's Department of Small and Local Business Development (DSLBD) at the time of submission are eligible to participate.

B.2 TYPE OF CONTRACT

B.2.1 The District contemplates award of a firm fixed price contract with a cost-reimbursement component.

B.2.1.1 The Contractor shall be reimbursed for costs incurred in performing Reimbursable Services (C.3.20) approved in advance in writing by the Contracting Officer (CO). Reimbursable services which cost $10,000.00 or more will require the CO's approval thru a Task Order. The Contractor shall use the hourly rates established in the Reimbursable Services Price Schedules (B.4) to determine costs associated with Reimbursable Services..

B.3 SMALL BUSINESS ENTERPRISE (SBE) REQUIREMENTS

An Offeror responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the Offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of $250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

B.4 PRICE SCHEDULE

B.4.1 BASE YEAR

B.4.1.1 Basic Services

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Month	Qty.	Extended Price
0001	**Basic Services**				
0001AA	Electrical Services (C.3.1)	Month	$_____	12	$_____
0001AB	Mechanical Services (C.3.2)	Month	$_____	12	$_____
0001AC	Plumbing Services (C.3.3)	Month	$_____	12	$_____
0001AD	Elevator, Lifts, and Escalators Services (C.3.4)	Month	$_____	12	$_____
0001AE	Energy Management Control System Services (C.3.5)	Month	$_____	12	$_____
0001AF	Fire Protection Systems (C.3.6)	Month	$_____	12	$_____
0001AG	Architectural and Structural Services (C.3.7)	Month	$_____	12	$_____
0001AH	Operations, Maintenance, Repair, and Improvement Services (C.3.8)	Month	$_____	12	$_____
0001AI	Snow and Ice Removal Services (C.3.9)	Month	$_____	12	$_____
0001AJ	RESERVED			0	
0001AP	Landscaping Services (C.3.11)	Month	$_____	12	$_____
0001AQ	Utility Companies Services (C.3.12)	Month	$_____	12	$_____
0001AR	Security, Telecommunication, and Tenant Building Systems Support (C.3.13)	Month	$_____	12	$_____
0001AS	Pest Control Services (C.3.14)	Month	$_____	12	$_____
0001AT	Locksmith Services (C.3.15)	Month	$_____	12	$_____
0001AU	Service Call and Tenant Environment (C.3.16)	Month	$_____	12	$_____
0001AV	Special Services (C.3.17)	Month	$_____	12	$_____
0001AV1	Special Services – Pool Maintenance (C.3.17.5)	Month	$_____	12	$_____
0001AV2	Special Services – Court and Field Maintenance (C.3.17.6)	Month	$_____	12	$_____
Base Year Basic Services Total					**$**_____

B.4.1.2 Base Year Cost Reimbursable Price Schedule

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0002	**Reimbursable Services (C.3.20)**	**Not to Exceed**			**$250,000.00**
0003	Electrician	Hour	$_____	1	$_____
0004	Electrician - Overtime	Hour	$_____	1	$_____
0005	Electrician - Emergency Callback	Hour	$_____	1	$_____
0006	Emergency Generator Technician	Hour	$_____	1	$_____
0007	Emergency Generator Technician - Overtime	Hour	$_____	1	$_____
0008	Emergency Generator Tech.- Emergency Callback	Hour	$_____	1	$_____
0009	HVAC Technician	Hour	$_____	1	$_____
0010	HVAC Technician - Overtime	Hour	$_____	1	$_____
0011	HVAC Technician - Emergency Callback	Hour	$_____	1	$_____
0012	Oil & Gas Systems Technician	Hour	$_____	1	$_____
0013	Oil and Gas Systems Technician - Overtime	Hour	$_____	1	$_____
0014	Oil and Gas Systems Tech. - Emergency Callback	Hour	$_____	1	$_____
0015	Fire Alarm Maintenance	Hour	$_____	1	$_____
0016	Fire Alarm Maintenance - Overtime	Hour	$_____	1	$_____
0017	Fire Alarm Maintenance - Emergency Callback	Hour	$_____	1	$_____
0018	Plumber	Hour	$_____	1	$_____
0019	Plumber - Overtime	Hour	$_____	1	$_____
0020	Plumber - Emergency Callback	Hour	$_____	1	$_____
0021	Elevator Technician	Hour	$_____	1	$_____
0022	Elevator Technician - Overtime	Hour	$_____	1	$_____
0023	Elevator Technician - Emergency Callback	Hour	$_____	1	$_____
0024	Building Automation System Technician	Hour	$_____	1	$_____
0025	Building Automation System Technician – Overtime	Hour	$_____	1	$_____

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0026	Building Automation System Technician – Emergency Callback	Hour	$_____	1	$_____
0027	Excess of 6" Snow Removal	Hour	$_____	1	$_____
0028	Excess of 6" - Snow Removal - Overtime	Hour	$_____	1	$_____
0029	General Maintenance Technician	Hour	$_____	1	$_____
0030	General Maintenance Technician - Overtime	Hour	$_____	1	$_____
0031	General Maintenance Technician – Emergency Callback	Hour	$_____	1	$_____
0032	Administrative Staff	Hour	$_____	1	$_____
0033	Administrative Staff - Overtime	Hour	$_____	1	$_____
0034	Administrative Staff – Emergency Callback	Hour	$_____	1	$_____
0035	Landscape Maintenance	Hour	$_____	1	$_____
0036	Landscape Maintenance - Overtime	Hour	$_____	1	$_____
0037	Landscape Maintenance - Emergency Callback	Hour	$_____	1	$_____
0038	Pest Control Maintenance	Hour	$_____	1	$_____
0039	Pest Control Maintenance – Overtime	Hour	$_____	1	$_____
0040	Pest Control Maintenance - Emergency Callback	Hour	$_____	1	$_____
0041	Pool Maintenance	Hour	$_____	1	$_____
0042	Pool Maintenance – Overtime	Hour	$_____	1	$_____
0043	Pool Maintenance - Emergency Callback	Hour	$_____	1	$_____
0044	Court and Field Maintenance	Hour	$_____	1	$_____
0045	Court and Field Maintenance – Overtime	Hour	$_____	1	$_____
0046	Court and Field Maintenance - Emergency Callback	Hour	$_____	1	$_____
Base Year Cost Reimbursable Services Total (0002 - 0046)					$_____
Base Year Total (B.4.1.1 + B.4.1.2)					$_____

* The estimated quantity of Labor Hours is included for the purpose of evaluating price only. The not to exceed cost reimbursement amount for the Base Year and each Option Year is $250,000.00.

B.4.2 OPTION YEAR ONE

B.4.2.1 Basic Services

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Month	Qty.	Extended Price
0101	**Basic Services**				
0101AA	Electrical Services (C.3.1)	Month	$_____	12	$_____
0101AB	Mechanical Services (C.3.2)	Month	$_____	12	$_____
0101AC	Plumbing Services (C.3.3)	Month	$_____	12	$_____
0101AD	Elevator, Lifts, and Escalators Services (C.3.4)	Month	$_____	12	$_____
0101AE	Energy Management Control System Services (C.3.5)	Month	$_____	12	$_____
0101AF	Fire Protection Systems (C.3.6)	Month	$_____	12	$_____
0101AG	Architectural and Structural Services (C.3.7)	Month	$_____	12	$_____
0101AH	Operations, Maintenance, Repair, and Improvement Services (C.3.8)	Month	$_____	12	$_____
0101AI	Snow and Ice Removal Services (C.3.9)	Month	$_____	12	$_____
0101AJ	RESERVED			0	
0101AP	Landscaping Services (C.3.11)	Month	$_____	12	$_____
0101AQ	Utility Companies Services (C.3.12)	Month	$_____	12	$_____
0101AR	Security, Telecommunication, and Tenant Building Systems Support (C.3.13)	Month	$_____	12	$_____
0101AS	Pest Control Services (C.3.14)	Month	$_____	12	$_____
0101AT	Locksmith Services (C.3.15)	Month	$_____	12	$_____
0101AU	Service Call and Tenant Environment (C.3.16)	Month	$_____	12	$_____
0101AV	Special Services (C.3.17)	Month	$_____	12	$_____
0101AV1	Special Services – Pool Maintenance (C.3.17.5)	Month	$_____	12	$_____
0101AV2	Special Services – Court and Field Maintenance (C.3.17.6)	Month	$_____	12	$_____
Option Year One Basic Services Total					**$_____**

B.4.2.2 OPTION YEAR ONE COST REIMBURSABLE PRICE SCHEDULE

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0102	**Reimbursable Services (C.3.20)**	**Not to Exceed**			**$250,000.00**
0103	Electrician	Hour	$_____	1	$_____
0104	Electrician - Overtime	Hour	$_____	1	$_____
0105	Electrician - Emergency Callback	Hour	$_____	1	$_____
0106	Emergency Generator Technician	Hour	$_____	1	$_____
0107	Emergency Generator Technician - Overtime	Hour	$_____	1	$_____
0108	Emergency Generator Tech.- Emergency Callback	Hour	$_____	1	$_____
0109	HVAC Technician	Hour	$_____	1	$_____
0110	HVAC Technician - Overtime	Hour	$_____	1	$_____
0111	HVAC Technician - Emergency Callback	Hour	$_____	1	$_____
0112	Oil & Gas Systems Technician	Hour	$_____	1	$_____
0113	Oil and Gas Systems Technician - Overtime	Hour	$_____	1	$_____
0114	Oil and Gas Systems Tech. - Emergency Callback	Hour	$_____	1	$_____
0115	Fire Alarm Maintenance	Hour	$_____	1	$_____
0116	Fire Alarm Maintenance - Overtime	Hour	$_____	1	$_____
0117	Fire Alarm Maintenance - Emergency Callback	Hour	$_____	1	$_____
0118	Plumber	Hour	$_____	1	$_____
0119	Plumber - Overtime	Hour	$_____	1	$_____
0120	Plumber - Emergency Callback	Hour	$_____	1	$_____
0121	Elevator Technician	Hour	$_____	1	$_____
0122	Elevator Technician - Overtime	Hour	$_____	1	$_____
0123	Elevator Technician - Emergency Callback	Hour	$_____	1	$_____
0124	Building Automation System Technician	Hour	$_____	1	$_____
0125	Building Automation System Technician – Overtime	Hour	$_____	1	$_____

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0126	Building Automation System Technician – Emergency Callback	Hour	$_____	1	$_____
0127	Excess of 6" Snow Removal	Hour	$_____	1	$_____
0128	Excess of 6" - Snow Removal - Overtime	Hour	$_____	1	$_____
0129	General Maintenance Technician	Hour	$_____	1	$_____
0130	General Maintenance Technician - Overtime	Hour	$_____	1	$_____
0131	General Maintenance Technician – Emergency Callback	Hour	$_____	1	$_____
0132	Administrative Staff	Hour	$_____	1	$_____
0133	Administrative Staff - Overtime	Hour	$_____	1	$_____
0134	Administrative Staff – Emergency Callback	Hour	$_____	1	$_____
0135	Landscape Maintenance	Hour	$_____	1	$_____
0136	Landscape Maintenance - Overtime	Hour	$_____	1	$_____
0137	Landscape Maintenance - Emergency Callback	Hour	$_____	1	$_____
0138	Pest Control Maintenance	Hour	$_____	1	$_____
0139	Pest Control Maintenance – Overtime	Hour	$_____	1	$_____
0140	Pest Control Maintenance - Emergency Callback	Hour	$_____	1	$_____
0141	Pool Maintenance	Hour	$_____	1	$_____
0142	Pool Maintenance – Overtime	Hour	$_____	1	$_____
0143	Pool Maintenance - Emergency Callback	Hour	$_____	1	$_____
0144	Court and Field Maintenance	Hour	$_____	1	$_____
0145	Court and Field Maintenance – Overtime	Hour	$_____	1	$_____
0146	Court and Field Maintenance - Emergency Callback	Hour	$_____	1	$_____
Option Year One Cost Reimbursable Services Total (0102 - 0146)					**$**_____
Option Year One Total (B.4.2.1 + B.4.2.2)					$_____

* The estimated quantity of Labor Hours is included for the purpose of evaluating price only. The not to exceed cost reimbursement amount for the Base Year and each Option Year is $250,000.00.

B.4.3 OPTION YEAR TWO

B.4.3.1 Basic Services

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Month	Qty.	Extended Price
0201	**Basic Services**				
0201AA	Electrical Services (C.3.1)	Month	$_____	12	$_____
0201AB	Mechanical Services (C.3.2)	Month	$_____	12	$_____
0201AC	Plumbing Services (C.3.3)	Month	$_____	12	$_____
0201AD	Elevator, Lifts, and Escalators Services (C.3.4)	Month	$_____	12	$_____
0201AE	Energy Management Control System Services (C.3.5)	Month	$_____	12	$_____
0201AF	Fire Protection Systems (C.3.6)	Month	$_____	12	$_____
0201AG	Architectural and Structural Services (C.3.7)	Month	$_____	12	$_____
0201AH	Operations, Maintenance, Repair, and Improvement Services (C.3.8)	Month	$_____	12	$_____
0201AI	Snow and Ice Removal Services (C.3.9)	Month	$_____	12	$_____
0201AJ	RESERVED			0	
0201AP	Landscaping Services (C.3.11)	Month	$_____	12	$_____
0201AQ	Utility Companies Services (C.3.12)	Month	$_____	12	$_____
0201AR	Security, Telecommunication, and Tenant Building Systems Support (C.3.13)	Month	$_____	12	$_____
0201AS	Pest Control Services (C.3.14)	Month	$_____	12	$_____
0201AT	Locksmith Services (C.3.15)	Month	$_____	12	$_____
0201AU	Service Call and Tenant Environment (C.3.16)	Month	$_____	12	$_____
0201AV	Special Services (C.3.17)	Month	$_____	12	$_____
0201AV1	Special Services – Pool Maintenance (C.3.17.5)	Month	$_____	12	$_____
0201AV2	Special Services – Court and Field Maintenance (C.3.17.6)	Month	$_____	12	$_____
Option Year Two Basic Services Total					$_____

B.4.3.2 Option Year Two Cost Reimbursable Price Schedule

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0202	**Reimbursable Services (C.3.20)**	**Not to Exceed**			**$250,000.00**
0203	Electrician	Hour	$_____	1	$_____
0204	Electrician - Overtime	Hour	$_____	1	$_____
0205	Electrician - Emergency Callback	Hour	$_____	1	$_____
0206	Emergency Generator Technician	Hour	$_____	1	$_____
0207	Emergency Generator Technician - Overtime	Hour	$_____	1	$_____
0208	Emergency Generator Tech.- Emergency Callback	Hour	$_____	1	$_____
0209	HVAC Technician	Hour	$_____	1	$_____
0210	HVAC Technician - Overtime	Hour	$_____	1	$_____
0211	HVAC Technician - Emergency Callback	Hour	$_____	1	$_____
0212	Oil & Gas Systems Technician	Hour	$_____	1	$_____
0213	Oil and Gas Systems Technician - Overtime	Hour	$_____	1	$_____
0214	Oil and Gas Systems Tech. - Emergency Callback	Hour	$_____	1	$_____
0215	Fire Alarm Maintenance	Hour	$_____	1	$_____
0216	Fire Alarm Maintenance - Overtime	Hour	$_____	1	$_____
0217	Fire Alarm Maintenance - Emergency Callback	Hour	$_____	1	$_____
0218	Plumber	Hour	$_____	1	$_____
0219	Plumber - Overtime	Hour	$_____	1	$_____
0220	Plumber - Emergency Callback	Hour	$_____	1	$_____
0221	Elevator Technician	Hour	$_____	1	$_____
0222	Elevator Technician - Overtime	Hour	$_____	1	$_____
0223	Elevator Technician - Emergency Callback	Hour	$_____	1	$_____
0224	Building Automation System Technician	Hour	$_____	1	$_____
0225	Building Automation System Technician – Overtime	Hour	$_____	1	$_____

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0226	Building Automation System Technician – Emergency Callback	Hour	$_____	1	$_____
0227	Excess of 6" Snow Removal	Hour	$_____	1	$_____
0228	Excess of 6" - Snow Removal - Overtime	Hour	$_____	1	$_____
0229	General Maintenance Technician	Hour	$_____	1	$_____
0230	General Maintenance Technician - Overtime	Hour	$_____	1	$_____
0231	General Maintenance Technician – Emergency Callback	Hour	$_____	1	$_____
0232	Administrative Staff	Hour	$_____	1	$_____
0233	Administrative Staff - Overtime	Hour	$_____	1	$_____
0234	Administrative Staff – Emergency Callback	Hour	$_____	1	$_____
0235	Landscape Maintenance	Hour	$_____	1	$_____
0236	Landscape Maintenance - Overtime	Hour	$_____	1	$_____
0237	Landscape Maintenance - Emergency Callback	Hour	$_____	1	$_____
0238	Pest Control Maintenance	Hour	$_____	1	$_____
0239	Pest Control Maintenance – Overtime	Hour	$_____	1	$_____
0240	Pest Control Maintenance - Emergency Callback	Hour	$_____	1	$_____
0241	Pool Maintenance	Hour	$_____	1	$_____
0242	Pool Maintenance – Overtime	Hour	$_____	1	$_____
0243	Pool Maintenance - Emergency Callback	Hour	$_____	1	$_____
0244	Court and Field Maintenance	Hour	$_____	1	$_____
0245	Court and Field Maintenance – Overtime	Hour	$_____	1	$_____
0246	Court and Field Maintenance - Emergency Callback	Hour	$_____	1	$_____
Option Year Two Cost Reimbursable Services Total (0202 - 0246)					**$**_____
Option Year Two Total (B.4.3.1 + B.4.3.2)					$_____

* The estimated quantity of Labor Hours is included for the purpose of evaluating price only. The not to exceed cost reimbursement amount for the Base Year and each Option Year is $250,000.00.

B.4.4 OPTION YEAR THREE

B.4.4.1 Basic Services

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Month	Qty.	Extended Price
0301	**Basic Services**				
0301AA	Electrical Services (C.3.1)	Month	$_____	12	$_____
0301AB	Mechanical Services (C.3.2)	Month	$_____	12	$_____
0301AC	Plumbing Services (C.3.3)	Month	$_____	12	$_____
0301AD	Elevator, Lifts, and Escalators Services (C.3.4)	Month	$_____	12	$_____
0301AE	Energy Management Control System Services (C.3.5)	Month	$_____	12	$_____
0301AF	Fire Protection Systems (C.3.6)	Month	$_____	12	$_____
0301AG	Architectural and Structural Services (C.3.7)	Month	$_____	12	$_____
0301AH	Operations, Maintenance, Repair, and Improvement Services (C.3.8)	Month	$_____	12	$_____
0301AI	Snow and Ice Removal Services (C.3.9)	Month	$_____	12	$_____
0301AJ	RESERVED			0	
0301AP	Landscaping Services (C.3.11)	Month	$_____	12	$_____
0301AQ	Utility Companies Services (C.3.12)	Month	$_____	12	$_____
0301AR	Security, Telecommunication, and Tenant Building Systems Support (C.3.13)	Month	$_____	12	$_____
0301AS	Pest Control Services (C.3.14)	Month	$_____	12	$_____
0301AT	Locksmith Services (C.3.15)	Month	$_____	12	$_____
0301AU	Service Call and Tenant Environment (C.3.16)	Month	$_____	12	$_____
0301AV	Special Services (C.3.17)	Month	$_____	12	$_____
0301AV1	Special Services – Pool Maintenance (C.3.17.5)	Month	$_____	12	$_____
0301AV2	Special Services – Court and Field Maintenance (C.3.17.6)	Month	$_____	12	$_____
Option Year Three Basic Services Total					$_____

B.4.4.2 Option Year Three Cost Reimbursable Price Schedule

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0302	**Reimbursable Services (C.3.20)**	**Not to Exceed**			**$250,000.00**
0303	Electrician	Hour	$_____	1	$_____
0304	Electrician - Overtime	Hour	$_____	1	$_____
0305	Electrician - Emergency Callback	Hour	$_____	1	$_____
0306	Emergency Generator Technician	Hour	$_____	1	$_____
0307	Emergency Generator Technician - Overtime	Hour	$_____	1	$_____
0308	Emergency Generator Tech.- Emergency Callback	Hour	$_____	1	$_____
0309	HVAC Technician	Hour	$_____	1	$_____
0310	HVAC Technician - Overtime	Hour	$_____	1	$_____
0311	HVAC Technician - Emergency Callback	Hour	$_____	1	$_____
0312	Oil & Gas Systems Technician	Hour	$_____	1	$_____
0313	Oil and Gas Systems Technician - Overtime	Hour	$_____	1	$_____
0314	Oil and Gas Systems Tech. - Emergency Callback	Hour	$_____	1	$_____
0315	Fire Alarm Maintenance	Hour	$_____	1	$_____
0316	Fire Alarm Maintenance - Overtime	Hour	$_____	1	$_____
0317	Fire Alarm Maintenance - Emergency Callback	Hour	$_____	1	$_____
0318	Plumber	Hour	$_____	1	$_____
0319	Plumber - Overtime	Hour	$_____	1	$_____
0320	Plumber - Emergency Callback	Hour	$_____	1	$_____
0321	Elevator Technician	Hour	$_____	1	$_____
0322	Elevator Technician - Overtime	Hour	$_____	1	$_____
0323	Elevator Technician - Emergency Callback	Hour	$_____	1	$_____
0324	Building Automation System Technician	Hour	$_____	1	$_____
0325	Building Automation System Technician – Overtime	Hour	$_____	1	$_____

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0326	Building Automation System Technician – Emergency Callback	Hour	$_____	1	$_____
0327	Excess of 6" Snow Removal	Hour	$_____	1	$_____
0328	Excess of 6" - Snow Removal - Overtime	Hour	$_____	1	$_____
0329	General Maintenance Technician	Hour	$_____	1	$_____
0330	General Maintenance Technician - Overtime	Hour	$_____	1	$_____
0331	General Maintenance Technician – Emergency Callback	Hour	$_____	1	$_____
0332	Administrative Staff	Hour	$_____	1	$_____
0333	Administrative Staff - Overtime	Hour	$_____	1	$_____
0334	Administrative Staff – Emergency Callback	Hour	$_____	1	$_____
0335	Landscape Maintenance	Hour	$_____	1	$_____
0336	Landscape Maintenance - Overtime	Hour	$_____	1	$_____
0337	Landscape Maintenance - Emergency Callback	Hour	$_____	1	$_____
0338	Pest Control Maintenance	Hour	$_____	1	$_____
0339	Pest Control Maintenance – Overtime	Hour	$_____	1	$_____
0340	Pest Control Maintenance - Emergency Callback	Hour	$_____	1	$_____
0341	Pool Maintenance	Hour	$_____	1	$_____
0342	Pool Maintenance – Overtime	Hour	$_____	1	$_____
0343	Pool Maintenance - Emergency Callback	Hour	$_____	1	$_____
0344	Court and Field Maintenance	Hour	$_____	1	$_____
0345	Court and Field Maintenance – Overtime	Hour	$_____	1	$_____
0346	Court and Field Maintenance - Emergency Callback	Hour	$_____	1	$_____
Option Year Three Cost Reimbursable Services Total (0302 - 0346)					$_____
Option Year Three Total (B.4.4.1 + B.4.4.2)					$_____

* The estimated quantity of Labor Hours is included for the purpose of evaluating price only. The not to exceed cost reimbursement amount for the Base Year and each Option Year is $250,000.00.

B.4.5 OPTION YEAR FOUR

B.4.5.1 Basic Services

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Month	Qty.	Extended Price
0401	**Basic Services**				
0401AA	Electrical Services (C.3.1)	Month	$_____	12	$_____
0401AB	Mechanical Services (C.3.2)	Month	$_____	12	$_____
0401AC	Plumbing Services (C.3.3)	Month	$_____	12	$_____
0401AD	Elevator, Lifts, and Escalators Services (C.3.4)	Month	$_____	12	$_____
0401AE	Energy Management Control System Services (C.3.5)	Month	$_____	12	$_____
0401AF	Fire Protection Systems (C.3.6)	Month	$_____	12	$_____
0401AG	Architectural and Structural Services (C.3.7)	Month	$_____	12	$_____
0401AH	Operations, Maintenance, Repair, and Improvement Services (C.3.8)	Month	$_____	12	$_____
0401AI	Snow and Ice Removal Services (C.3.9)	Month	$_____	12	$_____
0401AJ	RESERVED			0	
0401AP	Landscaping Services (C.3.11)	Month	$_____	12	$_____
0401AQ	Utility Companies Services (C.3.12)	Month	$_____	12	$_____
0401AR	Security, Telecommunication, and Tenant Building Systems Support (C.3.13)	Month	$_____	12	$_____
0401AS	Pest Control Services (C.3.14)	Month	$_____	12	$_____
0401AT	Locksmith Services (C.3.15)	Month	$_____	12	$_____
0401AU	Service Call and Tenant Environment (C.3.16)	Month	$_____	12	$_____
0401AV	Special Services (C.3.17)	Month	$_____	12	$_____
0401AV1	Special Services – Pool Maintenance (C.3.17.5)	Month	$_____	12	$_____
0401AV2	Special Services – Court and Field Maintenance (C.3.17.6)	Month	$_____	12	$_____
Option Year Four Basic Services Total					**$** _____

B.4.5.2 Option Year Four Cost Reimbursable Price Schedule

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0402	**Reimbursable Services (C.3.20)**	**Not to Exceed**			**$250,000.00**
0403	Electrician	Hour	$_____	1	$_____
0404	Electrician - Overtime	Hour	$_____	1	$_____
0405	Electrician - Emergency Callback	Hour	$_____	1	$_____
0406	Emergency Generator Technician	Hour	$_____	1	$_____
0407	Emergency Generator Technician - Overtime	Hour	$_____	1	$_____
0408	Emergency Generator Tech.- Emergency Callback	Hour	$_____	1	$_____
0409	HVAC Technician	Hour	$_____	1	$_____
0410	HVAC Technician - Overtime	Hour	$_____	1	$_____
0411	HVAC Technician - Emergency Callback	Hour	$_____	1	$_____
0412	Oil & Gas Systems Technician	Hour	$_____	1	$_____
0413	Oil and Gas Systems Technician - Overtime	Hour	$_____	1	$_____
0414	Oil and Gas Systems Tech. - Emergency Callback	Hour	$_____	1	$_____
0415	Fire Alarm Maintenance	Hour	$_____	1	$_____
0416	Fire Alarm Maintenance - Overtime	Hour	$_____	1	$_____
0417	Fire Alarm Maintenance - Emergency Callback	Hour	$_____	1	$_____
0418	Plumber	Hour	$_____	1	$_____
0419	Plumber - Overtime	Hour	$_____	1	$_____
0420	Plumber - Emergency Callback	Hour	$_____	1	$_____
0421	Elevator Technician	Hour	$_____	1	$_____
0422	Elevator Technician - Overtime	Hour	$_____	1	$_____
0423	Elevator Technician - Emergency Callback	Hour	$_____	1	$_____
0424	Building Automation System Technician	Hour	$_____	1	$_____
0425	Building Automation System Technician – Overtime	Hour	$_____	1	$_____

CLIN	Item Description	Unit	Price per Hour	Qty.*	Estimated Total Price
0426	Building Automation System Technician – Emergency Callback	Hour	$_____	1	$_____
0427	Excess of 6" Snow Removal	Hour	$_____	1	$_____
0428	Excess of 6" - Snow Removal - Overtime	Hour	$_____	1	$_____
0429	General Maintenance Technician	Hour	$_____	1	$_____
0430	General Maintenance Technician - Overtime	Hour	$_____	1	$_____
0431	General Maintenance Technician – Emergency Callback	Hour	$_____	1	$_____
0432	Administrative Staff	Hour	$_____	1	$_____
0433	Administrative Staff - Overtime	Hour	$_____	1	$_____
0434	Administrative Staff – Emergency Callback	Hour	$_____	1	$_____
0435	Landscape Maintenance	Hour	$_____	1	$_____
0436	Landscape Maintenance - Overtime	Hour	$_____	1	$_____
0437	Landscape Maintenance - Emergency Callback	Hour	$_____	1	$_____
0438	Pest Control Maintenance	Hour	$_____	1	$_____
0439	Pest Control Maintenance – Overtime	Hour	$_____	1	$_____
0440	Pest Control Maintenance - Emergency Callback	Hour	$_____	1	$_____
0441	Pool Maintenance	Hour	$_____	1	$_____
0442	Pool Maintenance – Overtime	Hour	$_____	1	$_____
0443	Pool Maintenance - Emergency Callback	Hour	$_____	1	$_____
0444	Court and Field Maintenance	Hour	$_____	1	$_____
0445	Court and Field Maintenance – Overtime	Hour	$_____	1	$_____
0446	Court and Field Maintenance - Emergency Callback	Hour	$_____	1	$_____
Option Year Four Cost Reimbursable Services Total (0402 - 0446)					**$**_____
Option Year Four Total (B.4.5.1 + B.4.5.2)					$_____

* The estimated quantity of Labor Hours is included for the purpose of evaluating price only. The not to exceed cost reimbursement amount for the Base Year and each Option Year is $250,000.00.

SECTION C
SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE OF WORK

The Government of the District of Columbia, Department of General Services (the District) is seeking a Contractor to provide consolidated maintenance services including the management, supervision, labor, materials, supplies, and equipment (except as otherwise provided) to ensure effective performance of Operations, Maintenance and Repair (OM&R) services at **Ballou Senior High School located at 3401 4th Street SE, Washington, DC**. The Contractor shall provide Basic Services as described in Sections C.3.1 – C.3.19 and Reimbursable Services as described in C.3.20 that result in a clean, comfortable, and operable facility for the District's school system, workforce and the public at all times.

C.1.1 APPLICABLE DOCUMENTS

The Contractor shall comply with the most recent versions and any future revisions of all applicable federal and District laws, Court Orders, regulations, and policies and procedures including but not limited to the following:

Item #	Document Type	Title	Version/ Date
1	U.S. Law	Environmental Protection Agency (EPA) 42 USC sections 6901-6976 Hazardous Substances and Waste http://www.epa.gov	Most Recent
2	Federal Regulations	Environmental Protection Agency (EPA) Clean Air Act of 1990 http://www.epa.gov/air/caa/	Most Recent
3	Federal Regulations	EPA Level IV (universal) certification	Most Recent
4	Federal Regulations	U.S. Department of Labor Occupational Safety and Health Administration 29 CFR, Part 1910, Subparts A-P http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title29/29cfr1910_main_02.tpl	2003 Ed.

Item #	Document Type	Title	Version/ Date
5	Federal Regulations	U.S. Department of Labor Occupational Safety and Health Administration 29 CFR, Part 1926, www.osha.gov	Most Recent
6	Federal Regulations	40 CFR, Parts 260, 261, 264, 265, 268, 270, and 273 Protection of Environment Environmental Protection Agency http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?tpl=/ecfrbrowse/Title40/40tab_02.tpl	Most Recent
7	Federal Regulations	41 CFR, Part 101-120 Public Contracts and Property Management Subtitle C--Federal Property Management Regulations System Management of Buildings and Grounds http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title41/41tab_02.tpl	July 1990
8	Federal Regulations	National Emission Standards for Hazardous Air Pollutants http://www.epa.gov/compliance/monitoring/programs/caa/neshaps.html	Latest Version
9	Federal Regulation	Energy Policy Act of 2005 http://en.wikipedia.org/wiki/Energy_Policy_Act_of_2005	1992 and 2005
10	Executive Order	Executive Order 13101 Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition http://www.epa.gov/epp/pubs/13101.pdf	1998
11	Accredited Specs and Standards	International Building Code (IBC) http://www.iccsafe.org/Store/Pages/Product.aspx?id=3000X12	2006
12	D.C. Code	DC Construction Codes http://dcra.dc.gov/DC/DCRA/Permits/Construction+Codes	Most Recent
13	D.C. Code	D.C. Official Code, sections 10-1001-1005 Parks, Public Buildings, Grounds and Space	2001 Ed., 2005 Supp.
14	D.C. Law	The Clean and Affordable Energy Act http://bcap-energy.org/files/DC_Clean_Affordable_Energy_Act_2008.pdf	2008

Item #	Document Type	Title	Version/ Date
15	DCMR	DC Solid Waste and Multi-Materials Management http://os.dc.gov/os/lib/os/info/odai/title_21/title21_chapter20.pdf	1998
16	D.C. Web Site	Department of Consumer and Regulatory Administration (DCRA) Building and Land Regulation Administration (BLRA). http://dcra.dc.gov/DC/DCRA	Most Recent
17	D.C. Web Site	District of Columbia/Pearson Vue Licensing http://www.contractors-license.org/dc/DistofColumbia.html	Most Recent
18	DC Water	Washington Suburban Sanitary Commission http://www.wsscwater.com/home/jsp/home.faces	Most Recent
19	D.C. Web Site	Department of General Services http://dgs.dc.gov/DC/DGS	Most Recent
20	Accredited Specs and Standards	InterNational Electrical Testing Association (NETA) www.netaworld.org/	2009
21	Accredited Specs and Standards	Leadership in Energy and Environmental Design (LEED) http://www.usgbc.org/DisplayPage.aspx?CategoryID=19	Most Recent
22	DC Policy	OCP Directive 1303.00, dated October 1, 2003, entitled "Environmentally Preferable Purchasing."	Most Recent
23	Accredited Specs and Standards	National Fire Protection Association (NFPA) Recommended Practice for Electrical Equipment Maintenance NFPA 70B, 72, 25 www.nfpa.org/catalog	Most Recent
24	Accredited Specs and Standards	NFPA 30, Flammable and Combustible Liquids Code http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=30&cookie%5Ftest=1	Most Recent
25	Accredited Specs and Standards	National Institute Certification of Engineering Technologies http://www.nicet.org/	Most Recent

Item #	Document Type	Title	Version/ Date
26	Accredited Specs and Standards	The National Board Inspection Code Chapter 2 Inspection of Boiler and Pressure Vessels http://www.nationalboard.org/index.aspx%3FpageID%3D4	Most Recent
27	Accredited Specs and Standards	Construction Specifics Institute (CSI) www.csinet.org	Most Recent
28	Accredited Specs and Standards	Public Buildings Maintenance Guides and Time Standards http://www.eng-tips.com/viewthread.cfm?qid=170003	January 1995
29	Accredited Specs and Standards	International Code Council (ICC) http://www.ihs.com/products/industry-standards/organizations/icc/index.aspx	Most Recent
30	Accredited Specs and Standards	American National Standard Institute (ANSI) 2245.1 http://www.ansi.org	Latest Version
31	Accredited Specs and Standards	American National Standards Institute/American Society of Heating, Refrigeration, and Air Conditioning Equipment (ANSI/ASHRAE) Standards 55 and 62 http://www.ashrae.org/technology/page/132	Most Recent
32	Accredited Specs and Standards	American Society of Mechanical Engineers with addendum's Safety Code for Elevators and Escalators AMCE A.17.1 http://www.petroblogger.com/2009/12/descargar-las-normas-asme-gratis.html	1990 Edition
33	Accredited Specs and Standards	National Electrical Code (NEC) http://www.electricfind.com/code.htm	2005
34	Accredited Specs and Standards	Elevator Industry Field Employees' Safety Handbook http://safety.elevatorworld.com/pdf/WHAT'S_NEW_SH10.pdf	Most Recent
35	Accredited Specs and Standards	Building Official Code Administration (BOCA) http://www.ihs.com/products/industry-standards/organizations/icc/index.aspx	Most Recent
36	Accredited Specs and Standards	American Society for Testing Materials (ASTM) http://www.astm.org/Standard/index.shtml	Most Recent
37	Accredited Specs and Standards	Institute of Electrical and Electronics Engineers (IEEE) http://www.ieee.org/index.html	Most Recent

Item #	Document Type	Title	Version/ Date
38	Accredited Specs and Standards	Carpet and Rug Institute (CRI) Green Label Program http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/	Most Recent
39	Accredited Specs and Standards	Carpet and Rug Institute Bronze Seal of Approval http://www.carpet-rug.org/residential-customers/cleaning-and-maintenance/seal-of-approval-products/vacuums.cfm	Most Recent
40	Accredited Specs and Standards	Integrated Plant Nutrition Management http://scialert.net/abstract/?doi=ijss.2011.19.24	Most Recent
41	Accredited Specs and Standards	Green Seal http://www.greenseal.org/	Most Recent
42	D.C. Code	D.C. Code, Title 10 Parks, Public Buildings and Grounds http://dccode.westgroup.com/search/default.wl?DB-DC-ST- WEB&RS=WLW2.07&VR =J .0	2001
43	D.C. Municipal Regulations	District of Columbia Municipal Regulations (DCMR) Title 19 Amusements , Parks, and Recreation Chapter 7 -Department of Parks and Recreation http://dccode.westgroup .com/search /default.wl?DB-DC-ST-WEB&RS =WLW2.07&VR= 1.0 Chapter I I Recreational Use of Public Land http ://www.amlegal.com/nxt/gateway.dll/title%20 I9/chapter00011.htm?f=templates$fn=main-nf.htm$3.0#JDChapter 11	Most Recent
44	Industry Association	American Nursey and Landscape Association Indusrty Standards and Practices www.ania.org	Most Recent
45	Industry Association	American Seed Trade Association Industry Standards and Practices www.amseed.com	Most Recent
46	Industry Standards	American National Standards Institute (ANSI) Standard Specification ASTM Standards on Irrigation Systems http://webstore.ansi.org/ansidocstore/product.asp?sku=ASTM+F2223%2D04	Most Recent
47	Federal Law	U. S. Department of Justice American with Disabilities Act www.ada.gov	Most Recent

48	Industry Standards	ASTM Standards Guide for Maintaining Cool Season Turf grasses on Athletic Fields http://www.astm.org/Standards/F2060.htm	F2060-00(2005)
49	Industry Standards	ASTM Standards Guide for Maintaining Warm Season Turf grasses on Athletic Fields http://www.astm.org/Standards/F2269.htm	F2269-03

C.1.2 DEFINITIONS

C.1.2.1 **Acceptance** - means an authorized representative of the District has inspected and agreed that the work meets all requirements of this contract, to include documentation requirements.

C.1.2.2 **Acceptable Level of Maintenance** - An "acceptable level" of maintenance is defined as the level of maintenance, which will preserve the equipment in unimpaired operating condition. That is, above the point where deterioration and/or diminishment of the normal life expectancy of the equipment.

C.1.2.3 **Approval** - means the District has reviewed submittals, deliverables, or administrative documents (e.g., insurance certificates, installation schedules and planned utility interruptions.) and has determined the documents conform to contract or contract requirements.

C.1.2.4 **Architectural and Structural** - All building systems customarily included in Construction Specification Institute CSI (Applicable Document #27) Divisions to include building core and shell, building improvements and finishes, and exterior site improvements (e.g., paving, walkways, exterior lighting .), but excluding equipment owned and operated by tenant agencies or concessions contractors unless indicated otherwise.

C.1.2.5 **Basic Services** - services consist of the recurring contract requirements and the requirements established by the statement of work and related general and administrative functions. Reimbursable Services (C.3.20) are requirements outside of Basic Services.

C.1.2.6 **Building** – See Facility.

C.1.2.7 **Building Automation System (BAS)** - A computer-based system featuring a microprocessor that starts, stops, and monitors mechanical, electrical, and plumbing systems and their individual components. The BAS is also commonly referred to as the Energy Management Control System (EMCS).

C.1.2.8 **Building Operating Plan (BOP)** - A mandatory plan, which the Contractor prepares for District Approval and describes the Contractor's program for operating and maintaining the building, to include both normal circumstances and contingencies.

C.1.2.9 **Certificate of Recycling** - The recycler's certification of, typically, the total weight of material received on a particular date and confirmation that it was processed in accordance with state and federal regulations.

C.1.2.10 **Computerized Maintenance Management System (CMMS)** - a database, which the Contractor is, required to provide to automate the Operations, Maintenance & Repairs (OM&R) recordkeeping requirements.

C.1.2.11 **Consolidated Maintenance Services** – Required services including Basic Services and Reimbursable Services.

C.1.2.12 **Consumables** - parts or components are parts or components, which customarily require regular replacement in a maintenance program, prior to equipment failure. Examples are oil, grease, belts, filters, ballasts, and light tubes.

C.1.2.13 **Control System** - any low voltage control, signaling, communication and monitoring system, including but not limited to device, field and global controllers; instrumentation; networking infrastructure; computers and peripherals; software; programming; database files; and licenses. Examples are the BAS, and lighting control systems. Fire protection systems and security systems are excluded from this definition for purposes of this Contract, and are defined separately.

C.1.2.14 **Correction** - The elimination of a defect.

C.1.2.15 **Deficiency** - Any part of a proposal from a contractor or any work performed by a Contractor that fails to satisfy the District requirements.

C.1.2.16 **Direct Cost** - Costs incurred in the actual performance and execution of services (excluding profits and mark-ups).

C.1.2.17 **District Quality Assurance** - the various functions, including inspections, by the District to determine whether a Contractor has fulfilled the contract obligations pertaining to cleaning quality and quantity. District Quality Assurance is different from and is not a substitute for contractor Quality Control.

C.1.2.18 **Divisions** - Divisions, as defined by the Constructions Specifications Institute (CSI) (Applicable Document #27), are numbered and refer to the subject matter or trade. These master formats are the national standard for construction specifications. Division can also mean a sub department within a District Agency.

C.1.2.19 **Drawings** - Are the graphic and pictorial portions of the RFP showing design, location, and dimensions of the Facility, generally including plans, notes, elevations, sections, details, schedules and diagrams.

C.1.2.20 **Electrical** - All building and site systems of the types generally included in Division 16 of the CSI (Applicable Document #27) with the exception of Control Systems, Telecommunication Systems, Security Systems, and equipment owned by a servicing public utility.

C.1.2.20 **Conveying Systems** - All building systems of the types generally included in Division 14, but not including supporting Electrical and HVAC equipment. For purpose of this contract, conveying systems mean all kinds of passenger, freight and service lifts, including dumbwaiters and sidewalk lifts that have mechanical, hydraulic and electrical hoisting machinery.

C.1.2.21 **Emergency Service Call** - A Service Call or other request for service placed outside of Normal Occupant Working Hours, and of such a nature, that response cannot wait for the resumption of Normal Occupant Working Hours.

C.1.2.22 **Exterior** - Entrances, landing, steps, sidewalks, parking areas, facades, moats, and lawns located adjacent to the building and extending to the established property line.

C.1.2.23 **Event Services** - building operation services performed and provided by the Contractor in support of special functions and events.

C.1.2.24 **Facility** - Property for which services are to be provided.

C.1.2.25 **Facility Inspection** - Scheduled or unannounced but documented inspection of the Facility by the District or the Contractor to monitor level of contractor delivery of the required services.

C.1.2.26 **Fire Protection Systems** - Systems and equipment installed in the building for the purposes of detecting fires or heat or smoke, alarming occupants of possible fire, activating certain emergency responses in other systems and equipment (e.g., Elevator recall, stairwell pressurization), and suppressing fires. These systems include Electrical, Mechanical, Instrumentation, and Controls components.

C.1.2.27 **Furnishings** - All equipment of the types generally included in Division 11 and 12 of the CSI (Applicable Documents #27).

C.1.2.28 **Green Roof** - The roof of a facility that is partially or completely covered with vegetation and a growing medium, planted over a waterproofing membrane. It may also include additional layers such as a root barrier and drainage and irrigation systems.

C.1.2.29 **Hazardous Materials** - Any waste, substances, radiation or materials whether solids, liquids or gases that are:

a. hazardous, toxic, infectious, explosive, radioactive, carcinogenic or mutagenic;
b. now or become defined as pollutants, contaminants, hazardous wastes or substances, toxic substances, radioactive materials, solid waste or other similar designations in or otherwise subject to District and Federal regulations (Applicable Document #8);
c. present on the premises and can cause or threaten to cause, a nuisance pursuant to applicable statutory or common law upon the premises, facilities or properties; and/or
d. polychlorinated biphenyl's (PCBs), asbestos, lead-based paint, urea formaldehyde foam insulation, petroleum and petroleum products including gasoline, crude oil etc. that pose a hazard to human health, safety, natural resources, industrial hygiene, the environment or an impediment to working conditions.

C.1.2.30 **Heating, Ventilation and Air-Conditioning (HVAC)** - HVAC includes all systems with the function of providing ventilation or temperature control to building spaces. HVAC equipment is a subset of Mechanical, Electrical and Controls equipment and systems, and intersects the definitions of each of these.

C.1.2.31 **Hours of Operation** – Time period for which the contract staff shall be on site performing services.

C.1.2.32 **Hydraulic** – Any mechanical system powered by a hydraulic plunger driven by a pump. In the case of an elevator, the plunger pushes the elevator car up from underneath, similar to a lift in an auto service station.

C.1.2.33 **Incident Commander** - Constantly manages the situation and has decision making authority at the building or facility as it relates to incident assessment and evacuation determination, never leaving the scene until the danger to the occupants or facility has passed and the building is secure or the Incident Commander has been relieved by the authorities (first responders – fire and police).

C.1.2.34 **Indirect Cost** - A cost that is associated with a product or service, but not directly attributable to just one product or service.

C.1.2.35 **Initial Deficiency List (IDL)** - The Initial Deficiency List (IDL) specifies all building equipment, components, structures deficient in receiving regular PM, resulting in the need for repairs.

C.1.2.36 **Inspections** - Examining and testing contractor performance of services by the District to determine whether they conform to contract requirements.

C.1.2.37 **Irrigation Systems** - includes all piping, tubing, hoses, sprinkler heads, valves, sensors and controllers used to water vegetation.

C.1.2.38 **Leadership in Energy and Environmental Design (LEED Green Building System™)** (Applicable Document #21)- Facilities constructed, engineered, and designed under a standard that improves environmental and economic performance of commercial buildings, having advanced industry principles, practices, materials and standards for a sustainable design, in particular LEED 'Gold'. Each Building description attachment denotes the LEED designation. In the event of any conflict in any clause, statement, requirement, description, condition, demand or specification contained within this solicitation and/or any subsequent, and/or related attachment(s), and/or addendum(s), the LEED standard shall control and any conflict shall not compromise the LEED standard.

C.1.2.39 **Maintenance** - the upkeep of property or equipment

C.1.2.40 **Mechanical** - All Facility and site systems of the types generally included in Division 15 of the CSI (Applicable Document #27), with the exception of equipment owned by a servicing public utility.

C.1.2.41 **Normal Occupant Working Hours**. – Time period for which the building/facility is open for business operation.

C.1.2.42 **Operations** - Operations are the continual process of using Facility equipment systems to accomplish their function. Operations includes but is not limited to: analysis of requirements and systems capabilities, programming and operating controls and control systems, responding to service calls, touring and observing equipment performance and condition, adjusting equipment, identifying necessary Maintenance and Repairs to equipment, and maintaining lubrication and chemical treatments.

C.1.2.43 **Pest Control** - Those measures which are necessary to suppress the population of crawling and flying insects, rats, mice, and any other species which become a pest within or around the Facility.

C.1.2.44 **Predictive Maintenance (PdM)** - Predictive Maintenance is a program of maintenance activities in which scheduling of maintenance derives from monitoring the operating condition or changes in operating condition of in-service equipment and techniques that help determine the condition of equipment in order to predict when maintenance should be performed, before the equipment ends its useful life; also known as condition-based maintenance.

C.1.2.45 **Preventive Maintenance (PM)** - Preventive Maintenance is a program of maintenance activities performed on a fixed schedule, or on equipment runtimes, generally in accordance with manufacturers' recommendations with the intent of keeping equipment in reliable operating condition and preventing deterioration.

C.1.2.46 **Quality Assurance (QA)** - Actions taken in order to ensure services meet contract requirements.

C.1.2.47 **Quality Control (QC)** - Contractor developed and implemented safeguards that ensure quality service is provided to satisfy the requirements of the contract.

C.1.2.48 **Quality Service Tenant Survey** - Questionnaires completed by occupants with the objective of ascertaining how the customer and Facility tenants rate Contractor performance.

C.1.2.49 **Reimbursable Services** - work performed by the Contractor at the direction of the COTR that is over and above the required Basic Services. Two categories of this type of service are Reimbursable Repairs and Reimbursable Additional Services.

C.1.2.50 **Related Services (Janitorial)** - Janitorial services performed on an as needed, quarterly, semi-annual, or annual basis (not performed on a regular daily basis)

C.1.2.51 **RESERVED**

C.1.2.52 **Repair (Major)**- An act of restoring inoperable, dysfunctional or deteriorated equipment, systems, or material to a fully functional, non-deteriorated state, wherein the cost falls outside the deductible threshold and therefore requires reimbursement from the District.

C.1.2.53 **Repair (Minor)** - An act of restoring inoperable, dysfunctional or deteriorated equipment, systems, or material to a fully functional, non-deteriorated state, wherein the cost falls within the deductible threshold and therefore does not require reimbursement from the District. Such a repair usually involves some combination of labor and replacement parts, components or materials.

C.1.2.54 **Response Time** - The time allowed the Contractor by the District after initial notification to be physically on the premises at the work site, with appropriate tools, equipment and materials, ready to perform the required Work.

C.1.2.55 **Routine Cleaning** - The standard reoccurring cleaning tasks performed on a routine, scheduled basis

C.1.2.56 **Scheduled Maintenance** - Maintenance or repairs to equipment or systems that occur as a part of the regular preventive maintenance schedules.

C.1.2.57 **Security Systems** - Security Systems include the following:

a. Systems to detect intrusion into the building or areas of the building, including sensors and camera systems;
b. Access control systems, such as automatic card readers for building, room or parking lot access;
c. Magnetometers and associated equipment for screening persons entering the building(s);
d. Sequence of Operations; and
e. The control logic to operate a system normally put into effect through a control program.

C.1.2.58 **Security Systems Support** - Providing any level of environmental conditioning and power supply to the area(s) in which the systems are housed. Support should not be confused with performing any level of installation, maintenance, or repair of physical equipment or systems.

C.1.2.59 **Service Call** - a response to a tenant or agency complaint, or a response to an observation that some equipment, system or material covered by the contract is inoperable, dysfunctional or deteriorated, or that performance standards of the contract are not being met. The Service Call response involves analysis of the problem, and adjustment of operating or monitoring controls or other immediate corrective action. A requirement to perform a Repair may result from the analysis stage of a Service Call. Service Calls may be generated automatically from interfaces to BAS or diagnostic software. A service call can be either an Emergency or Non-Emergency service call.

C.1.2.60 **Services** - Performance, workmanship, and material furnished or utilized in the accomplishment, execution, or resolution of a Service Call.

C.1.2.61 **Specifications** - The section of a document that contains written requirements outlining the materials, equipment, standards, and workmanship necessary for successful execution.

C.1.2.62 **RESERVED**

C.1.2.63 **Task Order** - A Task Order is a formal direction presented to a Contractor to provide Reimbursable services outside of the required Basic Services.

C.1.2.64 **Tenant Equipment Support** - Providing any level of environmental conditioning and power supply to the area(s) in which the systems are housed. Support should not be confused with performing any level of installation, maintenance, or repair of physical equipment or systems.

C.1.2.65 **Telecommunication Systems** - Telecommunication Systems include Facility telephone systems, and specialized agency communication systems.

C.1.2.66 **Telecommunication Support** - Providing any level of environmental conditioning and power supply to the area(s) in which the systems are housed. Support should not be confused with performing any level of installation, maintenance or repair of physical equipment or systems.

C.1.2.67 **Tour**- scheduled or unscheduled visits to equipment rooms and installations by operating personnel for the purpose of assuring that equipment is running properly, that equipment rooms are in good order and without any potential hazards.

C.1.2.68 **Trash and Debris Disposal** - Removal and disposal of trash and debris from the premises on a schedule established by the Contractor and approved by the COTR.

C.1.2.69 **Uninterruptable Power Supply** - an electrical apparatus that provides emergency power to a load when the input power source, typically mains power, fails. A UPS differs from an auxiliary or emergency power system or standby generator in that it will provide instantaneous or near-instantaneous protection from input power interruptions by means of one or more attached batteries and associated electronic circuitry for low power users, and or by means of diesel generators and flywheels for high power users.

C.1.2.70 **Universal Waste (UW)** - Hazardous wastes that are generated by a wide array of people that contain mercury, lead, cadmium, copper and other substances hazardous to human and environmental health, Examples of these are batteries, fluorescent tubes, pesticides, aerosol cans and some electronic devices.

C.1.2.71 **Unscheduled Maintenance** - Maintenance or repairs to equipment or systems that occur as a result of an observation of defect, malfunction, or failure.

C.1.2.72 **Utility Hours** - Hours of work ordered by the COTR, for tasks not otherwise required as Basic Services under the contract shall be treated as Utility Hours.

C.1.2.73 **Utility Systems Support** - Ongoing support provided to utility companies while service to utility systems and equipment is being performed.

C.1.2.74 **Athletic Fields and Playing Fields** - Any fields used for athletic play to include football, baseball, softball, lacrosse, rugby.

C.1.2.75 **Core Aerating** - A process in which plugs of earth (3/4" deep) are taken out of the ground by core aerating machine and left on the turf to allow for water, fertilization and compaction alleviation.

C.1.2.76 **Infield Mix** - A soil based product that shall be free of any stones over ¼" in any dimension. It shall contain no organic matter and meet the following mechanical analysis:

Sand	(2.0-.0.05mm)	60-75%
Silt	(0.05 – 0.002mm)	15-30%
Clay	(less than 0.002mm)	0-10%

C.1.2.77 **Invasive Species** - An alien species whose introduction does or is likely to cause economic or environmental harm or harm to ecosystems or human health.

C.1.2.78 **Over-seeding** - A process to seed over existing turf by use of a silt-seeding machine that creates a slit in the turf and inserts grass seed for germination.

C.1.2.79 **Sod** - A section of grass covered surface soil held together by matted roots

C.1.2.80 **Turf** - Areas within the parks, recreation centers, and facilities that are covered in grass and are used for athletic purposes or general green space used in recreational activities.

C.1.3 ACRONYMS

C.1.3.1 **ASHRAE** - American Society of Heating, Refrigeration, and Air Conditioning Equipment

C.1.3.2 **ASTM** – American Society for Testing Materials

C.1.3.3 **ANSI** – American National Standards Institute

C.1.3.4 **BAS** - Building Automation System

C.1.3.5 **BOP** - Building Operating Plan

C.1.3.6 **COTR** – Contracting Officer's Technical Representative

C.1.3.7 **RESERVED**

C.1.3.8 **CO** – Contracting Officer

C.1.3.9 **COOP** - Continuity of Operations Plan

C.1.3.10 **CERP** - Contractor's Emergency Response Plan

C.1.3.11 **CMMS** - Computerized Maintenance Management System

C.1.3.12 **CSI** – Construction Specifications Institute

C.1.3.13 **DCMR** – District of Columbia Municipal Regulations

C.1.3.14 **DGS** – Department of General Services

C.1.3.15 **DPR** – Department of Parks and Recreation

C.1.3.16 **DCPS** – District of Columbia Public Schools

C.1.3.17 **DCRA** – Department of Consumer and Regulatory Affairs

C.1.3.18 **EMCS** - Energy Management Control Systems

C.1.3.19 **EPA** – Environmental Protection Agency

C.1.3.20 **SMARTDGS** - Systematic Maintenance And Repair Tool Department of General Services

C.1.3.21 **HVAC** - Heating, Ventilation and Air-Conditioning

C.1.3.22 **IDL** - Initial Deficiency List

C.1.3.23 **IPCEA** - Insulated Power Cable Engineer Association

C.1.3.24 **IEEE** - Institute of Electrical and Electronics Engineers

C.1.3.25 **LEED** - Leadership in Energy and Environmental Design (LEED Green Building System™

C.1.3.26 **MSDS** – Material Safety Data Sheet

C.1.3.27 **M&V** – Measurement & Verification

C.1.3.28 **NEC** – National Electrical Code

C.1.3.29 **NEMA** - National Electrical Manufacturers Association

C.1.3.30 **NETA** - National Electrical Testing Association

C.1.3.31 **NFPA** - National Fire Protection Association

C.1.3.32 **NICET** - National Institute for Certification in Engineering Technologies

C.1.3.33 **NIOSH** - National Institute for Occupational Safety and Health

C.1.3.34 **OM&R** - Operations, Maintenance and Repair

C.1.3.35 **OSHA** – Occupational Safety and Health Administration

C.1.3.36 **PdM** - Predictive Maintenance

C.1.3.37 **PM** – Preventive Maintenance

C.1.3.38 **PPE** – Personal Protective Equipment

C.1.3.39 **PSPD** – Protective Services Police Division

C.1.3.40 **QA** – Quality Assurance

C.1.3.41 **QAP** – Quality Assurance Protocol

C.1.3.42 **QC** – Quality Control

C.1.3.43 **QCP** – Quality Control Program

C.1.3.44 **SCP** - Strike Contingency Plan

C.1.3.45 **UPS** – Uninterruptible Power Supply

C.1.3.46 **UW** – Universal Waste

C.1.3.47 **WSSC** - Washington Suburban Sanitary Commission

C.2 BACKGROUND

C.2.1 DGS MISSION

The Department of General Services is the lead agency responsible for the management and maintenance of District government real property assets. The Facilities Management Division (FMD) provides management, maintenance, engineering, janitorial and related services for over eight hundred (800) owned and leased properties. These include office buildings, schools, parks and recreation centers, warehouses, residential facilities, and vacant schools and properties. As a service providing agency, positive customer service and rapid response and resolution to tenant issues, projects and service requests are paramount to the overall success of DGS' operation.

C.2.2 BUILDINGS

The required consolidated maintenance services are for **Ballou Senior High School located at 3401 4th Street SE, Washington, DC**. Please see Attachment J.9, Building Information for specific information about the Facility.

C.3 REQUIREMENTS

C.3.1 ELECTRICAL SERVICES

The Contractor shall possess and maintain a working knowledge of the Facility's electrical and lighting systems and provide the required maintenance and repairs for continued optimal operation.

C.3.1.1 Electrical Distribution System

The Contractor shall provide all labor, parts and material, perform all work, furnish all accessories and perform the required services necessary to inspect, test, maintain and repair the Facility's electrical distribution system, including at a minimum the Uninterruptible Power System (UPS), substations, power transformers, switchgear, control panels, circuit breakers, control relays, and all other associated switchgear components, switchgear subsystems, and interconnecting systems, including all associated dry and wet transformers.

C.3.1.1.1 Operation

The Contractor shall ensure that electrical and lighting services provided conform to the frequencies and tasks described in the International Electrical Testing Association (NETA) Maintenance Testing Specifications for Electrical Power Distribution Equipment and Systems ("NETA Maintenance Testing Specifications") (Applicable Document #20) provisions and approved by the District's Department of Consumer and Regulatory Affairs (DCRA) (Applicable Document #16).

C.3.1.1.1.1 Test Report of Inspection and Testing

The Contractor shall develop and submit a Test Report of Inspection and Testing to the Contracting Officer's Technical Representative (COTR) within ten (10) working days of completion of inspection and testing. The Test Report of Inspection and Testing shall provide a comprehensive report of inspection and testing findings conforming to the NETA standard (Applicable Document #20) for the "Test Report."

C.3.1.1.1.1.1 The Contractor shall explain and obtain prior written approval from the COTR for any deviations from the mandatory NETA Maintenance Testing Specifications standards (Applicable Document #20).

C.3.1.1.1.2 Thermographic Scanning of Electrical Equipment

The Contractor shall perform thermographic scanning of all electrical breakers including distribution panels, switchgear, and motor control centers and other applicable electrical equipment every three (3) to five (5) years, or in accordance

with manufacturer specifications. If thermographic scan has not been performed within the past three (3) years, Contractor must perform this within the first six (6) months of the base year of performance under this Contract. If the building is newly constructed, baseline frequency for thermographic scanning will be established according to original commissioning dates for electrical systems. The Contractor shall perform the thermographic scan while equipment is loaded. The Contractor shall ensure appropriate safety precautions are taken while loading equipment.

C.3.1.1.1.2.1.1 Thermographic Reporting

The Contractor shall submit a letter report with infrared photographs of equipment scanned within ten (10) working days of completion of the thermographic scan.

C.3.1.1.2 Uninterruptible Power Supply (UPS)

Some UPS are maintained by tenant occupants. Should an UPS in a facility be designated for maintenance by the Contractor under the terms of this contract, the Contractor shall connect uninterruptible power supplies to all critical control system computers, routers, hubs, switches and controllers that are located in electrical closets, telephone closets, and maintenance office or in accessible locations of mechanical rooms. The Contractor shall also ensure the battery capacity of the UPS is charged sufficiently to maintain power to the systems it supports for a minimum of thirty (30) minutes in the event of an outage.

C.3.1.1.3 Maintenance

The Contractor shall perform maintenance on the Facility's electrical distribution system as needed including the use of the supplemental standard NFPA 70B (Applicable Document #23), where supplemental guidance is necessary or for equipment or conditions not adequately described in the NETA Maintenance Testing Specifications (Applicable Document #20). The Contractor shall not use the PBS standards (Applicable Document #28) for electrical testing and maintenance.

C.3.1.1.3.1 Service Calls

The Contractor shall respond to Electrical Distribution Systems service calls as described in C.3.16.1.

C.3.1.1.3.1.1 Service Call Documentation

The Contractor shall document Electrical Distribution System service calls as described in C.3.16.1.7.

C.3.1.1.3.2 Preventive Maintenance

The Contractor shall furnish all labor, parts and material, perform all work, furnish all accessories and do everything that is necessary to ensure all the electrical distribution system equipment is in good working order, utilizing materials of like design and composition to those originally supplied and installed with skilled technicians skillfully fitted and properly connected. The Contractor shall perform the required Preventive maintenance services for the Facility's electronic distribution system in accordance with the manufacturers' specifications and the D.C. Code and the National Fire Protection Association Fire Protection Code (Applicable Document #23); at least annually or directed by the COTR.

C.3.1.1.3.2.1 Preventive Maintenance Schedule

The Contractor shall include all electrical distribution system, inspection of UPS, switchgear and associated equipment Preventive maintenance activities in the Preventive Maintenance Schedule as described in C.3.8.1.8.6.

C.3.1.1.4 Repair

The Contractor shall repair, replace or upgrade Facility electrical equipment as necessary to maintain optimal performance.

C.3.1.1.4.1 Replace or Upgrade Report

The Contractor shall develop and submit a Replace or Upgrade Report to identify and describe the Facility's electrical equipment requiring repair or replacement. The Contractor shall initiate recommendations contained in the Replace or Upgrade Report only as authorized in writing by the COTR unless the District determines the deterioration of equipment is caused by maintenance or operational errors or omissions by the Contractor.

C.3.1.1.5 Skilled Technician

The Contractor shall ensure that all testing, maintenance, and repair services of the Facility's electrical distribution system is provided by electricians possessing a valid Journeyman Electrical License, issued by DCRA BLRA (Applicable Document #17). In addition, the Contractor shall retain a NETA (Applicable Document #20) member firm to perform inspection, testing and maintenance services as required.

C.3.1.2 Emergency Generators

The Contractor shall furnish all labor, parts and material, perform all work, furnish all accessories and do everything that is necessary to ensure all emergency generator system equipment is in good working order, utilizing materials of like design and composition to those originally supplied and installed with accurate workmanship, skillfully fitted and properly connected.

C.3.1.2.1 Operation

The Contractor shall ensure that all emergency generator system work is performed in accordance with DC DCRA's codes and regulations including obtaining all licenses and permits required by the DCRA, BLRA (Applicable Documents #16 and #17) to conduct emergency generator services. The Contractor shall test and maintain electrical equipment associated with the Facility's emergency generators in accordance with the NETA Maintenance Testing Specifications (Applicable Document #20) and the National Fire Protection Association (NFPA) 110 for a Level 1 Emergency Power Supply System (EPSS).

C.3.1.2.2 Testing

The Contractor shall conduct tests of the Facility's emergency generators. The Contractor shall conduct the emergency generator tests during Hours of Operation. Should the testing be disruptive to government operations, the Contractor shall perform testing after hours, including Holidays or weekends at no additional cost to the District.

C.3.1.2.2.1 Weekly & Monthly Testing Requirements

The Contractor shall conduct start/run tests without interruption of the Facility's emergency generators. The Contractor shall test run the emergency generator for thirty (30) minutes each week, without load, and shall test run the emergency generator under full load, conditions for one (1) hour each month. The Contractor

shall also test all associated switches, timers and automatic functions during each generator testing.

C.3.1.2.2.1.1 The Contractor shall submit the results of the weekly test within five (5) days of the test's completion.

C.3.1.2.2.1.2 The Contractor shall submit the results of the monthly load test within five (5) days of the test's completion.

C.3.1.2.2.2 Annual Testing Requirements

The Contractor shall annually conduct a test of the emergency generator and the entire emergency distribution system by using the ATS disconnect to perform the test. The Contractor shall coordinate and obtain advance approval from the COTR for the timing of the annual test. The Contractor shall provide the COTR results from Emergency Generator Tests within five (5) days of testing.

C.3.1.2.3 Maintenance

The Contractor shall maintain all emergency generator system equipment in satisfactory working condition at all times including exercising the emergency generator for a 30 minute period, every week.

C.3.1.2.3.1 Service Calls

C.3.1.2.3.1.1 Emergency Service Calls

The Contractor shall provide emergency service call services as described in C.3.16.1.3.

C.3.1.2.3.1.2 Non-emergency Service Calls

The Contractor shall respond to non-emergency service calls as described in C.3.16.1.4.

C.3.1.2.3.1.3 Service Call Documentation

The Contractor shall document emergency generator service calls as described in C.3.16.1.7.

C.3.1.2.3.2 Preventive Maintenance

The Contractor shall furnish all labor, parts and material, perform all work, furnish all accessories and do everything that is necessary to ensure all emergency generator system equipment is in good working order. The Contractor shall perform the required annual Preventive maintenance services below in accordance

with the Contractor's approved Preventive Maintenance Program (C.3.8.1.8), the manufacturers' specifications, the D.C. Code and the National Fire Protection Association Fire Protection Code (Applicable Document #23). The Contractor shall at a minimum perform the following:

a. Clean, adjust or replace the spark plugs for gasoline generators Check and pop test injectors and check and set timing for the diesel generator;
b. Clean, adjust and replace the ignition condensers and points for gasoline generators. For diesel generators, the timing is to be checked and set.
c. Lubricate the entire equipment and change oil at least once a year or more if the generator's running time is more than fifty (50) hours;
d. Inspect the fuel tanks and lines for the purpose of determining if excessive sludge or rust is collecting. If so, fuel tanks and fuel lines shall be cleaned and all filters and sediment bowls shall be cleaned or changed as required by the manufacturer;
e. Check and report the condition of the entire generator fuel and cooling system for fuel or water leaks;
f. Check and report the condition of the batteries, charge them if necessary and report if replacement is needed;
g. Clean and refill the air cleaner or change elements as required;
h. Check the brushes on the generator for proper setting and operation on a quarterly basis;
i. Clean the commutator and slip rings on a quarterly basis;
j. Check the automatic transfer switch for proper operation and clean the contacts and lubricate all moving parts on a quarterly basis;
k. Check all instruments for proper operation on a quarterly basis;
l. Add antifreeze as required by the manufacturer;
m. Adjust all controls on a quarterly basis;
n. Conduct necessary tune-ups and valve adjustments on a quarterly basis;
o. Instruct the District's maintenance staff, in regards to operating and the upkeep procedures, once during the term of the contract;
p. Run the generator set once a week and conduct test(s) under load when practical;
q. Submit a report for each generator to the COTR for each inspection and provide recommendations for improvement or replacement, if any;
r. Perform a load bank test on the generator(s) as requested by the COTR and billed as a reimbursable repair;
s. Provide labor, material and equipment to clean, adjust, repair or replace any defective or improperly operating device or equipment as ordered by the COTR;
t. Perform any routine additional maintenance work to keep the emergency generator in good operating condition;
u. Maintain all emergency generator system equipment in satisfactory working condition at all times. Additional emergency generator

system equipment which is not covered by this contract may be added by change order(s);

v. Clean, adjust and oil, if and when necessary, every component part of equipment involved during the first site inspection of the emergency generator system; maintain emergency generator system in satisfactory operating condition;
w. Ensure that no change in programming of the emergency generator system is made without authorization from the COTR; and
x. Ensure that all local emergency generator system work is deemed satisfactory at all times. All emergency generator system repairs shall be accomplished within twenty-four (24) hours upon notification by the District. If parts with a long lead time have to be ordered for any repair work, inform the COTR and obtain approval in writing for the delivery schedule of parts involved in the repair work.

C.3.1.2.3.2.1 Preventive Maintenance Schedule

The Contractor shall include all emergency generator Preventive maintenance activities in the Preventive Maintenance (PM) Schedule as described in C.3.8.1.8.6.

C.3.1.2.4 Repair

The Contractor shall repair any malfunctions or replace defective parts of the emergency generator system as quickly as possible in order to minimize the down time of emergency generator operation. The Contractor shall also repair all electrical shorts and ensure that all wiring is installed per the National Electrical Code (NEC) (Applicable Document #33). The Contractor shall at a minimum:

a. Inform the COTR of any necessary repairs and replacement of parts beyond the scope of the Basic Services which need immediate attention, including an explanation as to the reason why such repair is recommended;
b. Inform the COTR, by means of written proposal, the cost of repairs of any outstanding defects or adjustments needed to bring any system up to One Hundred Percent (100%) full operation after the annual condition report, routine Preventive maintenance, and after any call for emergency service;
c. Complete emergency generator repairs within twenty-four (24) hours upon notification by the COTR; and
d. Inform the COTR and obtain written approval for the delivery schedule for needed parts requiring long lead times;

C.3.1.2.4.1 Defect Notices

The Contractor shall commence work within twenty-four (24) hours receipt of a Defect Notice of repairs required from the District. If there is evidence that the

Contractor has not initiated action to remove the defect(s) noted in the Defect Notice, upon receipt of the second (2nd) notice, the District may take over the work and have it accomplished by another Contractor(s) and the cost of the work will be deducted from the payment due to the Contractor if it is determined that the work is within the scope of the contract.

C.3.1.2.4.1.1 Report of Compliance

The Contractor shall submit a Report of Compliance to the COTR within twenty-four (24) hours of completing the required repair.

C.3.1.2.4.2 Materials

The Contractor shall ensure that all parts and materials used for repairing the emergency generator systems equipment including all lubricants, oils, greases, preservatives, and cleaning materials are of the type and grade recommended by the respective equipment manufacturer, the existing equipment or approved equal to meet the minimum Federal specifications. The Contractor shall ensure that parts obtained from other than the original manufacturer are approved in advance by the COTR. The Contractor shall supply diesel or other fuel for generator operation and ensure it is topped off at all times. The Contractor shall check and maintain fuel and fluid levels per manufactures PM recommendations.

C.3.1.2.4.3 Standards

The Contractor shall ensure that all materials, design clearances, construction, workmanship and tests conform to all applicable D. C. Construction Codes (Applicable Document #12), NEC (Applicable Document #33) and NFPA Standards (Applicable Document #32), unless otherwise specified in writing.

C.3.1.2.4.4 Replacement Items

The Contractor shall maintain, at all times, an ample and complete stock of the original manufacturer's replacement parts sufficient for maintenance (C.3.1.2.3) and repair (C.3.1.2.4) of all emergency generator systems. The Contractor shall ensure that all new parts are genuine products of the original manufacturers of the emergency generator system. The Contractor shall ensure that any part(s) obtained from other than the original manufacturer is of like design and comparison to the original manufacturer and approved by the COTR.

C.3.1.2.5 Skilled Technicians

The Contractor shall ensure that all work performed on the emergency generator system is performed by skilled emergency generator technicians licensed to work in the District (Applicable Document #16) and supervised by a Project Manager that is certified by the National Institute Certification of Engineering

Technologies (NICET) (Applicable Document #25). The Contractor shall ensure that all field work is done by technicians who are licensed in the District of Columbia and certified by the NICET and by mechanics who are fully experienced in the repairs and maintenance of the various types of equipment involved.

C.3.1.3 Lamps and Ballasts

The Contractor shall furnish all labor, parts and material, perform all work, furnish all accessories and do everything that is necessary to ensure all lamps and ballasts is in good working order, utilizing materials of like design and composition to those originally supplied and installed with accurate workmanship, skillfully fitted and properly connected.

C.3.1.3.1 Lamp Replacement

The Contractor shall replace failed fluorescent lamps with new lamps of the same temperature color, and a Color Rendering Index (CRI) of at least eighty-five (85). For the purpose of re-lamping the main foyer, the Contractor shall demonstrate they have the necessary equipment to annually or as needed to re-lamp 25 feet or above.

C.3.1.3.2 Ballast Replacement

The Contractor shall replace failed ballasts with new ballasts with a ballast factor of 0.77 or less.

C.3.1.3.3 Handling and Storage

The Contractor shall safely handle, store, and manage fluorescent lamps and broken lamps in accordance to Federal and local laws.

C.3.1.3.4 Recycling

The Contractor shall recycle all lamps through a dedicated pick-up, a mail-in program, a milk-run or plan for self-transport. The Contractor shall obtain a Certificate of Recycling from hauler. The Contractor shall maintain Certificates of Recycling on file to document disposal in accordance with the Universal Waste Rule as described in 40 CFR Part 273 (Applicable Document #6).

C.3.1.3.5 RESERVED

C.3.1.3.5.6 Service Calls

The Contractor shall provide ballast service calls as described in C.3.16.1.

C.3.1.3.7. 1 Service Call Documentation

The Contractor shall include documentation of ballasts service calls as described in C.3.16.1.7.

C.3.2 MECHANICAL SERVICES

The Contractor shall possess and maintain a working knowledge of the Facility's mechanical systems and provide the required maintenance and repairs for continued optimal operation.

C.3.2.1 Oil and Gas Burning System and Boilers

The Contractor shall furnish all labor, parts and material, perform all work, furnish all accessories and perform the required services necessary to ensure all oil and gas burning system equipment are in good working order, utilizing materials of like design and composition to those originally supplied and installed with accurate workmanship, skillfully fitted and properly connected. The Contractor shall provide services for mechanical systems and equipment including HVAC, humidification equipment and systems, air-handling, and distribution equipment and systems.

C.3.2.1.1 Operation

The Contractor shall obtain all licenses and permits that may be required from the DCRA, BLRA (Applicable Document #16) and the National Board Inspection Code Chapter Inspection of Boiler and Pressure Vessels (Applicable Document #26).

C.3.2.1.2 Maintenance

The Contractor shall provide regular and routine preventive maintenance services for the oil and gas burning systems equipment and boilers, in accordance with oil and gas burning systems equipment manufacturer's recommendations, per the BOCA (Applicable Document #35), applicable D.C. Code provisions and other applicable and related codes, laws and regulations.

The Contractor shall transition to heating and cooling seasons consistent with other government facilities operated and maintained by DGS (municipal, DCPS,

DPR, etc.) or as directed by the DGS Facilities Management Division Operations Unit, through the COTR.

C.3.2.1.2.1 Cleaning and Adjustments

The Contractor shall clean, oil and adjust every component part of the system such as the contact points, springs, levers, coils and relays.

C.3.2.1.2.2 Service Calls

C.3.2.1.2.2.1 Emergency Service Calls

The Contractor shall provide emergency service call services as described in C.3.16.1.3.

C.3.2.1.2.2.2 Non-emergency Service Calls

The Contractor shall provide non-emergency service calls as described in C.3.16.1.4.

C.3.2.1.2.2.3 Service Call Documentation

The Contractor shall include documentation of emergency generator service calls as described in C.3.16.1.7.

C.3.2.1.2.3 Preventive Maintenance

The Contractor shall provide the work described below for all oil and gas burning system equipment in the Facility. The Contractor shall perform work and maintain the oil and gas burning systems in compliance with D.C. Codes, National Fire Codes, and other applicable and related laws and regulations. The Contractor shall perform the required Preventive Maintenance Work in order to prevent major systems breakdowns. The Contractor shall, at a minimum

a. Maintain all oil and gas burning systems equipment in satisfactory working condition at all times. The District may require the Contractor to add and service additional oil and gas burning system equipment;
b. Repair, adjust or replace parts as necessary;
c. Inform the COTR of any necessary repairs and replacement of parts beyond the scope of the Basic Services which need immediate attention, including an explanation as to the reason why such repair is recommended;
d. Repair any malfunctions of the oil and gas burning system(s) as quickly as possible in order to minimize the duration that the Facility lack oil and gas burning system protection;

e. Replace or repair every component of the oil and gas burning system, at no cost to the District, providing full Preventive Maintenance services and maximizing operating efficiency of the systems. This includes but is not limited to the following:

1. Stack Stats
2. Relays
3. Wiring from the load side of the junction box on the supply line feeding
4. Automatic Gas Valve
5. Main Gas Regulator
6. Gas Pressure Cock
7. Air Switches
8. Flame Scanners
9. Oil Burner and Control Motor
10. Fuel Strainers
11. Transformers
12. Water Feeder
13. Pressure Gauges
14. Minor Refractory Repairs
15. Aquastats
16. Pressure Controls
17. Main Shut-Off Cock
18. Main Gas Valve
19. Gas Checking Cock
20. Gas Pressure Switches
21. Draft Controls
22. Fuel Valves
23 Nozzle Assemblies
24. Fuel Pumps
25. Electrodes
26. Low Water Cut-Off
27. Temperature Gauges
28. Sealing Off Air Leaks Around Boiler and Smoke Pipe

f. Adjust all components to obtain maximum operating efficiency and submit an annual report for each unit indicating operating pressure or temperature, excess air in flue gas and flue gas temperature for both minimum and maximum firing rates. The report shall be submitted to the COTR within thirty (30) days of contract award;
g. Brush the tubes once (1) a year during the heating season with a flue;
h. Inspect the fuel tanks to assure absence of any defects;
i. Prepare oil and gas burners for inspection prior to the heating season, as required by governing regulatory entity(s), License requirements and Inspections; and
j. Inspect each installation and check for proper operation and adjustment, including the cycle of operation, so as to obtain minimum fuel consumption at the beginning of the heating season.

C.3.2.1.2.3.1 Summer Clean-Up

The Contractor shall perform all work necessary to provide summer clean-up and continuous annual maintenance repairs and emergency services for the oil and gas burning systems at the Facility. The Contractor shall inform the COTR immediately of any repairs that might be needed for proper operation of the burners prior to the start of the heating season.

C.3.2.1.2.3.1.1 Summer Clean-Up and Reconditioning Work

The Contractor shall perform the following summer clean-up and reconditioning work for Facility boilers:

a. Vacuum and clean boilers, smoke stack flues and chimneys including horizontal and vertical runs of flues and smoke stacks;
b. Make minor repairs to the refractories;
c. Seal all air leaks around all boilers and smoke pipes;
d. Clean the strainers;
e. Clean the entire burner and lubricate the motor;
f. Clean and adjust the ignition system;
g. Clean and adjust all controls;
h. Inspect for and repair any leaks;
i. Prepare steel boilers for annual boiler inspections and returning boilers into operation; and
j. Adjust burners and controls for maximum efficiency.

C.3.2.1.2.3.2 Annual Inspection of Steel Boilers

The Contractor shall inspect the steel boilers in the summer months of June through August (after the close of the heating season), in order to give time for inspections and for any repairs. The Contractor shall make arrangements with the DCRA in regards to the performance and completion of preparing the boilers for inspection, as indicated below.

a. Drain the steel boilers of all water as soon as they are discontinued from use at the end of the heating season;
b. Remove manhole covers (if any), hand-hole plates and washout plugs and thoroughly wash out boilers and remove deposits of mud and scale;
c. Remove plugs from water column connections;
d. Drain, flush out and clean the low water cutouts;
e. Remove and clean stack switches and other controls;
f. Thoroughly clean tubes;
g. Remove the accumulation of soot from the boiler, breeching and base of stack;
h. Thoroughly clean the fire box;
i. Notify the Boiler Inspector when all boilers have been prepared for inspection in the above manner; and
j. Leave the boilers drained and opened until inspected by the Boiler Inspector and shall then close up and fill with water.

C.3.2.1.2.3.3 Annual Inspection of Cast Iron Boilers

The Contractor shall conduct an annual inspection of cast iron boilers to include at a minimum the following:

a. Inspect the cast iron boilers prior to the heating season;
b. Thoroughly clean the boilers, breeches and base of stacks and shall remove all accumulations of soot and fly ash;
c. Prior to inspection, blow down the boilers to such extent that the water runs clean;
d. Notify the Boiler Inspector when the above has been done so that the Boiler Inspector can make inspections as soon as possible thereafter; and
e. Coordinate with the Boiler Inspector in advance regarding an acceptable time for inspection.

C.3.2.1.2.3.4 Annual Inspection of Condensing Boilers

The servicing should be performed by a qualified installer or service agency trained and licensed to perform annual and routine maintenance on the boiler(s). Inspection and maintenance shall be in accordance with manufacturer specifications, in compliance with local regulations, and shall include at a minimum:

a. Thorough inspection of heating system;
b. Inspect and clean the boiler heat exchanger;
c. Check all boiler wiring and connections;
d. Check water PH levels;
e. Inspect condensate system and clean and flush as necessary;
f. Inspect and clean burner assembly (including igniter and flame sensor);
g. Inspect venting system for blockage, corrosion or deterioration and ensure all joint and pipe connections are tight;
h. Inspect air inlet and vent terminations to ensure they are clear and unobstructed;
i. Check control settings and test operating and safety controls; and
j. Check for proper boiler operation after it has been cleaned and inspected.

The contractor shall without delay address any problems and perform all repairs to ensure optimal operation of the boiler.

C.3.2.1.2.3.5 Preventive Maintenance Schedule

C.3.2.1.2.3.5.1 The Contractor shall include all oil and gas burning system and bolier Preventive maintenance activities in the Preventive Maintenance Schedule as described in C.3.8.1.8.6.

C.3.2.1.3 Repairs

The Contractor shall ensure that the Facility's oil and gas burning systems is operating in a satisfactory manner at all times. The Contractor shall at a minimum:

a. Inform the COTR of any necessary repairs and replacement of parts beyond the scope of the Basic Services which need immediate attention, including an explanation as to the reason why such repair is recommended;
b. Complete oil and gas burning system repairs within twenty-four (24) hours upon notification by the COTR;
c. Inform the COTR and obtain written approval for the delivery schedule for needed parts requiring long lead times; and
d. Inform the COTR, by means of written proposal, the cost of repairs of any outstanding defects or adjustments needed to bring any system up to One Hundred Percent (100%) operation after his required annual condition report and after any call for emergency service.

C.3.2.1.3.1 Defect Notices

Upon inspection and receipt of a Defect Notice of repairs required from the DCRA's BLRA (Applicable Document #16), the Contractor shall commence work within twenty-four (24) hours of notification and complete the repairs on or before the date specified in the Defect Notice. The contractor shall provide copies to the DGS Facility Management Divisions Operations Unit through the COTR of all approved, failed, and boiler inspection reports from DCRA within 24 hours after notification was issued by DCRA. If there is evidence the Contractor has not initiated action to correct the defect(s) noted in the Defect Notice, which is issued by the DCRA Inspector, upon receipt of the second notice, the District may take over the work and have it accomplished by another Contractor(s) and the cost of the work will be deducted from the payment due to the Contractor.

C.3.2.1.3.1.1 Report of Compliance

The Contractor shall submit a report of compliance in response to the Defect Notice to the COTR within twenty-four (24) hours of completing the repair work.

C.3.2.1.3.2 Materials

The Contractor shall use manufacturers' products of the existing equipment or an approved equal (by the COTR) to meet the minimum Federal specifications for all parts and materials used for repairing the oil and gas burning system.

C.3.2.1.3.2.1 Unless otherwise specified in writing, the Contractor shall conform to all D.C. Codes, National Electrical Codes and Fire Codes for all materials, design clearances, construction, workmanship and tests.

C.3.2.1.3.3 Standards

The Contractor shall replace defective part(s) of the oil and gas burning system promptly. For long lead time parts, the Contractor shall make all temporary repairs until such time that new parts become available. The Contractor shall obtain all repair parts from the original manufacturer unless a part obtained from a different manufacturer is approved by the COTR prior to use.

C.3.2.1.3.4 Replacement Items

The Contractor shall maintain, at all times, ample and complete stock of replacement items and parts for normal maintenance and repair of all oil and gas burning systems which conforms to the style, size and appearance of the existing oil and gas burning system, the D.C. Code, and applicable federal regulations.
The Contractor shall have all major replacement items approved by the COTR, prior to installation.

C.3.2.1.4 Skilled Technicians

C.3.2.1.4.1 The Contractor shall ensure that all work is performed by skilled certified oil and gas burning system technicians who are licensed to work in the District of Columbia (Applicable Document #16 and #17) and supervised by a Project Manager that is certified by the National Institute of Certification Engineering Technologies (NICET) (Applicable Document #25). Technicians and Project Managers performing or supervising work can be directly employed or subcontracted by the Contractor.

C.3.2.2 Recalibration of Gauges, Pneumatic Systems, and Electronic Sensors

C.3.2.2.1 Operation

The Contractor shall recalibrate all analog gauges in HVAC systems, no less frequently that annually.

C.3.2.2.2 Pneumatic Control Systems

The Contractor shall recalibrate Pneumatic Control Systems and subsystems not less frequently than semiannually.

C.3.2.2.3 Electronic Sensors

The Contractor shall recalibrate electronic sensors associated with the Building Automation System (BAS) annually, or within seven (7) days after an issue arises with the sensors. The Contractor shall replace or recalibrate all electronic sensors in accordance with in accordance with manufacturer specifications.

C.3.2.2.4 Pump Alignment

The Contractor shall measure pump alignment using proper instrumentation, and correct misalignments. The Contractor shall measure the pump alignment during the base year of performance and every two (2) years thereafter, as applicable.

C.3.2.2.4.1 Letter Report

The Contractor shall submit a letter report within five (5) working days of completion of the pump alignment work and maintain a history of all measurements of alignment for the facility.

C.3.2.2.5 Service Calls

The Contractor shall provide service call services as described in C.3.16.1.

C.3.2.2.5.1 Service Call Documentation

The Contractor shall include documentation of fire protection system service calls as described in C.3.16.1.7.

C.3.2.3 Terminal Boxes

C.3.2.3.1 The Contractor shall maintain air distribution terminal boxes including VAV boxes, mixing boxes on a fixed preventive maintenance schedule so that disruption to Facility tenants is minimized.

C.3.2.3.2 The Contractor shall develop and provide a protocol to monitor the performance of terminal boxes. The Contractor's protocol shall address at a minimum the monitoring of box performance and performing repairs when needed. The Contractor shall include the proposed protocol as part of Contractor's BOP (C.3.8.1.5).

C.3.2.3.3 Maintenance

The Contractor shall perform maintenance and cleaning of terminal boxes whether identified by the BAS or by visual inspection. The Contractor shall maintain and access fan-powered terminal boxes, to include changing any filters, no less frequently than semi-annually.

C.3.2.3.4 Service Calls

The Contractor shall provide terminal boxes service call services as described in C.3.16.1.

C.3.2.3.4.1 Service Call Documentation

The Contractor shall include documentation of fire protection system service calls as described in C.3.16.1.7.

C.3.3 PLUMBING SERVICES

The Contractor shall possess and maintain a working knowledge of the Facility's plumbing system and provide the required maintenance and repairs for continued optimal operation.

C.3.3.1 Plumbing Systems

The Contractor shall maintain and repair the Facility's plumbing systems including sanitary sewage ejection equipment and systems, steam supply service, heating water, chilled water, steam condensate, and condenser water piping and systems. Typical work activity includes, but is not limited to, the installation and repairs of toilets, urinals, underground excavation, underground sewer lines, domestic supply mains, drinking fountains, sinks, pumps, valves, controls, pressure vessel repairs and services, hot water generators or heaters, linkage, connecting rods, shafts and bearings, feed water, and circulating pumps and motors, expansion tanks, backflow preventers, strainers, various types of valves, regulators, compressors, pneumatic controls, electronic controls, various gauges, various sensors, various safety devices, headers, manifolds, bearings, belts, pulleys and motors, and all related components. Services to include all associated plumbing, electrical and mechanical connections and hardware. The Contractor shall also provide service for the Facility's drainage systems, including but not limited to, copper, plastic, iron and other piping

The Contractor must meet and comply with the following requirements:

1. Provide skilled plumbing and pipe certified/licensed technicians to complete specific plumbing and pipe projects in conjunction with emergency equipment failures (which could result in a building closing) or routine plumbing and pipe services, renovations, additions, demolition, fire damage, portable classroom additions, and/or modifications at the facility.

2. The Contractor shall be responsible for mobilizing labor, equipment and materials required to perform requested repairs. Work areas must be maintained in a safe condition and cleaned up after completion of work. Any D.C. Government owned property or equipment damaged by the Contractor must be restored to its original condition. Failure to correct damages will result in an assessment by the COTR of the cost to make repairs which will be deducted from the Contractor's invoice.

3. Provide all materials required to complete the repair in a proper and professional manner. Any "temporary" repairs are to be brought to the immediate attention of the COTR and shall be permanently corrected upon receipt of the part(s). DGS reserves the right to finish a repair that is not completed by the Contractor in a timely fashion; cost to repair by the District shall be deducted from the Contractor's invoice as appropriate.

4. Materials required to perform the services under this contract may, in some instances, be specified by the COTR. Any material substitutions must be approved by the COTR. Use of hazardous materials is strictly prohibited unless authorized in writing by the COTR.

5. The Contractor shall deliver materials and equipment in the original, properly labeled, unbroken packages, containers, cartridges or bundles and in such quantities and such ample time that progress of work will not be delayed.

6. The Contractor shall protect materials and products against any damage or deterioration during transit to the site, unloading, delivering and storing on site, installation or erection and during period(s) between installation or erection and final acceptance by the District, that shall include, but not limited to:

    a. Minimum exposure to weather during delivery
    b. Storage off ground in dry, well-ventilated spaces
    c. Covering, as necessary, for adequate protection from soiling and wetting

7. The Contractor shall be responsible for safeguarding its materials, tools, and equipment. DGS shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.

8. Some repair work may require the Contractor to provide prints/drawings, specifications and scopes of work that must be approved by the COTR prior to performance.

9. Troubleshoot the problem: i) identify the cause of the problem, ii) identify the components affected, and iii) conduct the repair in a professional and timely manner for any units, plumbing equipment, excavation, pneumatic controls, electronic controls, and/or any other component that makes up the plumbing and pipe system to include associated mechanical, plumbing and electrical/electronic connections.

10. Notify the COTR of any conditions that may not currently, but potentially could, cause a problem without preventative maintenance intervention.

11. Work performed on systems under this contract may require the Contractor to perform acceptance testing, in accordance with local code, to insure they are fully operational.

12. All work shall be subject to inspection by one or more representatives of DGS. Any work that has not been completed in compliance with approved specifications or that has not been in compliance with local code requirements will be corrected at the Contractor's expense.

C.3.3.2 Backflow Prevention Devices

The Contractor shall maintain all applicable certifications of backflow prevention devices as prescribed by District of Columbia laws, ordinances, and regulations, and the requirements of DC Water.

C.3.3.2.1 Backflow Preventers

The Contractor shall perform inspection, testing, and calibration of backflow preventers.

C.3.3.2.1.1 Backflow Preventers Results Report

The Contractor shall provide the results of all inspections, testing, and calibrations of backflow preventers to the COTR immediately and annotate the appropriate equipment history file as part of the PM program requirements upon completion

C.3.3.2.2 Skilled Technicians

The Contractor shall ensure that the backflow preventer's work is performed by staff that has at least one (1) year experience in performing this service. The Contractor shall provide evidence of this experience to the COTR within thirty

(30) days after contract start date, if applicable, or five (5) business days prior to commencement of work by retained subcontractor.

C.3.3.2.3 Service Calls

The Contractor shall provide service call service for backflow preventer's services as described in C.3.16.1.

C.3.3.2.3.1 Service Call Documentation

The Contractor shall provide documentation of backflow preventers services as described in C.3.16.1.7.

C.3.2.4 Drain Traps

The Contractor shall ensure that water is maintained in all indoor drain traps so that they do not dry out and prevent odors and gases from entering CLF through the drain system. In areas where there is not regular spillage through drains, Contractor shall add a small amount of mineral oil to the water to prevent drying out. Contractor shall also propose use of trap primers where appropriate.

C.3.3.4.1 Service Calls

The Contractor shall provide service call services for drain trap services as described in C.3.16.1.

C.3.3.4.1.1 Service Call Documentation

The Contractor shall provide documentation of drain trap services as described in C.3.16.1.7.

C.3.3.5 Roofing and Storm Drainage

The Contractor shall maintain and repair the Facility's roofing, guttering, glazing, and storm drainage equipment and systems to ensure optimal performance.

C.3.3.5.1 Service Calls

The Contractor shall provide service call service for roofing and storm drainage services as described in C.3.16.1.

C.3.3.5.1.1 Service Call Documentation

The Contractor shall provide documentation of roofing and storm drainage services as described in C.3.16.1.7.

C.3.4 ELEVATORS, LIFTS, AND ESCALATORS

The Contractor shall possess and maintain a working knowledge of the Facility's elevators, lifts, and escalators and provide the required maintenance and repairs for continued optimal operation.

C.3.4.1 Elevator

C.3.4.1.1 Operation

The Contractor shall obtain all licenses and permits that may be required from the DCRA, BLRA (Applicable Document #16) and the D.C. Code and regulations which are stipulated by DCRA. The Contractor shall provide the services for elevator equipment in accordance with the equipment manufacturer's recommendations, BOCA (Applicable Document #35), applicable D.C. Code and regulations.

C.3.4.1.1.1 Testing

The Contractor shall conduct at a minimum the following tests of the Facility's elevators, lifts, and escalators:

C.3.4.1.1.1.1 Bi-weekly and Monthly Inspections

The Contractor shall conduct bi-weekly inspections of all elevators, escalators, and lifts with generator field controls and monthly inspections to all other elevators, escalators, and lifts to assure proper operation. The Contractor shall ensure that all elevator and related work conforms to the applicable DC Codes and regulations including obtaining all licenses and permits required by DCRA BLRA (Applicable Documents #16 and #17) and the manufacturer's operations manual

C.3.4.1.1.1.2 Safety Tests

The Contractor shall conduct safety tests with District personnel, or other persons employed for that purpose. The Contractor shall schedule and conduct inspections and tests (semi-annual, annual, five-year test, group supervisory control system test, fire alarm test) as stipulated in the manufacturer's operations manual. The Contractor shall conduct safety tests, as required by ASME A17.1 (Applicable Document #32) and witnessed by a District elevator inspector or an approved third party inspector.

C.3.4.1.1.1.2.1 The Contractor shall remove any elevator from service if any condition is disclosed during the safety tests that constitutes a safety hazard to either elevator passengers or equipment. The Contractor shall place the elevator

unit(s) back in service after the Contractor completes each of the following:

a. Cures the deficiency(ies);
b. Inspection of work completed by the Contractor's certified Inspector and the District's Inspector;
c. Obtain the approval of the DC Inspector; and
d. Provides complete report of the deficiency and corrective action and District approval to the COTR within 24 hours of corrective actions.

C.3.4.1.1.1.3 **Other Tests and Repair Inspections by the District**

C.3.4.1.1.1.3.1 The District reserves the right to conduct any test or inspection it deems necessary in order to ensure that all performance requirements are being maintained. At the request of the COTR the Contractor shall supply at no additional cost a certified elevator mechanic and any needed equipment to assist with the test or inspection. The Contractor shall complete any necessary repairs as specified in the inspection report.

C.3.4.1.1.1.3.2 Upon inspection and receipt of notification of repairs required from the DCRA, BLRA (Applicable Document #16), the Contractor shall commence Work within twenty-four (24) hours of notification and complete the repairs on or before the date specified therein and shall forward a report of compliance to the COTR within twenty-four (24) hours of completing the work. The Contractor shall provide full load and full speed tests when requested.

C.3.4.1.1.1.3.2.1 If there is evidence that the Contractor has not initiated action to correct the defect(s) noted in the Defect Notice, which is issued by the DCRA Inspector, upon receipt of the second notice, the District may take over the work and have it accomplished by another contractor(s) and the cost of the work will be deducted from the payment due to the Contractor if it is determined that the work is within the scope of the contract.

C.3.4.1.1.1.3.2.2 The District will furnish a written inspection report to the Contractor who shall correct all listed deficiencies by the date specified in the report. However, any deficiency marked "EMERGENCY" shall be corrected in the shortest possible time consistent with the nature of the problem and the best practices of the trade.

C.3.4.1.1.1.3.2.3 When all listed deficiencies have been corrected, the Contractor shall sign and date the inspection report and return it to the COTR. At its discretion, the District may then re-inspect the Work.

C.3.4.1.2 Maintenance

The Contractor shall provide regular and routine preventive maintenance services including all supervision, labor, materials, parts, supplies and equipment necessary to maintain all elevators, lifts, escalators and appurtenances in fully operational mode at all times. The Contractor shall provide full service elevator maintenance, in compliance with the edition(s) adopted and implemented by the District for the following:

a. American Society of Mechanical Engineers (ASME) (Applicable Document #32);
b. Safety Code For Elevators And Escalators requirements, the manufacturer's recommendations, the Elevator Industry Field Employees' Safety Handbook (Applicable Document #34);
c. National Electrical Code (NEC) (Applicable Document #33);
d. National Fire Protective Association (NFPA) (Applicable Document #23);
e. Building Official Code Administration (BOCA) (Applicable Document #35; and
f. Other applicable laws, regulations, rules, ordinances and codes. Specifically, all work shall conform to the District of Columbia codes and regulations. The Contractor shall obtain all licenses and permits that may be required from the DCRA BLRA (Applicable Documents #16 and #17).

C.3.4.1.2.1 The Contractor shall maintain an elevator maintenance and service contract with an independent and authorized elevator contractor that covers all Facility conveying systems (elevators, escalators, and lifts).

C.3.4.1.2.2 The Contractor shall at a minimum ensure the following maintenance related activities are completed:

a. Clean all machinery and equipment in the machine room, secondary levels, hoistways, pits and cars;
b. Clean all accessory equipment included in the original elevator and installation or modification of the same;
c. Supply all lubricants of proper grades, cleaning materials, paint, cotton waste, rags, gauges, testing and other tools and equipment required for Preventive Maintenance services;
d. Have ample and complete stock of replacement parts and cosmetic fixtures sufficient for normal maintenance, repair, and maintenance of aesthetic appeal of all elevators;
e. Utilize all new parts and fixtures that are the genuine products of the original manufacturers of the various types of elevators involved or of like design and comparison;

f. Provide labor, material and equipment to clean, adjust, repair or replace any defective or improperly operating device, equipment, or cosmetic fixture as directed by the COTR or his designated representative(s);
g. Respond promptly upon receipt of any defect notice issued by the DCRA, BLRA (Applicable Document #16), Elevator Section, and inform the COTR or designee, in writing, within twenty-four (24) hours of the completion of Work;
h. Maintain all equipment in accordance with the manufacturer's recommendations, the best practices of the industry, and applicable codes, standards, and regulations; in the event of a conflict between these documents, the Contractor shall give precedence to federal and District laws and regulations followed by the most rigorous schedule of maintenance;
i. Maintain all elevators at the manufacturer's contract speed unless written authorization is obtained from the COTR or designee to do otherwise;
j. Maintain the hoist-way and car door guides in an acceptable condition in accordance with the manufacturer's specifications and shall replace the same when gap exceeds one of 1/16 inches; and
k. Maintain all fascias, dust covers and guides in proper alignment;

C.3.4.1.3. Elevator Outages and Work Performance

C.3.4.1.3.1 The Contractor shall, except for emergency service calls, perform all elevator related work during the Facility's Normal Occupant Working Hours unless other mutually satisfactory arrangements have been approved in writing by the COTR. The Contractor shall at a minimum:

a. Coordinate scheduled elevator work that requires an elevator be taken out of service with the COTR;
b. Report the status of elevator equipment or systems not operating by the close of each workday to the COTR;
c. Report any elevator equipment that is not operational to the COTR at least thirty (30) minutes prior to the commencement of Normal Business Hours each day; and
d. Install informational signs and barricades as related to inoperative elevator equipment and systems; the Contractor shall develop and submit the informational signs for the approval of the COTR;
    1. In the event an elevator is shutdown, the Contractor shall place an "Out of Service" sign at each call button on all floors when the elevator is the only one servicing that area.
    2. If a building has more than one elevator, and one or more elevators are out of service, the Contractor shall place a sign indicating that the specific elevator(s) is out of service for each elevator that is not

in service. The Contractor shall place each sign on the outer surface of the elevator door on each floor that the elevator services.

C.3.4.1.3.2 The Contractor shall not change or alter the existing elevator equipment or any electrical circuits, wiring, controls, or sequencing without written authorization from the COTR. If changes are authorized, the Contractor shall make appropriate revisions to the elevator drawings and specifications.

C.3.4.1.4.3 Service Calls

C.3.4.1.4.3.1 Emergency Service Calls

The Contractor shall provide response to requests for emergency elevator service including but not limited to the freeing of individuals trapped in a stalled elevator car, restore inoperative elevators which are causing disruption to the arrival and departure of building occupants, request for service for a priority elevator, or other situations determined by the District to be an emergency. The Contractor shall provide at a minimum the following emergency response service for Facility elevators, lifts, and escalators:

a. Respond to requests for emergency service twenty-four (24) hours per day, seven (7) days per week;
    1. Report to the site of the emergency within fifteen (15) minutes of the time of notification during the Facility's Normal Occupant Working Hours
    2. Report to the site within one (1) hour for requests not received during Normal Occupant Working Hours
b. Remain on the job until the emergency has been resolved.
c. Secure the elevator and notify the COTR if the nature of the service request cannot be corrected within two (2) hours;
d. Notify the COTR within two (2) hours of the time and date corrective action will be taken if the situation cannot be resolved within two (2) hours; and
e. Acknowledge and respond to requests for service made by the COTR or his/her designee by telephone, e-mail, or other means within the timeframes specified herin.

C.3.4.1.4.3.2 Non-emergency Service Calls

The Contractor shall provide at a minimum the following non-emergency service calls for Facility elevators, lifts and escalators:

a. Respond to Non-emergency service calls seven (7) days per week, twenty-four (24) hours per day
    1. Report to the site within one (1) hour of the time of notification during the Facility's Normal Occupant Working Hours

2. Report to the site by the next business day for requests received after Normal Occupant Working Hours

b. Secure the elevator and notify the COTR if the nature of the service request cannot be corrected within two (2) hours;
c. Provide the COTR within two (2) hours with the time and date corrective action will be taken if the situation cannot be resolved within two (2) hours; and
d. Acknowledge and respond to requests for service made by the COTR or his/her designee by telephone, e-mail, or other means within the timeframes specified herein.

C.3.4.1.3.3 Service Call Documentation

The Contractor shall include documentation of elevator service calls as described in C.3.16.1.7.

C.3.4.1.4 Preventive Maintenance

The Contractor shall take all steps and measures that a prudent building owner would to maximize the life expectancy of the Facility's elevators, lifts, and escalators and related systems to and ensure safe and reliable elevator operations. The Contractor shall, as part of the Contractor's Preventive Maintenance Program (C.3.8.1.8.6), develop and implement a Preventive Maintenance program for the Facility's elevators, lifts, and escalators. Specifically, The Contractor shall include, at a minimum the following Preventive Maintenance activities:

a. Clean the machinery spaces, shops and storage areas;
b. Clean up all debris and leave the area when work is performed;
c. Paint or seal as necessary and approved, or when requested by the COTR the machinery room floors and the equipment located within the machinery rooms in order to maintain the appearance of the room and equipment;
d. Obtain the approval of the COTR before storing anything in machinery spaces;
e. Properly secure all operating supplies such as lubricants, rags and cleaners in containers;
f. Clean and maintain all elevator machinery and equipment in satisfactory working condition at all times;
g. Clean all machinery and equipment in the machine rooms, including but not limited to the secondary levels, hoist-ways, cross beams, rails and brackets, counterweights, frames, car tops, undersides of cars, hoist-way pits, buffers and door hangers;
h. Ensure all machinery, devices, or any other parts of the elevator equipment subject to rust is properly cleaned and painted at all times;
i. Lubricate guard rails except where roller type guides are involved, no rail lubrication shall be used;

j. Renew the guide shoe gibs or rollers as required to ensure a smooth and quiet operation; properly seal all oil reservoirs to prevent leakage;
k. Ensure that the motor windings and field coils of all motors are dipped in an approved insulating varnish and baked when shop repairs to the same are made, unless written permission is secured from the COTR;
l. Provide lamps in position indicators, hall lanterns and hall stations; the Contractor shall notify the COTR if the lamps of same design are not commercially available and obtain approval from the COTR to use alternative lamps;
m. Repair or replace contact leads and coils for main controllers and selectors; and
n. Clean, lubricate, repair or replace every component part of the elevator to provide uninterrupted elevator services; The Contractor shall repair all elevators and maintain them to be One Hundred Percent (100%) operational at all times.

C.3.4.1.2.4.1 Preventive Maintenance Schedule

The Contractor shall include all elevator system Preventive maintenance activities in the Preventive Maintenance Schedule as described in C.3.8.1.8.6.

C.3.4.1.5 Repair

C.3.4.1.5.1 The Contractor shall, at a minimum, repair the Facility's elevators, lifts, and escalators as described below.

a. Repair and/or replace all replacement parts and cosmetic fixtures as necessary due to normal wear and tear test all devices and equipment, including but not limited to main hoist motor, governors, traveling cables and hatch wiring
b. Repair or replace elevator parts and equipment, if necessary;
c. Repair all door operation motors, door operating driving mechanisms, door hangers, retiring cams, and retiring cam operating devices;
d. Repair as necessary all elevator car enclosures, hoist-way and car door panels, car gates, frames and sills; and
e. Replace and align all elevator guide rails.

C.3.4.1.5.2 Materials

The Contractor shall ensure that all parts and materials used for repairing the elevator equipment are the product of the manufacturers of the existing equipment or equal, approved by the COTR, to meet the minimum Federal specifications.

C.3.4.1.5.3 Standards

Unless otherwise specified in writing, all of the Contractor's materials, design clearances, construction, workmanship and tests shall conform to all applicable D. C. Code provisions and other applicable and related codes, laws and regulations.

C.3.4.1.5.4 Replacement Items

The Contractor shall maintain, at all times, ample and complete stock of replacement items which conform to the style, size and appearance of the existing items and District of Columbia Code. The COTR shall approve all major replacement items prior to installation. The Contractor shall maintain all wiring in conformity with the District of Columbia's Electrical Code.

C.3.4.1.6 Skilled Technician

C.3.4.1.6.1 The Contractor shall verify and ensure that employees or subcontractors designated to work on elevators, escalators, and lifts have and maintain the appropriate licenses and certifications in accordance with applicable laws, regulations, and industry standards.

C.3.4.1.6.2 The Contractor shall ensure that a certified elevator mechanic possessing a Journeyman Elevator License (Applicable Document #17) accompanies the District's Inspector during each inspection to perform all tests in accordance with all laws, regulations and codes at no additional cost.

C.3.4.1.6.3 The Contractor shall ensure that all services, maintenance and repairs are performed by fully qualified manufacturer-trained technicians.

C.3.5 ENERGY MANAGEMENT CONTROL SYSTEM

The Contractor shall possess and maintain a working knowledge of the Facility's Energy Management Control System and provide the required maintenance and repairs for continued optimal operation.

C.3.5.1 Building Automation Systems (BAS)

The Contractor shall maintain the Facility's Building Automation System (BAS), a computer-based system featuring a microprocessor that starts, stops, and monitors mechanical, electrical and plumbing systems and their individual components. The BAS controls the environmental interior temperatures and humidity to satisfy the requirements in the Facility and also show and communicate alarms.

C.3.5.1.1 Maintenance and Repairs

The Contractor shall maintain all control systems as designed including at a minimum the following:

a. Operation of all system hardware, including but not limited to networks, computers, peripheral devices, controllers, sensors, alarms, actuators, transformers, transducers and all other system components.
b. Maintain the BAS functioning, and reload software in computers or controllers as necessary and provide updates to the BAS software ; and
c. Make all set point adjustments as necessary and appropriate.

C.3.5.1.1.1 The Contractor shall not modify sequences of operation or control programs without prior approval of the COTR or designee. The Contractor shall diagnose the performance of systems, and notify the COTR if a sequence of operations or its implementation as a control program is not producing the desired results or is resulting in unnecessary energy use.

C.3.5.1.1.2 The Contractor shall, per manufacturer's specifications, perform maintenance and repairs on the BAS. The Contractor shall perform necessary maintenance to the BAS or have the required operation, maintenance, and repairs performed by a qualified subcontractor. However, regardless of how these critical services are performed,

C.3.5.1.1.3 The Contractor shall, on a daily basis, monitor and maintain the mechanical and electrical systems connected to the BAS and provide a trained person to operate the systems. This shall include surveillance of the building rooms, areas, and mechanical systems for adherence to the environmental temperatures and conditions defined in the Manufacturer's Operational Requirements. The Contractor shall maintain environmental temperatures within the building by performing adjustments to the BAS as required.

C.3.5.1.2 Minimum IT Maintenance Standards

The District shall provide IT maintenance standards for all computers networked with Control Systems. The following are some examples of the Contractor's responsibilities with regards to current District IT maintenance standards:

a. Maintain and use an approved anti-virus software subscription and software in effect at all times;
b. Adhere to the District's IT security policy if the network can connect to the outside;
c. Maintain and use an approved spy ware protection program;
d. Prevent personnel from using the system to load software or connect to the internet for non-business purposes;
e. Conduct monthly anti-virus and spy ware scans; and

f. Perform disk drive maintenance to include complete system backup and defragmentation on a quarterly basis.

C.3.5.1.3 Service Calls

The Contractor shall respond to service call needs for the BAS as determined by the qualified engineer or by an alert from the BAS. The Contractor shall treat all BAS alarm notifications as Emergency Service Calls, and respond accordingly.

C.3.5.1.3.1 Service Call Documentation

The Contractor shall include documentation of control system service calls as described in C.3.16.1.7.

C.3.5.1.4 Skilled Technicians

The Contractor shall ensure that all personnel involved in such performance of the BAS are qualified as defined above.

C.3.5.1.5 Software Upgrade

The Contractor shall provide updates to the BAS software.

C.3.5.2 Computerized Maintenance Management System (CMMS)

The Contractor shall utilize the DGS a customized CMMS titled SMARTDGS (Archibus operating system). While the District currently uses SMARTDGS, the Contractor shall be required to implement and utilize SMARTDGS or any other CMMS that the District may use to replace or supplement SMARTDGS. The Contractor shall not resolve verbal requests without having logged the request into SMARTDGS.

C.3.5.2.2 SMARTDGS Functions

The Contractor shall utilize SMARTDGS to document and manage the Facility's operations, maintenance and repair functions in accordance with the manufacturer's software design capabilities. The Contractor shall ensure SMARTDGS performs at a minimum the following functions:

a. Develop and manage Facility equipment inventory;
b. Maintain equipment maintenance history;
c. Maintain repair cost history;
d. Generate service calls and work orders including scheduling, printing, tracking, execution and resolution;
e. Scheduling, executing and reporting PM;

f. Executing and reporting PdM; and.
g. Managing warranties;

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C.3.5.2.2.2 SMARTDGS **File Maintenance**

The Contractor shall utilize the SMARTDGS to maintain automated maintenance files to document at a minimum the following:

a. Periodic maintenance accomplished;
b. Repair history files, maintained separate from the maintenance files, to track repair costs in man-hours and materials used. Also, a brief narrative description of the repair performed shall be included to help develop historical trends with building operating equipment. Each time a repair is performed by the Contractor, or subcontractor, the history file must be updated.
c. Maintain and update all drawings and floor plans in AutoCAD each time a change is made.

C.3.5.2.2.3 Preventive Maintenance Records

C.3.5.2.2.3.1 The Contractor shall maintain SMARTDGS computerized PM records for each piece of equipment listed. The Contractor shall ensure the following information is maintained for Facility equipment:

a. Equipment number;
b. Scheduled maintenance date;
c. Maintenance procedure performed;
d. Maintenance completion date;
e. Identify deficiencies and if and when they were corrected; and
f. An explanation why the deficiency was not corrected.

C.3.5.2.2.3.2 Additionally, the Contractor shall update PM records, and repair history files on a weekly basis. The Contractor shall provide the COTR with a weekly PM Progress Report that indicates exactly which PM was accomplished. The PM Progress Report and all other PM record files/cards shall be kept in an orderly file and available for review by the COTR by close of business on each Monday for the previous week.

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C.3.6 FIRE PROTECTION SYSTEMS

C.3.6.3 Fire Protection System

The Contractor shall furnish all labor, parts and material, perform all work, furnish all accessories and any other related work that is necessary to ensure the Facility fire protection system and equipment is in good working order, utilizing materials of like design and composition to those originally supplied and installed with accurate workmanship, skillfully fitted and properly connected.

C.3.6.3.1 Operation

The Contractor shall inspect, maintain, and test all Fire Protection Systems and other applicable equipment in accordance with the National Fire Protection Association (NFPA) codes and standards (Applicable Document #23). The Contractor shall maintain a good working knowledge of any additional Facility Fire Protection Systems covered including sprinkler systems, fire pumps; smoke control, stairwell pressurization and kitchen hood systems.

C.3.6.3.1.1 DCPS Central Station

The DCPS operates their own Central Station for monitoring and connectivity of the fire protection systems; this function shall remain for all school buildings. The Contractor shall ensure connectivity of the fire alarm system to a DCPS central station service. This shall include all work necessary so that all fire alarm signals including alarm, trouble, and supervisory signals are sent from the building fire alarm system to the central station service.

C.3.6.3.2 Maintenance

The Contractor shall perform maintenance and testing of the fire alarm system in accordance with the NFPA 72 (Applicable Document #23) and the equipment manufacturer's instructions and maintain the fire alarm system(s) in operating condition. Additionally, maintenance of water-based fire protection systems shall meet the requirements of NFPA 25 (Applicable Document #23) and manufacturer's instructions. The Contractor shall at a minimum:

a. Perform annual and semi-annual testing of fire alarm systems and provide reporting documentation as requested to the District through the COTR;
b. Clean, adjust and oil, if and when necessary, every component and part of the system such as the contact points, springs, levers, coils and relays;
c. Adjust all bells for proper audibility at each location; and
d. Inspect and repair as necessary all strobe lights, exit lights, pull stations and heat and smoke detectors;

C.3.6.3.2.1 Monitoring

The Contractor shall maintain lines, transmitters and related equipment and materials, to connect to the DCPS central station for fire alarm monitoring.

C.3.6.3.2.2 Fire Alarm Testing

The Contractor shall conduct fire alarm testing outside Normal Occupant Working Hours to minimize disruption to tenants. In those instances where the security, fire alarm, or sprinkler systems requires temporary removal or disconnection from service, the Contractor shall re-connect or place the affected equipment back in service at the end of each workday, unless otherwise authorized by the COTR. The Contractor shall obtain prior written approval from the COTR for any interruption in fire alarm and security systems.

C.3.6.3.2.3 Service Calls

The Contractor shall provide the following response times regarding Fire Protection Systems service calls:

a. During Normal Occupant Working Hours immediately and treated as an emergency;
b. After Normal Occupant Working Hours - one (1) hour upon notification of an alarm in the Facility;
c. Trouble or supervisory conditions - no longer than four (4) hours upon notification
d. The Contractor shall respond to all fire alarm system alarms immediately pursuant to section C.3.17.4.2 (Emergency Situation Examples and Plan Due Date). The Contractor shall clear all alarms on all panels as quickly as feasible.

C.3.6.3.2.3.1 Service Call Documentation

The Contractor shall include documentation of fire protection system service calls as described in C.3.16.1.7.

C.3.6.3.2.4 Preventive Maintenance

The Contractor shall include all fire protection system Preventive maintenance activities in the PM Schedule as described in C.3.8.1.8.6.

C.3.6.2.5 Reporting

The Contractor shall provide the COTR results of all fire system tests and inspections within 24 hours of the test or inspection.

C.3.6.3. Repairs

The Contractor shall repair the Facility's fire protection system as described below.

C.3.6.3.3.1 Minor Impairment

The Contractor shall repair/correct minor impairments of the fire alarm system within four (4) hours of arrival on-site.

C.3.6.3.3.2 Major Impairment

The Contractor shall provide a posted fire watch for the duration of the outage for any major impairment that disables the fire alarm system and leaves any portion of the building unprotected. The Contractor may be accompanied by building security personnel where applicable. The Contractor shall ensure the system impairment is repaired within twenty-four (24) hours of delivery of replacement parts.

C.3.6.3.3.3 Replacement Items

The Contractor shall maintain an adequate stock of all operating supplies and consumables such as spare sensors, packing, lubricants, rags, cleaners, and batteries, reflective of the number provided as attic stock at the beginning of the contract.

C.3.6.3.4 Contractor Readiness

The Contractor's shall ensure that all employees are familiar with the building fire alarm system. In addition, the Contractor shall ensure that all employees are trained on the procedures to follow in the event of fire or other emergency including the operation of fire alarms equipment.

C.3.6..3.5 Skilled Technicians

The Contractor shall ensure that qualified, skilled staff to provide fire warning and protection system services including responding to fire alarms and situations when notified.

C.3.7 ARCHITECTURAL AND STRUCTURAL MAINTENANCE AND REPAIRS SERVICES

The Contractor shall possess and maintain a working knowledge of the architectural and structural characteristics of the Facility and provide the required maintenance and repairs for continued optimal operation.

C.3.7.1 Architectural and Structural Systems, Fixtures, Structures and Equipment

C.3.7.1.1 Operation and Maintenance

The Contractor shall maintain architectural and structural systems, fixtures, structures and equipment within the Facility. The Contractor shall perform maintenance and Repair of the Architectural and Structural systems including at a minimum the following:

C.3.7.1.1.1 Doors and Ramps

The Contractor shall maintain doors including roll up doors, revolving doors, sliding or swinging doors, and adjustable loading ramps, power or manually operated, in a safe, usable and well-maintained condition.

C.3.7.1.1.2 Walls and Flooring

The Contractor shall maintain all walls and flooring in a safe and well-maintained condition. The Contractor shall not change the appearance of any walls or flooring, to include painting or sealing, without the express permission of the COTR.

C.3.7.1.1.3 Painting

The Contractor shall provide at a minimum the following painting services to ensure the Facility's appearance is well-maintained

a. Touch-up painting to the interior and exterior of the Facility as required in the accomplishment of maintenance and repair work;
b. Regular touch-up painting including spackling and sanding in high traffic common areas of the Facility in order to maintain streak, smudge, and damage free surfaces.
c. Touch up comprises a partial area or space (floor to ceiling...not an entire room or both sides of a corridor). Touch up specification/explanation shall not apply to high traffic common areas, high traffic areas shall be completely maintained as specified herein.

C.3.7.1.2 Review Design and Construction Documents

The Contractor shall review and provide comment on design and construction documents for projects planned to modify the Facility. The Contractor shall provide comments on the operating costs and the cost impact of the proposed project as well as any other specific information requested by the COTR.

C.3.7.1.3 Scaffolding

C.3.7.1.3.1 The Contactor shall erect all scaffolding on the job in accordance with the requirements of 29 CFR 1926.451 (Applicable Document #5). Once in place, the Contractor shall ensure that the scaffold is inspected prior to use, daily thereafter, and documented in writing by Contractor's qualified personnel on duty. The Contractor shall also inspect the scaffold anchor points prior to use, daily thereafter, and shall be documented in writing by Contractor's assigned safety officer.

C.3.7.1.3.2 The Contractor shall develop an engineer certified scaffold erection plan for scaffolding over two sections high. The Contractor's scaffold erection plan shall require the approval of the COTR.

C.3.7.1.4 Service Calls

C.3.7.1.4.1 The Contractor shall respond to service call needs for the Facility's architectural and structural systems, fixtures, structures and equipment as described in C.3.16.1

C.3.7.1.4.2 Service Call Documentation

The Contractor shall include documentation of architectural and structural systems, fixtures, structures and equipment service calls as described in C.3.16.1.7.

C.3.8 OPERATIONS, MAINTENANCE, REPAIR, AND IMPROVEMENT SERVICES

The Contractor shall possess and maintain a working knowledge of the repair and improvement services required to achieve optimal operation.

C.3.8.1 Operations, Maintenance and Repair

C.3.8.1.1 The Contractor shall provide all Operations, Maintenance and Repair (OM&R) services for the Facility in an efficient, economical, and reliable manner. The Contractor shall maintain an acceptable level of performance for the required repair and improvement services. The Contractor shall provide building operations services of all required Facility systems and maintain utilities services

and environmental conditioning of the Facility in order to maintain the readiness and the asset value of Building(s) and its systems.

C.3.8.1.2 The specific requirements identified herein are not intended to provide a comprehensive list of tasks, which may be necessary to meet the general requirements of this contract, and shall not be interpreted as exclusionary. It is the responsibility of the Contractor to include specific operational tasks in the Building Operating Plan BOP.

C.3.8.1.3 Exclusions

Except as otherwise specifically provided herein, the following are excluded from the scope:

a. Furnishings;
b. Equipment owned by servicing public utilities;
c. Installation and Maintenance of Security Systems; and
d. Installation and Maintenance of Telecommunication Systems and Cabling.

C.3.8.1.4 Standard Operating Procedures for Operating Building Systems

The Contractor shall develop and provide Standard Operating Procedures (SOP) for the Facility's operating systems. The SOP shall be submitted for the review and approval of the COTR and shall include at a minimum:

a. Startup and shutdown times and procedures;
b. Emergency response procedures;
c. Operating strategies to maximize efficiency and minimize energy consumption;
d. Descriptions of the sequences of operations for major equipment systems;
e. Record management method which shall include the use of a SMARTDGS and other available systems (e.g., BAS) to implement and document contract requirements;
f. Other documentation procedures necessary to meet contract requirements;
g. Description of the planned and executable air quality management program that adheres to the District's and other regulatory requirements (e.g., determine which rules apply to equipment in the building, determine which permits are necessary).
h. Tour procedures, including operator assignment sheets;
i. Maintenance schedules, procedures and guides;
j. Facility equipment inventory, shall include all equipment requiring scheduled Preventive Maintenance;
k. Water Treatment Program and initial water treatment analysis and report; and the quality Control Program.

C.3.8.1.4.1 The Contractor shall update and revise the SOPs as needed but at a minimum once a year.

C.3.8.1.5 Building Operating Plan

The Contractor shall develop and provide a BOP for the Facility. The final BOP shall be submitted for the review and approval of the COTR within ten (10) days of contract award and shall include and address at a minimum:

a. Facility's electrical, mechanical and plumbing and water treatment systems, elevator and other equipment and operating procedures;
b. Identify and document the Hours of Operation for HVAC equipment;
c. Identify the sequence of operations descriptions;
d. Utilization of the Facility's BAS and SMARTDGS systems;
e. Requested number of SMARTDGS seat licenses for engineering, custodial, and other staff;
f. Identification of applicable permits and licenses and the specific conditions required by District or federal regulations for Facility equipment and systems;
g. Inspection, monitoring, and testing procedures including Tour program and including sample Tour Work Assignment Sheet;
h. Preventive Maintenance guides, methodologies, frequencies and schedule, and a description of the work to be done for each maintenance item identified;
i. Predictive Maintenance methodologies, as applicable;
j. Service call program and tenant environment;
k. Hours of operation;
l. Repairs, replacement items, and associated standards;
m. Excess snow removal plan;
n. Integrated Pest Management Plan and Locksmith services;
o. Contingency Plan;
p. Vandalism Remediation plan;
q. Hazardous materials plan;
r. Description of staffing, responsibilities and schedule;
s. List of key personnel along with complete contact information;
t. Identification of appropriately licensed and certified technicians;
u. Quality control program
v. Phase-in Transition Plan
w. Conceptual Phase-out Plan

C.3.8.1.5.1 The Contractor shall make updates to the BOP during the contract to assure that the BOP reflects current equipment, systems, and operating procedures, as necessary.

C.3.8.1.5.1.1 Additional Building Operational Requirements

The Contractor shall operate the building systems in an energy efficient manner and shall provide the following environmental conditions:

a. **New or LEED Building Temperatures**: The Contractor shall maintain temperatures within the ranges established at the conclusion of building commissioning. Deviation from these ranges requires COTR approval;
b. **Building Temperatures** Temperature controls shall be set to maintain 70 degrees plus or minus 2 degrees Fahrenheit during Occupant Work Hours in the heating season. Temperature controls shall be set to maintain 70 degrees plus or minus 2 degrees Fahrenheit during Occupant Work Hours in the cooling season. Space temperatures during other than Occupant Work Hours shall be maintained at the minimum temperatures required to assure the protection of the building and its systems, generally this is 55 degrees Fahrenheit.
c. **Warehouse and Adjacent Spaces:** Unless stipulated otherwise in the building description, warehouses and other areas subject to external traffic, the Contractor shall adjust temperatures to 55°F during the heating season and 80°F during the cooling season (if mechanical cooling is available). And, in areas such as garages, loading docks, etc., the Contractor shall set the heaters to maintain 55°F, cooling will not be provided.
d. **Use of Fresh Air and Economizers**: The Contractor shall use outside air, mechanical economizers, or any other energy saving equipment installed in the building, to the maximum extent possible, during moderate weather. The use of the aforementioned energy saving methods shall be based on outside temperatures and humidity conditions in order to maintain the indoor temperatures defined above;
e. **Air Filtration**: Ventilation shall be provided to the maximum extent allowable by the design of the mechanical equipment installed in the building. Air shall be adequately filtered at all times by using only air filters capable of fifty percent (50%) particulate removal to ensure a safe and healthful environment, and filters shall be changed at a frequency consistent with industry standards and that is acceptable to the COTR. This could require changing filters once each month on air distribution systems, which serve special or heavy use areas. Each time a filter is replaced, the date of replacement shall be clearly marked/written, by Contractor, so that the date is visible and legible without removing the filter;
f. **Potable and other water temperatures** shall be maintained in accordance with the table below.

Service	Temp.
Domestic Hot Water	110F
Domestic Hot Water from local booster heaters	140F
Protected Hot Water for lab sinks, etc.	110F

Emergency tempered water for eye washes, safety showers, etc.	88F
Chilled drinking water	50F

g. **Lighting Levels**: Lighting systems shall be maintained to achieve the following levels during occupant work hours:

Area	Level
Public Areas Within the Building	10 Foot-Candles
Normal Work Stations	50 Foot-Candles
General Workstations	30 Foot-Candles
Storage Areas	10 Foot Candles

The Contractor shall maintain lighting levels in other areas within the facility not specifically identified above in accordance with original design specifications of the Facility. **Lighting necessary for safety and security will remain on during other than Normal Occupant Working Hours.**

h. **Operational Tests**: The Contractor shall perform running test checks of large or high energy use equipment, such as chillers, pumps, air handling equipment, elevators, fire, life safety, devices, during Hours of Operation provided that such tests do no cause an interruption in service or increase monthly electrical demand costs. The COTR will define the peak usage periods, during which hours tests or checks are prohibited, and will provide this information to the Contractor. The Contractor shall provide required tests at other than hours of operation, as necessary.

C.3.8.1.5.2 Contingency Plan

The Contractor's Contingency Plan shall include at a minimum a plan to address the following:

a. Loss of the Contractor's on-site personnel (e.g., strike, walkout, injury, abrupt resignation);
b. Civil disturbance or other major security threat;
c. Natural disaster, bombing, or other event which damages the Facility structure, mechanical systems or utilities; and
d. Utilities curtailment.

C.3.8.1.5.3 Vandalism Remediation Plan

The Contractor shall include in the BOP (C.3.8.1.5) a plan to deter and remediate vandalism (e.g. breaking windows, arson, graffiti, egging, and other destructive acts).

C.3.8.1.6 Maintenance

The Contractor shall perform Maintenance on all building equipment and systems to keep the Facility functioning per the design intent including all supplies and services needed for maintenance and operation of the Building(s) as described herein. The Contractor shall perform scheduled and unscheduled maintenance and repairs, as necessary, twenty-four (24) hours a day, three hundred sixty-five (365) days a year (366 in leap year), including emergency service calls.

C.3.8.1.6.1 Maintenance and CMMS

The Contractor shall utilize the SMARTDGS CMMS to maintain the management records for all work orders, maintenance, PM, and PdM. The Contractor shall follow the Preventive Maintenance program, as described in Section C.3.8.2.4 as it relates to the CMMS.

C.3.8.1.7 Service Call Services

C.3.8.1.7.1 Emergency Service Calls

The Contractor shall provide Emergency Service Call services as described in C.3.16.1.2.

C.3.8.1.7.2 Non-emergency Service Calls

The Contractor shall provide Non-Emergency Service Call services as described in C.3.16.1.3.

C.3.8.1.7.3 Service Call Documentation

The Contractor shall include documentation of service calls as described in C.3.16.1.7.

C.3.8.1.8 Preventive Maintenance (PM) Program

C.3.8.1.8.1 The Contractor shall develop and implement a Preventive Maintenance Program to preserve the condition of the Facility's systems and equipment, avoid long-term damage and unnecessary costs. The Contractor shall maintain all equipment and systems at acceptable levels of operating efficiency to ensure that the Facility is operated in an efficient manner. The Contractor shall ensure the maintenance schedule continues from the existing maintenance schedule so as not to create gaps in performance of maintenance. The Contractor shall maintain all equipment listed in the contract in accordance with one or both of the following methods:

a. Manufacturer's recommendations

b. PM guides developed by the Contractor (which shall be submitted to and approved by the COTR)

C.3.8.1.8.2 In addition to the above methods, the Contractor's PM program shall also include: periodic inspection; testing; cleaning; lubrication; adjustment; filter cleaning and replacement; and furnishing the necessary parts and labor to accomplish repairs to keep the equipment and systems in an acceptable level of operating condition.

C.3.8.1.8.3 The Contractor shall include PM guides, frequencies and schedule, and any Predictive Maintenance methodologies in the BOP (C.3.8.1.5). Also as a part of the BOP (C.3.8.1.5), the Contractor shall indicate the frequency the PM will be performed and shall provide a description of the work to be done for each maintenance item identified.

C.3.8.1.8.4 The Contractor shall indicate explicitly in cases where the Contractor proposes to deviate from industry best practices, standards, and frequencies. In cases where the Contractor proposes an alternative frequency or guide, the Contractor shall clearly identify and explain this alternative. The COTR will approve the technical rationale of any alternative prior to it becoming effective. The COTR has full authority to accept or reject any alternative and to direct the Contractor to follow industry best practices, standards, and frequencies or the procedures listed in the equipment O&M documentation. The Contractor shall ensure that all Predictive Maintenance descriptions, if applicable, describe method of base-lining equipment performance, data to be measured, frequency and methods of measurement, and methods of determining when maintenance or repair is necessary.

C.3.8.1.8.5 The Contractor shall propose Preventive or Predictive Maintenance standards and schedules for all equipment when any of the following factors apply:

a. The equipment normally requires periodic replacement of consumable components;
b. Normally requires periodic or occasional cleaning;
c. Has moving parts;
d. Is prone to failure of major components before overall obsolescence of the system which it serves;
e. Is of a type itemized in the Public Buildings Maintenance Guides and Time Standards ("PBS standards") (Applicable Document #28); or NETA Maintenance Testing Specifications (Applicable Document #20); and/or
f. Requires Preventive or Predictive Maintenance in accordance with any other provision of this Contract.

C.3.8.1.8.6 Preventive Maintenance Schedule

The Contractor shall submit an annual schedule for the accomplishment of all PM to the COTR not later than ten (10) days after contract start work date and submit updates to PM Schedule as necessary to ensure the PM Schedule remains current.

C.3.8.1.8.7 Consolidated Preventive Maintenance Report

The Contractor shall prepare and submit to the COTR a consolidated monthly report detailing the Preventive Maintenance performed on each piece of equipment by type, equipment number, and location. This report shall include type of service, e.g., Preventive Maintenance, service call, maintenance repair, emergency service calls, overtime, and additional services; description of work and the number of hours expended, work to be completed and any outstanding service requests.

C.3.8.1.8.8 Preventive Maintenance Log Books

The Contractor shall maintain a log book at the Facility. The Contractor shall provide a key locked cabinet to insure the security and safety of the log. The Contractor shall provide the COTR with a key to the cabinet. The Contractor shall record date and times of Preventive Maintenance service visits and the service provided. DGS shall maintain the cabinet, key, and log(s) as the property of DGS and at no time shall the log(s) be removed from the property by anyone.

C.3.8.1.8.9 PM Cycles Greater than Twelve (12) Months

The Contractor shall keep a separate record of any building equipment or systems with a PM cycle greater than twelve (12) months (defined by the contract period: base year and each option year). This record shall be submitted ninety (90) days before the expiration of each option year and include estimates of work to be performed.

C.3.8.1.8.10 Exception – Minimum Standards

Except where other standards are identified herein, the Contractor shall perform scheduled Preventive Maintenance using at a minimum, industry best practices, as well as the standards and frequencies recommended by the manufacturer.

C.3.8.1.8.11 Preventive Replaced by Predictive

Scheduled Preventive Maintenance for specific equipment may be replaced in whole or in part by Predictive Maintenance, with the written approval of the COTR, when sufficient condition monitoring capability is in place.