

Exhibit A - - STATEMENT OF WORK

I. GENERAL INFORMATION:

The United States Embassy in Abidjan requires professional services and contractor cost proposals to perform preventive maintenance services of the facility's UPS equipment.

II. PROJECT REQUIREMENTS:

DESCRIPTION OF EQUIPMENT*:

**Please see attachment at the end of this sheet for more details*

1) Insert Equipment

III. GENERAL REQUIREMENTS:

The Contractor under this SOW will be responsible for labor and materials required to carry out all preventive maintenance as outlined in this SOW. Embassy staff has service manuals for all UPS equipment on-site.

IV. SCOPE OF WORK - - UPS PREVENTIVE MAINTENANCE

Contractor shall provide all materials, supervision, labor, tools and equipment to perform Preventive Maintenance. All personnel working in the vicinity shall wear and /or use safety protection while all work is performed. Any questions or injuries **shall** be brought to the attention of the Post Occupation Safety and Health Officer (OSHO). Material Safety Data Sheets (MSDS) shall be provided by the Contractor for all HAZMAT materials. Copies will be provided to the COR for approval.

If any discrepancies are found with the UPS equipment that are not covered under this scope of work then the contractor must provide the following:

1. Detailed report noting the discrepancy found.
2. Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.
3. Price quote for repair labor.

At a minimum, the following work must be done:

A. Semi-Annual Schedule:

- 2) Coordinate site visit service dates with the embassy Facility Manager. Pre-arrange a switch over to maintenance bypass, or static bypass.
- 3) Perform online checks while the load remains on bypass.
- 4) Perform all function tests and calibrate unit.
- 5) Check all meter parameters, settings, and logic.
- 6) Test all UPS alarms and remote alarm panels.
- 7) Verify all cooling fans spin freely. Clean or replace air filters.

- 8) Review and perform any manufacture specific Operations and Maintenance requirements for this model and brand UPS.
- 9) Restore the UPS to its online condition with output breaker closed and supporting the critical load. Check and verify system output voltage adjustments.
- 10) If any discrepancies remain, which prohibit the unit from supporting the load, the contractor's technician must notify the COR and the post Facility Manager of these discrepancies and the unit's bypass condition immediately. Provide a list of equipment, BOM, and repair price quote to be handled under a separate procurement action.
- 11) Perform battery maintenance. This shall include cell voltage readings and an overview inspection of the battery strings condition. Check all battery connections for the proper torque and ensure they are free of corrosion. Correct any noticeable discrepancy if found, such as a corroded connection or a loose wire. Any major discrepancy noted must be brought to the immediate attention of site maintenance personnel and the Facility Manager.
- 12) Ensure proper operation and work acceptance prior to leaving site.
- 13) Provide a narrative summary of all findings, and conditions. Include all input and output voltage, amperage, and frequency readings. Provide individual battery voltage readings.

B. Annual Schedule:

- 1) Coordinate site visit service dates with the embassy Facility Manager. Pre-arrange a switch over to maintenance bypass, or Post generator operation to accommodate unit shutdown.
- 2) Perform Lock-out/Tag-out the UPS input power and verify a de-energized and safe working condition prior to accessing internal UPS components.
- 3) Perform annual preventive maintenance checks to include interior and exterior cleaning of the UPS unit. Inspect all connections, components, and internal wiring for signs of overheating or damage. Spot-check all power connections for proper torque.
- 4) Replace any faulty, damaged, discolored, or worn components found using onsite government spares.
- 5) Provide post's Facility Manager with a Bill of Materials (BOM) noting any required or suggested material replacements not presently onsite, along with the item's part number, unit price, and availability.
- 6) Verify all cooling fans spin freely. Clean or replace air filters.
- 7) Restore unit power and perform online checks while the load remains on bypass. Check and verify system output voltage adjustments. Check all meter parameters, settings, and logic.
- 8) Perform all function tests and calibrate unit. Test all UPS alarms and remote alarm panels.
- 9) Restore the UPS to its online condition with output breaker closed and supporting the critical load. If any discrepancies remain, which prohibit the unit from supporting the load, the contractor's technician must notify the COR and the post Facility Manager of these discrepancies and the unit's bypass condition immediately.
- 10) Perform battery maintenance. This shall include cell voltage readings and an overview inspection of the battery strings condition. Check all battery connections for the proper torque and ensure they are free of corrosion. Correct any noticeable discrepancy if found, such as a corroded connection or a loose wire. Any major discrepancy noted must be brought to the immediate attention of site maintenance personnel and the Facility Manager.
- 11) Ensure proper operation and work acceptance prior to leaving site.
- 12) Provide a narrative summary of all findings, and conditions. Include all input and output voltage, amperage, and frequency readings. Provide individual battery voltage readings.

