SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE 1 OF 1
PR3110578	

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
		PR3265776	S-JO-100-14-Q-0016	04/08/2014

7. FOR SOLICITATION INFORMATION CALL ▶	a. NAME	b. TELEPHONE NUMBER(No collect calls)	8. OFFER DUE DATE/ LOCAL TIME
	Abdullah Naber Naberad@state.gov	(962) 6 590-6085	14:00, 04/23/2014

9. ISSUED BY CODE	10. THIS ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS
General Services Office American Embassy P. O. Box 354 Amman - Jordan Tel: (962) 6 590-6085 Fax: (962) 6 592-7957	☒ UNRESTRICTED ☐ SET ASIDE: % FOR ☐ SMALL BUSINESS ☐ HUBZONE SMALL BUSINESS ☐ 8(A) NAICS: SIZE STD:	☐ SEE SCHEDULE ☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION ☒ RFQ ☐ IFB ☐ RFP	

15. DELIVER TO CODE	16. ADMINISTERED BY CODE
American Embassy Amman - Jordan	

17a. CONTRACTOR/ OFFEROR CODE / FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE
	Financial Management Office (FMO) American Embassy P. O. Box 354 Amman - Jordan

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1.	**Building Automation System (BAS) Preventive Maintenance contract, as per Attached SOW** Site visit by a qualified specialist technician will take a place at U.S Embassy on April 16, 2014 at 11:00am please provide the attendees' names two days before, Read attached scope of work/evaluation factor for more details The due date and time for receiving the offers is at 14:00 on April 23, 2014	1			

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only)

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☒ ARE NOT ATTACHED.

☒ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☒ ARE NOT ATTACHED.

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN __1__ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.	☐ 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(TYPE OR PRINT)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or Print)	31c. DATE SIGNED
		Katherine Reilly	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE
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STANDARD FORM 1449 (REV 4/2002)

Prescribed by GSA - FAR (48 CFR) 53.212

Statement of Work SOW
Building Automation System (BAS) Preventive Maintenance
April 2013

I. INTRODUCTION.

The U.S. Department of State requires a site visit by a qualified specialist technician to our U.S. Embassy to perform preventive maintenance for the building automation systems (BAS) controllers, software and end user graphics. The main BAS controls the operations of the heating, ventilation and air conditioning (HVAC) system throughout the embassy. It senses air flows and temperatures and controls the operations of the chillers, fans, pumps, louvers and other HVAC components in response to preset instructions and parameters. It also monitors potable water and the fuel supply systems.

U.S. Embassy Amman Jordan

II. GENERAL REQUIREMENTS

The contractor shall provide scheduled preventative maintenance (PM) as described in this document. The selected contractor will provide PM services between the hours of 8:00 A.M. and 4:30 P.M. for all equipment identified in this document. The contractor will ensure that all field service technicians have the required relevant experience and training to handle their tasks successfully and professionally and should provide documents to the Contracting Officer Representative (COR) satisfaction and approval. The unscheduled call for service should be quoted for COR's approval and should cover spare parts only.

The Service Contractor will not use any method or substances, which may cause damage to the equipments or systems. Any damage or loss through negligence by the Service Contractor, or Service Contractor's staff shall be the whole responsibility of the Service Contractor.

All process should use suitable methods, equipment or substances in accordance with manufacturer's recommendations. Contract value will be paid evenly at the end of each month after completion of the PM tasks that falls within that month and getting the signature from the (COR).

The following table specifies BAS controllers and end user graphics software fall under this contract:

End user graphics	SOFT WARE NIAGARA 2.301.522 v2
BAS controllers	UNC INVENSYS MODEL: UNC 500 I/A SERIES

BAS controllers	MNB 300 I/A SERIES. DEVICE-BAC NET UNITARY. VERSION: 00:U01:01.20 UID.0628012100000196
BAS Controllers	MNB 1000 –CNTLR-1000 I/A SERIES R DEVICE: BACNET PLANT CTRL. VERSION:00:PO1.20 UID: 0628043100000485

III. SCOPE.

The purpose of this SOW is to secure materials and qualified technical labor required for successful preventive maintenance of the BAS at the U.S. Embassy compound. At a minimum the BAS service shall include the following for both the main BAS:

1. Preventive Maintenance Site Visit. This on-site visit to post shall be for approximately 12 visit/year, with coordination performed prior to arrival, and shall consist of the following:

    a. Conduct pre-trip coordination of up to 4 hours with the post via telephone and e-mail, to accomplish the following:

        i. Obtain all possible information from the BAS that will facilitate accomplishment of the preventive maintenance tasks required under this SOW.

        ii. Advice the post on what preparations will need to be made for the visit and what data the post should collect and make available to the BAS technician.

    b. The contractor shall work side by side with post technicians in performing all the tasks at site. These shall include:

        i. Assess, and report on, the operational condition of the BAS components throughout the building, including air handling units, variable air volume boxes, air supply conduit, return air conduit, building exhaust fans, system pressure, temperature and air flow sensors, damper and valve actuators, network controllers and communications lines and devices, and other components. Perform required maintenance and make all possible repairs. Note all activities, corrective actions and remaining deficiencies in the trip report.

ii. Ensure that software operating instructions continue to properly incorporate all heating, ventilation and air conditioning (HVAC) equipment and components to include chillers and heaters.

iii. Ensure that programming instructions to system controllers and other components to ensure their proper, effective, operation.

iv. Confirm the proper response of all air handling units, to include their fans and dampers, to commands from the BAS.

v. Operationally test the smoke purge system and verify the operation of all fans and dampers in the system.

vi. Review system reports, notifications and error logs, and resolve these.

vii. Identify all system components, to include controllers, actuators, sensors and communications devices that need repair modification or replacement.

viii. Check the functionality of all variable air volume (VAV) boxes throughout the system, and identify boxes that must be adjusted to the Facility Manager and assist the HVAC crew in making the needed adjustments for optimum performance.

ix. Ensure all components that require a license for access are licensed to "The United States Department of State".

x. Provide information to post personnel on operation and trouble shooting of the BAS system.

2. On completion of the assignment, the specialist shall submit a visit report .

IV. QUALIFICATIONS OF BAS CONTRACTOR AND TECHNICIAN.

The contractor shall confirm in writing their preparedness to meet each of the requirements of this SOW each of the following qualification requirements, to include the specific hardware and software tools the contractor shall provide. This submission shall include a resume of the technician. These requirements include:

1. The contractor's specialist technician shall be experienced in ***Micronet- BAC Net controllers*** based BAS.

2. The contractor shall be able to provide software updates to the system, if requested by the COR.

3. The BAS technician shall be capable of executing all software programming and adjustments required to complete this SOW.

4. The BAS technician shall have all tools, both software and hardware, WITH ADAPTORS AND CABLES, required to effect repairs to this specific BAS system and its components, to include special software programs, licenses, administrative passwords and tools required to access and update instructions to system controllers, actuators, sensors and all other components.

V. DELIVERABLES.

The contractor shall provide the following items to post as part of this statement of work:

1. Licenses and Password/Permissions. All required licenses passwords, and permissions to access the BAS and its operating components. The licensee shall be, "The U.S. Department of State".
2. Controller Programs and Instructions. All non-proprietary programs and instructions installed on all components of the BAS.
3. Site Visit Report. The specialist shall furnish a trip report within 2 calendar days after return from the Preventive Maintenance site visit. The specialist shall deliver (3) three electronic copies of trip report in Microsoft Word 2007-compatible file. The report shall:
    a. Identify findings of deficiencies, recommendations and suggestions for improvement.
    b. Make observations regarding proficiency of post personnel to operate the BAS.
    c. Provide a listing and description of all modifications made to the system software and hardware.
    d. Provide a listing of recommended repairs and spare parts to be installed or maintained by the post. This list shall include the following:
        i. Manufacturer's name.
        ii. Parts number.
        iii. Estimated price.
4. Updated BAS software for the BAS controls stations in the latest version compatible with the version installed.

VI. PRODUCTS USED.

Use of U.S. manufactured products is preferred when not required. All provided material must be compatible in size rating and quality to the part it is replacing.

VII. SECURITY AND CLEARANCE REQUIREMENTS.

1. The contractor's laptop shall have its hard drive encrypted using any product on the IT CCB list, or any NIST approved product. Currently, Point Sec 4.1 with 3Des or McAfee Endpoint Encryption for PCs Client (formerly Safe Boot Client) Version: 4.2. are DS authorized hard drive encryption products. An overwrite utility software must be used to remove all previous data in the following manner: A first overwrite pass using the number '1'; A second overwrite pass using the number '0'; and a third overwrite pass using ANY character. PDAs used to store and transport project related data must also be encrypted using NIST approved encryption.

2. SPECIAL NOTE: Any loss or compromise of electronic media devices containing department of state "DoS" information must be reported to the RSO, COR and DS/IS/IND immediately.

VIII. SERVICE INTERRUPTIONS.

The BAS technician shall plan, coordinate, and schedule all BAS site work with the post COR. Any and all service interruptions shall be subject to approval by the post COR.

IX. DEFECTIVE EQUIPMENT.

The BAS technician shall identify to the COR any defective parts or equipment in the BAS that require replacement. These will be procured at U.S. Government expense.

X. SITE RESTORATION.

The BAS technician shall ensure that all facilities receiving this work shall be left in a condition acceptable to the COR at post, upon completion of the work.

XI. SAFETY.

Safety is the highest priority on this project. The BAS technician shall bring any safety concerns immediately to the attention of the COR.

XII. SECURITY REQUIREMENTS

The contractor shall submit his/her personnel who will need to enter compound for security clearances at the start of the contract. Those who are not granted access, the contractor should submit replacements.

XIII. SITE VISIT
The vendors should make themselves familiar with the size and conditions of this (SOW) during the site visit that will be arranged prior of submitting the offers. During the site visit, the vendors will have the freedom to check on the equipment that falls under this (SOW) and ask question to the technical staff about conditions and operations them. A procurement representative will be there also to answer questions related to the contractual side of this contract.