

## STATEMENT OF WORK FOR MAINTENANCE OF AIR CONDITIONERS

- 1) **SCOPE:** The successful bidder (Contractor) is responsible to perform periodic routine preventive maintenance and repair of all accepted air conditioner units and will report, monthly, on each unit status and all work performed. Contractor will be responsible to initially inspect all US Embassy Narcotics Affairs Section Aviation Unit (NAU) air conditioner units and provide a written report of the inspection to NAU within 30 days of contract acceptance.

Contractor will inspect all units for defective units or parts prior to beginning routine preventive maintenance (initial inventory attached). The initial written report to NAU will list the status of all air conditioner units. The report will delineate each air conditioning unit by location and if 1) it is operational, 2) requires repair, 3) is recommended for replacement. Based upon this initial report, and at the discretion of the United States Government (USG), units deemed by NAU to be beyond economical repair may be replaced at USG expense. Likewise, items procured initially to replace defective parts, to bring units up to working condition, shall be paid for and processed by NAU. This will represent a 30 days written assessment prepared by the contractor. Transportation expenses will be included in the quotation package prepared by the vendor.

A working inventory list will then be developed from all the operational air conditioner units and used as the baseline for the remainder of the contract.

Routine preventative maintenance, repair, and reporting will begin at the end of this 30 day assessment period or after the assessment has been completed and approved by NAU. The contractor will provide a quotation of basic prices

charged for corrective and preventive maintenance in accordance to the attached list. If during the evaluation process the vendors identify a new requirement not identified in this list, a modification will be issued to include that requirement. In order to proceed with corrective and preventive maintenance needs identified and approved by NAU that is part of the assessment, NAU will issue a PR to obtain a task order approved by the Contracting Officer to authorize the vendor to proceed with the order. The next phase of the contract will be preventive maintenance only.

**2) PREVENTIVE MAINTENANCE AND MINOR REPAIR OF AIR CONDITIONING UNITS:**

- i) During the contract term Contractor shall furnish all parts, materials, tools, equipment, manpower, and consumables to complete the work. Potential vendors will provide a fixed price for the preventive maintenance needs identified in the list. Since this will be an option year contract; one base year and four additional option years, the contractor will provide quotation based on these options. Repair parts used by the Contractor will be new and unused. Contractor is not responsible to provide new motors and compressors but is responsible for repairs to and rewinding of the same. Except for replacement of motor and/or compressors when found by Contractor to be beyond repair, NAU shall bear no outside cost to this contract. NAU shall have the right to have components examined by a qualified firm and/or person(s) before motor and/or compressors are declared beyond repair.
- ii) Throughout the term of the contract, Contractor shall keep sufficient stock of replacement spare parts necessary to keep air conditioner units

maintained and fully functional. NAS/NAU shall not take under custody spare parts provided for the vendor to keep in stock for future needs. It's the vendor sole responsibility to have them available when needed. During the quotation process, potential vendors are invited to provide proposals of how they will be satisfying this requirement.

- iii) Contractor is responsible for satisfactory operation of air-conditioners and will facilitate correct end user operation by providing written instructions of operation for each unit type. Lack of maintenance/repairs will cause no unit to remain inoperable or with degraded cool air output for more than a reasonable time period [Not to exceed five (5) days]. The vendor will not be responsible if a unit has been transferred to another location and has suffered damages. NAS/NAU Contracting Officer Representative will inform in writing of any updates affecting the units' location. At least once every month Contractor shall provide an itemized inventory of all units, their status and repairs completed during the past 30 days. This certification report shall include a listing by site of all air conditioning units covered under contract, their current condition, and repairs performed during the month.
- iv) Contractor is not responsible for damage due to excessive voltage, electrical surges, blown fuses, circuit breaker disconnects, or operator error.
- v) This contract covers all serviceable NAU air conditioners as outlined in the attached inventory listing unless it is agreed upon they are beyond economical repair. In this instance, the unit will be removed from the

inventory and the contractor will have no responsibility as to its condition afterwards.

- 3) **SERVICE HOURS:** The contractor will be able to perform in accordance with assessment prepared and a performance schedule approved by NAS/CO and NAU representative.
- 4) **INDUSTRIAL SAFETY, SOCIAL SECURITY AND OCCUPATIONAL HEALTH:** Contractor will meet all current legal provisions of the Ministry of Social Protection for industrial safety and occupational health. This requirement applies to all personnel and the general public at the job site. Contractor shall ensure that all employed workers are registered with a social security system that includes current and financially up-to-date E.P.S. (Health Entity), A.R.P. (Professional Risk Administration), and Parafiscal. Contractor shall be responsible for damages or prejudices which result from non-compliance with this paragraph.
- 5) **TRANSPORTATION AND LODGING:** Contractor is responsible for all costs of transportation, meals, and lodging for his personnel in support of this contract (This will be included in the quotation presented by the vendor). List of the sites is attached.
- 6) **SECURITY AND ACCESS:** All contractor personnel shall follow the onsite security rules mandated by the U.S. Government representative or local Colombian commander. The U.S. Government representative will assist contractor personnel with access to the bases as required. In no case may air conditioners or parts be taken off the premises without formal written permission of NAU.

- 7) **U.S. GOVERNMENT REPRESENTATIVE (COR):** Contractor shall coordinate services with the NAU Logistics Manager. The NAU Logistics Manager is the point of contact for this contract. Telephone: 313-888-7931. Contractor will keep the COR informed of any issue that could impact this statement of work. The NAS CO will provide a copy of the COR designation memo that address COR limitations under the contract.
- 8) **CONTRACTOR PERSONNEL SUPERVISION:** Contractor shall be responsible to supervise his/her personnel.
- 9) **PERIOD OF PERFORMANCE:** This will be an option year contract; one base year and four more option years. The first year will commence once the contract is signed by the selected vendor and the NAS CO. Additional information concerning option year contract is included in the solicitation package.

**Minor repairs may include any of the following: (repair or replace)**

Low Pressure Switch

Running Capacitor

High Pressure Control

Starting Capacitor

Metering Device

Condenser Fan Blade

Crankcase Heater

Contactor

Non-digital Thermostat

Blower Control

Blower Motor

Blower Belt

Fan Relay

Time Delay Relay

Refrigerant, 2 lb Max

Parts not listed above and the labor associated with their replacement, will be obtained by NAU using routine procurement methods.

**Preventative Maintenance Inspection includes the following:**

1. Check air handler filters. Clean or replace as necessary.
2. Check for adequate refrigerant charge.
- 3 Check condenser and clean if necessary.
4. Lubricate condenser fan motor.

5. Check condenser fan blades for tightness.
6. Tighten electrical connections at equipment.
7. Check voltage at unit under load.
8. Check condensate drain for blockage. Clean as necessary.
9. Check blower belt for condition, tension, and alignment. Replace as necessary.
10. Lubricate all bearings where applicable.
11. Check blower for cleanliness.
12. Check all safety controls.
13. Inspect contactor points.
14. Check and clean thermostat.
15. Check lockout control.
16. Inspect evaporator coil cleanliness.
17. Inspect starting capacitor.
18. Inspect running capacitor.
19. Check for vibration and noise.
20. Inspect relays.
21. Check and record running and starting amperages on unit service card.
22. Check and record suction and discharge pressures on unit service card.
23. Make recommendations of any needed repairs to the system
24. Document all repairs and maintenance and provide to NAU a monthly report of all units serviced.
25. Unit will be kept working at optimal manufacturer specifications for performance and temperature output.

## CERTIFICATION OF WORKING UNITS

I hereby certify that \_\_\_\_\_ NAS air conditioning units in  
(number of units)

\_\_\_\_\_ have received preventive care during the  
calendar

Location

month of \_\_\_\_\_. I further certify that \_\_\_\_\_ units  
have

(month)

(number)

been inoperable during the month due to a lack of routine preventive

maintenance.

Attached is a complete listing of air conditioning units by NAS  
identifier number by site.