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#### SECTION 1 - THE SCHEDULE

# CONTINUATION TO SF-1449 RFQ NUMBER **S-JO-100-18-Q-0020** PRICES, BLOCK 23

#### I. PERFORMANCE WORK STATEMENT

- A. The purpose of this firm fixed price purchase order is to obtain preventive maintenance services for cooling towers, water cooled chillers, air cooled chillers and centrifugal pumps in accordance with Attachment A. These services shall result in all systems being serviced under this agreement being in good operational condition when activated.
- B. The contract will be for a one-year period from the date of the contract award, with maximum of two (2) one-year option periods of performance.

#### 2.0 PRICING

- A. This is a firm fixed price contract payable entirely in Jordan Dinars (JOD). Prices for all Contract Line Items (CLIN) shall include proper disposal of toxic substances as per Item 12.3 where applicable. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The contract price will not be adjusted due to fluctuations in currency exchange rates.
- B. The rates below include all costs associated with providing preventive maintenance services in accordance with the attached scope of work, and the manufacturer's warranty including materials, labor, insurance (see FAR 52.228-4 and 52.228-5), overhead, profit and GST (if applicable).

#### 2.1 VALUE ADDED TAX

VALUE ADDED TAX. Value Added Tax (VAT) is <u>not applicable to this contract</u> and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

2.2. Base Year. The Contractor shall provide the services shown below for the base period of the contract and continuing for a period of 12 months.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price (JOD)	Total per year (JOD)
001	Preventive Maintenance Services for all items.	27	Monthly	12		
002	Tech. check reports & Permits	27	Monthly	12		
	Total Base Year					

2.3. Option Year 1. The Contractor shall provide the services shown below for Option Year 1 of the contract, and continuing for a period of 12 months.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price (JOD)	Total per year (JOD)
001	Preventive Maintenance Services for all items.	27	Monthly	12		
002	Tech. check reports & Permits	27	Monthly	12		
	Total Option Year 1					

2.4. Option Year 2. The Contractor shall provide the services shown below for Option Year 2 of the contract, and continuing for a period of 12 months.

CLIN	Description	Quantity of Equipment	Type of services	No. of service	Unit price (JOD)	Total per year (JOD)
001	Preventive Maintenance Services for all items.	27	Monthly	12		
002	Tech. check reports & Permits	27	Monthly	12		
	Total Option Year 2					

2.6. Total for all years:	Base Year	JOD
	Option Year 1	JOD
	Option Year 2	JOD
	TOTAL	JOD

2.7 Repair option. Repairs are NOT included under this agreement (see 7.1.3) and are to be done outside this contract. However, the Government desires current labor rates in the event that there is an issue discovered during the preventive maintenance of the specified equipment. Please provide your current labor rates in the Repair Option fields below. As stated in 7.1.3 any necessary repairs or parts will be submitted for approval and then billed against a separate PO. The Contractor is not approved to do any additional work without specific authorization from the Contracting Officer.

Repair Labor Rates	
Base Year	JOD/Hour
Option Year 1	JOD/Hour
Option Year 2	JOD/Hour

# 3. NOTICE TO PROCEED

After Contract award and submission of acceptable insurance certificates and copies of all applicable licenses and permits, the Contracting Officer will issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of Contract award unless the Contractor agrees to an earlier date) on which performance shall start.

# 4. EQUIPMENT AND PERFORMANCE REQUIREMENTS

4.1. The U.S. Embassy in Amman requires the Contractor to maintain the following equipment in a safe, reliable and efficient operating condition. Please see equipment list included in Exhibit A for a more detailed description.

# 1. Equipment Description.

Line	Equipment	Manufacturer	Model number	S/N	Location
1	Cooling Tower CT-01	York Baltimore Air Coil	S3-E 8518-06L-2	U152186503-01- 01	4018
2	Cooling Tower CT-02	York Baltimore Air Coil	S3-E 8518-06L-2		4018
3	Water Cooled Chiller CH- 01	York	YKFEFRQ75EMGS	SNCM-404470	4018
4	Water Cooled Chiller CH- 02	York	YKFEFRQ75EMGS	SNCM-404650	4018
5	Air Cooled Chiller CH-03	Multistack	ACP5VB000NNNNN	AF 01-177	4004
6	Air Cooled Chiller CH-04	Carrier	30GB040-070	1990F16084	4003
7	Air Cooled Chiller CH-05	Multistack	WTF020A/V, 05P		4001
8	Air Cooled Chiller CH-06	Multistack	WTF020A/V, 05P		4001
9	Air Cooled Chiller CH-07	Carrier	30GT-030910	2698F53317	4001
10	Air Cooled Chiller CH-08	Carrier	30GT-030910	0300F73839	4001
11	Air Cooled Chiller CH-09	York	YCAL0066EE50XEASDTXATXRLXXX X 42XX1XXXXXXXX7BXXLXSXXXXX	2EVM003541	4001
12	N-CHP-01/ 40HP	Bell & Gossett	5 GB	PRD16112-1-M51	4023
13	N-CHP-02/40HP	Bell & Gossett	5 GB	PRD16112-2-M51	4023
14	N-HWP-01 / 20HP	Bell & Gossett	3 GB	PRD16113-2-G51	4023
15	N-HWP-02 /20 HP	Bell & Gossett	3 GB	PRD16113-1-G51	4023
16	W-CHP-01/50 HP	Bell & Gossett	4X6X14A	C21803-02-B61	4018
17	W-CHP-02/50 HP	Bell & Gossett	4X6X14A	C21803-01-B61	4018
18	W-CHP-03/50 HP	Bell & Gossett	4X6X14A	C21803-03-B61	4018
19	W-CWP-01/50HP	Bell & Gossett	4X6X14A	C218034-01-C61	4018
20	W-CWP-02/50HP	Bell & Gossett	4X6X14A	C218034-03-C61	4018
21	W-CWP-03/50HP	Bell & Gossett	4X6X14A	C218034-02-C61	4018
22	W-PHP-01/30HP	Bell & Gossett	4X6X14L	C218035-01-B61	4018
23	W-PHP-02/30HP	Bell & Gossett	4X6X14L	C218035-02-B61	4018
24	CH-SCP-07/40HP	Bell & Gossett	5 GB	PRD16111-2-M51	4001
25	CH-SCP-08/40HP	Bell & Gossett	5 GB	PRD16111-1-M51	4001
26	CH-SCP-07/40HP	Bell & Gossett	5 GB	PRD16111-2-M51	4003
27	CH-SCP-08/40HP	Bell & Gossett	5 GB	PRD16111-1-M51	4003

- 4.2. The Contractor shall provide all necessary managerial, administrative and direct labor personnel, as well as all transportation, equipment, tools, supplies and materials required to perform inspection, maintenance, and component replacement as required to maintain the systems in accordance with this work statement. Under this Contract the Contractor shall provide:
  - The services of trained and qualified technicians to inspect, adjust, and perform scheduled preventive maintenance.

## 4.3. Performance Standards

The cooling towers shall be clean and in good operating condition upon completion of the service. The preventive maintenance service shall result in the parts of the system serviced being in a condition to operate efficiently and effectively.

#### 5. HOURS OF PERFORMANCE

5.1. The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. The Contractor shall deliver standard services between the hours of 8:00 A.M to 4:30 P.M Sunday through Thursday. No work shall be performed on US Government and local holidays. Below is a list of the holidays.

New Year's Day Birthday of Martin Luther King, Jr. President's Day Memorial Day Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Day Christmas Palm Sunday Orthodox Easter Jordanian Labor Day Jordanian Independence Day Eid Al Fitr Eid Al adha Islamic New Year Prophet Mohammad Birthday

#### 6. ACCESS TO GOVERNMENT BUILDINGS AND STANDARDS OF CONDUCT

- 6.1 General. The Contractor shall designate a representative who shall supervise the Contractor's technicians and be the Contractor's liaison with the American Embassy Amman. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purpose. Contractor employees will be given access to the equipment and equipment areas and will be escorted by Embassy personnel.
- 6.2 Personnel Security. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor shall provide the names, biographic data and police clearance on all Contractor personnel who to be used on this Contract prior to their utilization. Submission of information shall be made within 30 days of award of contract. No technician will be allowed on site without prior authorization. Note: this may include cleared personnel if advance notice of visit is not given at least one week before the scheduled visit.
- 6.2.1 Vehicles. Contractor vehicles will not be permitted inside the embassy compound without prior approval. If vehicle access is necessary, submit contractor vehicle information (Make, Model, License Plate #) along with a written justification as to why access is necessary. This shall be submitted to the Facility Manager at least one (1) week prior to the visit.
- 6.2.2 Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identity card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the Government. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identity card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the Government. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

- 6.3 Security Clearances. Security clearances are not a requirement for performance on this contract, as there will be no access to classified information or areas.
- 6.3.1 The Contractor must comply with all of the following requirements relating to the protection of U.S. Embassy in Amman Jordan, property and compound project information and cooperate fully in all security matters Sensitive But Unclassified (SBU) and information that may arise relating to this contract.

Contractor personnel may also be exposed to various documents and signs, including Post notices, event schedules, Department of State regulations and conversations or announcements relating to the operation of the U. S. Embassy Amman and diplomatic personnel.

This information should not be shared with anyone not employed by or falling under the protection of the Embassy.

Contractor personnel may be exposed to various documents, such as blueprints, drawings, sketches, notes, surveys, reports, photographs, and specifications, received or generated in conjunction with this contract. These documents contain information associated with diplomatic facilities for the U.S. Department of State. These documents have been marked with the handling designations "Unclassified" or "Sensitive But Unclassified" and US Government warnings against reproduction and distribution. These documents require special handling and dissemination restrictions. All handling designations and warnings on original documents must be reproduced on subsequent copies.

The loss, compromise, or suspected compromise or loss of any SBU information, contract related information (personnel files, payroll information, etc.), any post or diplomatic facility related information (documents, notes, drawings, sketches, surveys, reports, exposed film, negatives, or photographs), or ANY information which may adversely affect the security interests of the United States, must be immediately brought to the attention of the Contracting Officer (CO) and Contracting Officer's Representative (COR).

Photographs of any diplomatic overseas building or facility must be authorized in advance by the COR and Regional Security Officer (RSO), who will establish any controls, limits, and/or restrictions as necessary. Exposed film depicting any Controlled Access Area and/or sensitive equipment must be developed in a U.S. controlled environment by appropriately cleared personnel. No further dissemination, publication, duplication, or other use beyond that which was requested and approved is authorized without specific, advance approval from Diplomatic Security ((DS). DS reserves the right to demand retention of all copies of said photographs and/or negatives, following fulfillment of the previously authorized usage.

Transmission of any information marked Sensitive But Unclassified (SBU) or contract/personnel sensitive information, via the Internet, is prohibited. SBU information can be transmitted via ProjNet, mail, FedEx (or other commercial carrier) or fax, or hand-carried by authorized contractor personnel.

Discussion of U.S. Diplomatic post activities while not on post, to include in homes, hotel rooms, restaurants and all other public places, is prohibited. Any contact with host or third country nationals that seems suspicious (such as undue curiosity in the project or project personnel) shall be reported immediately to the COR and RSO.

The Contractor and its employees shall exercise utmost discretion in regard to all matters relating to their duties and functions. They shall not communicate to any person any information known to them by reason of their performance of services under this contract which has not been made public, except to the extent necessary to perform their required duties in the performance of the contract requirements or as provided by written authorization of the Contracting Officer. All documents and records (including photographs) generated during the performance of work under this contract shall be for sole use of and shall become the exclusive property of the U.S.

Government. No article, book, pamphlet, recording, broadcast, speech, television appearance, film or photograph concerning any aspect of the work performed under this contract shall be published or disseminated through any media, to include company or personal websites, without the prior written authorization of the Contracting Officer. These obligations do not cease upon the expiration or termination of this contract or at any other point in time. The Contract shall include the substance of this provision in all subcontracts hereunder.

#### 6.4 Standards of Conduct

- 6.4.1 General. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee shall adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.
- 6.4.3 Neglect of Duties. Neglect of duties is unacceptable. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.
- 6.4.4 Disorderly Conduct. The Contractor shall not condone disorderly conduct, use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.
- 6.4.5 Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.
- 6.4.6 Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These circumstances include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.
- 6.4.7 Key Control. The Contractor will not be issued any keys. The keys will be checked out by a "Cleared American" escort on the day of service requirements.
- 6.4.8 Notice to the Government of Labor Disputes. The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

## 7. SCHEDULED PREVENTIVE MAINTENANCE (Cooling Towers)

#### 7.1. General

- 7.1.1. The Contractor shall perform preventive maintenance as outlined in Exhibit A STATEMENT OF WORK. The objective of scheduled preventive maintenance is to eliminate system malfunction, breakdown and deterioration when units are activated/running.
- 7.1.2. The Contractor shall inventory, supply and replace expendable parts (eg, filters, belts, hoses, gaskets) that have become worn due to wear and tear. The Contractor shall maintain a supply of expendable and common parts on site so that these are readily available for normal maintenance to include: hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), grease, sealant, thermostat, fuses; in addition to the appropriate tools, testing equipment, safety shoes and apparel for technicians, personal protective equipment (hands, hearing, eye protection), MSDS, cleaning material and oil spill containment kits. The contractor shall inventory the supply after each visit and order replacement supplies and have them delivered on site. Maintenance materials shall be unused and are to be industry standard and intended for the task to be performed. Parts shall be OEM approved. Refrigerants shall meet the AHRI Standard 700-2015 or most recent AHRI Standards.
- 7.1.3. Exclusion. This contract does NOT include repair of equipment and replacement of hardware (e.g. bearings, pistons, piston rings, crankshaft, gears.) Hardware replacements will be separately priced out by the Contractor for the Government's approval and acceptance. The Government has the option to accept or reject the Contractor's quote for parts and reserves the right to obtain similar spare parts from other competitive sources. If required by the Government, the Contractor shall utilize Government-purchased spare parts, if awarded the work. Such repairs/replacements will be accomplished by a separate purchase order. However, this exclusion does not apply if the repair is to correct damage caused by Contractor negligence.
- 7.1.4. Replacement/repair of any electronic or electrical parts shall be approved by the COR prior to installation of the part. If the Contractor proceeds to replace any electronic or electrical parts without COR approval, the Contractor shall de-install the parts at no cost to the Government.
- 7.1.5. Stocking of recommended repair parts is at the discretion of the Facility Manager and is dependent upon the nearest location of the Equipment manufacturer, distributor or dealer. A recommended spare parts list shall be obtained by the contractor from the manufacturer or distributor and provided to the Facility Manager to procure.
- 7.1.6. Parts/materials/tools procurement and delivery for the CAA/PCC areas shall be at the discretion of the Regional Security Officer (RSO).

## 7.2 Checklist Approval

The Contractor shall submit to the COR a schedule and description of preventive maintenance tasks which the Contractor plans to perform. The Contractor shall prepare this schedule and task description in a checklist format for the COR's approval prior to contract work commencement.

- 7.2.1. The Contractor shall provide trained technicians to perform the service at frequencies stated in Exhibit A and on the equipment called out in this SOW. The technician shall sign off on every item of the checklist and leave a copy of this signed checklist with the COR or the COR's designate after each maintenance visit.
- 7.2.2. It is the responsibility of the Contractor to perform all manufacturers' recommended preventive maintenance including preventive maintenance recommended by the manufacturers' technical manuals for the respective equipment.
- 7.2.3 Additionally, the maintenance contractor shall obtain and keep at the post O&M binders provided by the manufacturers. These binders shall be placed in a location accessible to post personnel to review as needed.

## 8. SCHEDULED PREVENTIVE MAINTENANCE (Water cooled Chillers).

#### 8.1. General

- 8.1.1. The Contractor shall perform preventive maintenance as outlined in Exhibit A STATEMENT OF WORK. The objective of scheduled preventive maintenance is to eliminate system malfunction, breakdown and deterioration when units are activated/running.
- 8.1.2. The Contractor shall inventory, supply and replace expendable parts (eg, filters, belts, hoses, gaskets) that have become worn due to wear and tear. The Contractor shall maintain a supply of expendable and common parts on site so that these are readily available for normal maintenance to include: hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), grease, sealant, thermostat, fuses; in addition to the appropriate tools, testing equipment, safety shoes and apparel for technicians, personal protective equipment (hands, hearing, eye protection), MSDS, cleaning material and oil spill containment kits. The contractor shall inventory the supply after each visit and order replacement supplies and have them delivered on site. Maintenance materials shall be unused and are to be industry standard and intended for the task to be performed. Parts shall be OEM approved. Refrigerants shall meet the AHRI Standard 700-2015 or most recent AHRI Standards.
- 8.1.3. Refrigerants, parts and maintenance materials delivered to the post are to be new and unused. Reclaimed refrigerants are not to be delivered to posts. Reclaimed refrigerants within post compounds are to be retained and stored and may be used if not contaminated. Refrigerants shall be stored in containers clearly indicating the refrigerant type.

- 8.1.4. Exclusion. This contract does NOT include repair of equipment and replacement of hardware (e.g. bearings, pistons, piston rings, crankshaft, gears.) Hardware replacements will be separately priced out by the Contractor for the Government's approval and acceptance. The Government has the option to accept or reject the Contractor's quote for parts and reserves the right to obtain similar spare parts from other competitive sources. If required by the Government, the Contractor shall utilize Government-purchased spare parts, if awarded the work. Such repairs/replacements will be accomplished by a separate purchase order. However, this exclusion does not apply if the repair is to correct damage caused by Contractor negligence.
- 8.1.5. Replacement/repair of any electronic or electrical parts shall be approved by the COR prior to installation of the part. If the Contractor proceeds to replace any electronic or electrical parts without COR approval, the Contractor shall de-install the parts at no cost to the Government.
- 8.1.6. Stocking of recommended repair parts is at the discretion of the Facility Manager and is dependent upon the nearest location of the Equipment manufacturer, distributor or dealer. A recommended spare parts list shall be obtained by the contractor from the manufacturer or distributor and provided to the Facility Manager to procure.
- 8.1.7. Parts/materials/tools procurement and delivery for the CAA/PCC areas shall be at the discretion of the Regional Security Officer (RSO).

## 8.2 Checklist Approval

The Contractor shall submit to the COR a schedule and description of preventive maintenance tasks which the Contractor plans to perform. The Contractor shall prepare this schedule and task description in a checklist format for the COR's approval prior to contract work commencement.

- 8.2.1. The Contractor shall provide trained technicians to perform the service at frequencies stated in Exhibit A and on the equipment called out in this SOW. The technician shall sign off on every item of the checklist and leave a copy of this signed checklist with the COR or the COR's designate after each maintenance visit.
- 8.2.2. It is the responsibility of the Contractor to perform all manufacturers' recommended preventive maintenance including preventive maintenance recommended by the manufacturers' technical manuals for the respective equipment.
- 8.2.3 Additionally, the maintenance contractor shall obtain and keep at the post O&M binders provided by the manufacturers. These binders shall be placed in a location accessible to post personnel to review as needed.

#### 9. SCHEDULED PREVENTIVE MAINTENANCE (Air cooled Chillers)

#### 9.1. General

- 9.1.1. The Contractor shall perform preventive maintenance as outlined in Exhibit A STATEMENT OF WORK. The objective of scheduled preventive maintenance is to eliminate system malfunction, breakdown and deterioration when units are activated/running.
- 9.1.2. The Contractor shall inventory, supply and replace expendable parts as recommended in the scope of work that have become worn down due to wear and tear. The Contractor shall maintain a supply of expendable and common parts on site so that these are readily available for normal maintenance to include: hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), grease, sealant, thermostat, fuses; in addition to the appropriate tools, testing equipment, safety shoes and apparel for technicians, personal protective equipment (hands, hearing, eye protection), MSDS, cleaning material and oil spill containment kits. The contractor should inventory the supply after each visit and order replacement supplies and have them delivered on site.
- 9.1.3. Exclusion. This contract does NOT include repair of equipment and replacement of hardware (e.g. bearings, pistons, piston rings, crankshaft, gears.) Hardware replacements will be separately priced out by the Contractor for the Government's approval and acceptance. The Government has the option to accept or reject the Contractor's quote for parts and reserves the right to obtain similar spare parts from other competitive sources. If required by the Government, the Contractor shall utilize Government-purchased spare parts, if awarded the work. Such repairs/replacements will be accomplished by a separate purchase order. However, this exclusion does not apply if the repair is to correct damage caused by Contractor negligence.
- 9.1.4. Replacement/repair of any electronic or electrical parts must be approved by the COR prior to installation of the part. If the Contractor proceeds to replace any electronic or electrical parts without COR approval, the Contractor shall de-install the parts at no cost to the Government.

## 9.2 Checklist Approval

The Contractor shall submit to the COR a schedule and description of preventive maintenance tasks which the Contractor plans to provide. The Contractor shall prepare this schedule and task description in a checklist format for the COR's approval prior to contract work commencement.

- 9.2.1. The Contractor shall provide trained technicians to perform the service at frequencies stated in Exhibit A and on the equipment called out in this SOW. The technician shall sign off on every item of the checklist and leave a copy of this signed checklist with the COR or the COR's designate after the maintenance visit.
- 9.2.2. It is the responsibility of the Contractor to perform all manufacturers' recommended preventive maintenance as well as preventive maintenance recommended by the manufacture technical manuals for the respective equipment.

## 10 . SCHEDULED PREVENTIVE MAINTENANCE (Hydronic pumps) - Annual

- 10.1 Shutdown, and tag out the unit.
- 10.2. Clean and check the centrifugal pump.
  - A. Clean built-up dirt and grime from pump casing, shaft coupling, and motor.
  - B. Check motor ventilation ports for soil buildup, clean if necessary.
  - C. Clean outer motor surfaces of built-up dirt.
  - D. Check motor hold down bolts and grounding straps for tightness.
  - E. Inspect all electrical wiring, motor, and controls for signs of overheating, or damaged or worn insulation, lose or corroded connections, or damaged conduit.
  - F. Check motor and pump alignment.
  - G. Check drive shaft coupling for evidence of damage.
  - H. Check that base bolts are securely fastened.
- 10.3. Drain pump housing, check suction, discharge and check valve for holding.
- 10.4. Remove rust and repaint.
- 10.5. On pumps with oil ring lubricated bearings, drain oil, flush, and fill to proper oil level with new approved type oil.
- 10.6. Clean pump suction strainers, and pump packing water seal filter/strainer.
- 10.7. Cycle isolation valves two times. Do not cycle triple duty valves or balancing valves.
- 10.8. Remove tags, and start the pump.
  - A. Adjust the packing if necessary.
  - B. Grease the centrifugal pump.
  - C. Grease the motor bearings.
  - D. Perform a vibration analysis and make corrections if necessary.

- 10.9. Perform an operational test of the centrifugal pump.
  - A.Check the flanges and fittings for leaks.
  - B. Check for excessive leakage at the shaft seal.
  - C. Measure the motor phase voltages and current, and record the results. Compare the results against motor nameplate data.
  - D.Record the inlet and outlet pressures.
- 10.10. Return the unit to service.

## 11. SCHEDULED PREVENTIVE MAINTENANCE (Hydronic pumps)-Semi-Annual

- 11.1. Check the pump for excessive vibration, leakage or other abnormal operation.
- 11.2. Record the inlet and outlet pressures.
- 11.3. Note any pending problems which should be fixed before the annual maintenance check.

#### 12. PERSONNEL, TOOLS, CONSUMABLE MATERIALS AND SUPPLIES

The Contractor shall provide trained technicians with the appropriate tools and testing equipment for scheduled maintenance, safety inspection, and safety testing as required by this Contract. The Contractor shall provide all of the necessary materials and supplies to maintain, service, inspect and test all the systems to be maintained.

- 12.1 Contractor furnished materials include but are not limited to appropriate tools, testing equipment, safety shoes and apparel for technicians, hands, hearing and eye protection, MSDS, cleaning material and oil spill containment kit. Expendable/consumable items (e.g. hoses, belts, oil, chemicals, coolant, filters (Air, Fuel, Oil), generator starting batteries, grease, sealant, thermostat, fuse), shall be maintained in the onsite inventory. See 7.1.2.
- 12.2 Repairs are not included in this contract See 7.1.3. Exclusions.
- 12.3 Disposal of used oil, fuel, battery and other toxic substances. The Contractor is responsible for proper disposal of toxic/hazardous substances. All material shall be disposed of according to Government and Local law. After proper disposal the contractor must show proof of authorized disposal of these toxic/hazardous substances.

## 13. SOFTWARE, LICENSES AND PASSWORDS

Copies of any and all software and licenses needed to control or to adjust the communications module shall be given to the post upon completion of the work.

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#### 14. DELIVERABLES

Provide a written report in English to Post Facilities Manager containing following:

- a) System information (make, model, all devices types)
- b) Pass/Fail of each feature and type of component tested. If a device fails, note device type, address and location within Post
- c) Any comments on system (or device) condition pertaining to service life and dependability.
- d) Full printout of test from system printer
- e) Testing of exhaust gas by Gas Analyzer

The following items shall be delivered under this contract:

Description	QTY	Delivery Date	Deliver to
Names, biographic data, police clearance	1	30 days after contract award	COR
on Contractor personnel			
Certificate of Insurance	1	30 days after contract award	CO
PM Checklist signed by Contractor's	1	After completion of each	COR
employee		maintenance service	
Invoice	1	After completion of each	COR
		maintenance service	

## 15. INSURANCE REQUIREMENTS

- 15.1 Personal Injury, Property Loss or Damage (Liability). The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and property damage or losses suffered due to negligence of the Contractor's personnel in the performance of this Contract The Contractor's assumption of absolute liability is independent of any insurance policies.
- 15.2 Insurance. The Contractor, at its own expense, shall provide and maintain during the entire period of performance of this Contract, whatever insurance is legally necessary.

## The Contractor shall carry the following minimum insurance:

Property Damage per occurrence: \$50,000.00

Property Damage Cumulative: \$150,000.00

Bodily Injury per occurrence: \$50,000.00

Bodily Injury Cumulative: \$150,000.00

Workers' Compensation and Employer's Liability

15.3 Worker's Compensation Insurance. The Contractor agrees to provide all employees with worker's compensation benefits as required under local laws (see FAR 52.228-4 "Worker's Compensation and War-Hazard Insurance Overseas").

15.3.1 Worker's Compensation Insurance (Defense Base Act). The Contractor shall:

Before commencing performance under this contract, establish provisions to provide for the payment of disability compensation and medical benefits to covered employees and death benefits to their eligible survivors, by purchasing workers' compensation insurance or qualifying as a self-insurer. And continue to maintain provisions to provide such Defense Base Act benefits until contract performance is completed;

Within ten days of an employee's injury or death or from the date the Contractor has knowledge of the injury or death, submit Form LS-202 (Employee's First Report of Injury or Occupational Illness) to the Department of Labor. Pay all compensation due for disability or death within the time frames. Provide for medical care as required

If controverting the right to compensation, submit Form LS-207 (Notice of Controversion of Right to Compensation) to the Department of Labor.

Immediately upon making the first payment of compensation in any case, submit Form LS-206 (Payment Of Compensation Without Award) to the Department of Labor.

When payments are suspended or when making the final payment, submit Form LS-208 (Notice of Final Payment or Suspension of Compensation Payments) to the Department of Labor. The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts to which the Defense Base Act applies.

The Offeror shall include Defense Base Act (DBA) insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <a href="http://www.dol.gov/owcp/dlhwc/lscarrier.htm">http://www.dol.gov/owcp/dlhwc/lscarrier.htm</a>

#### 16. LOCAL LAW REGISTRATION

If the local law or decree requires that one or both parties to the contract register the contract with the designated authorities to insure compliance with this law or decree, the entire burden of this registration shall rest upon the Contractor. Any local or other taxes which may be assessed against the Contract shall be payable by the Contractor without Government reimbursement.

## 17. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)

17.1 Plan. This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work Paragraphs	Performance Threshold
Services. Performs all preventive services set forth in the scope of work.	1 thru 16 & Exhibit A	All required services are performed and no more than one (1) customer complaint is received per month.

- 17.2 Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.
- 17.3 Standard. The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.
- 17.4. Procedures.
- 17.4.1 If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they will immediately contact the COR.
- 17.4.2 The COR will complete appropriate documentation to record the complaint.
- 17.4.3 If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.
- 17.4.4 If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.
- 17.4.5 The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

17.4.6 If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor shall notify the COR. The COR will review the matter to determine the validity of the complaint.

17.4.7 The COR will consider complaints as resolved unless notified otherwise by the complainant.

17.4.8. Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

#### 18 TRANSITIONS/CONTACTS

Within 30 days after contract award, the Contracting Officer may ask the contractor to develop a plan for preparing the contractor to assume all responsibilities for preventive maintenance services. The plan shall establish the projected period for completion of all clearances of contractor personnel, and the projected start date for performance of all services required under this contract. The plan shall assign priority to the selection of all supervisors to be used under the contract.

18.1 On site contact. The following are the designated contact personnel between the US Embassy and the Contractor

COR - Contracting Officer Representative **Facility Manager** 

The Post Control Officer (PCO) will be the contractor's point of contact at the U.S. Embassy, Amman. All questions concerning coordination of service activities while at post shall be directed to the Post Control Officer, with weekly reporting to the COR:

PCO - Post Control Officer Ra'ed Khateeb - Post Control Officer khateebra@state.gov

#### 19. SUBMISSION OF INVOICES

The Contractor shall submit an invoice after each preventive maintenance service has been performed. Invoices must be accompanied by a signed copy of the Maintenance Checklist for the work performed including parts replacement and break down calls, if any. No invoice for preventive maintenance services will be considered for payment unless accompanied by the relevant documentation

.

The Contractor should expect payment 30 days after completion of service or 30 days after receipt of invoice at the Embassy's payment office, whichever is later. Invoices shall be sent to:

## **Billing Instructions:**

Submit your invoice directly to FMO, invoice should be in PDF format to the following email: <u>AmmanBilling@state.gov</u>.

In order to avoid any late payment and your invoice to be considered proper, invoices must contain the following:

- 1. Your business name and the date of the invoice:
- 2. A description, in English, of the supplies or services provided and the dates of delivery;
- 3. Purchase Order number;
- 4. Payment terms, including discounts;
- 5. Name, title, telephone number and address of the responsible business employee who can answer questions about the invoice and who should receive any notifications of improper invoices.
- 6. Bank information.

RFQ: S-JO-100-18-Q-0020

# CONTINUATION TO SF-1449, RFQ NUMBER **S-JO-100-18-Q-0020** SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20 DESCRIPTION/SPECIFICATIONS/WORK STATEMENT **EXHIBIT A**

## I. GENERAL INFORMATION:

A. The purpose of this firm fixed price purchase order is to obtain preventive maintenance services for cooling towers, water cooled chillers, air cooled chillers and centrifugal pumps. These services shall result in all systems being serviced under this agreement being in good operational condition when activated.

## II. PROJECT REQUIREMENTS:

## DESCRIPTION OF EQUIPMENT \*:

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

	Description	Manufacturer	Model number	S/N	Location
1	Cooling Tower CT-01	York Baltimore	S3-E 8518-06L-2	U152186503-01-	4018
	-	Air Coil		01	
2	Cooling Tower CT-02	York Baltimore	S3-E 8518-06L-2		4018
		Air Coil			
3	Water Cooled Chiller CH-	York	YKFEFRQ75EMGS	SNCM-404470	4018
	01				
4	Water Cooled Chiller CH-	York	YKFEFRQ75EMGS	SNCM-404650	4018
	02				
5	Air Cooled Chiller CH-03	Multistack	ACP5VB000NNNNN	AF 01-177	4004
6	Air Cooled Chiller CH-04	Carrier	30GB040-070	1990F16084	4003
7	Air Cooled Chiller CH-05	Multistack	WTF020A/V, 05P		4001
8	Air Cooled Chiller CH-06	Multistack	WTF020A/V, 05P		4001
9	Air Cooled Chiller CH-07	Carrier	30GT-030910	2698F53317	4001
10	Air Cooled Chiller CH-08	Carrier	30GT-030910	0300F73839	4001
11	Air Cooled Chiller CH-09	York	YCAL0066EE50XEASDTXATXRLXXX	2EVM003541	4001
			X		
			42XX1XXXXXXXX7BXXLXSXXXXX		
12	N-CHP-01/ 40HP	Bell & Gossett	5 GB	PRD16112-1-M51	4023
13	N-CHP-02/40HP	Bell & Gossett	5 GB	PRD16112-2-M51	4023
14	N-HWP-01 / 20HP	Bell & Gossett	3 GB	PRD16113-2-G51	4023
15	N-HWP-02 /20 HP	Bell & Gossett	3 GB	PRD16113-1-G51	4023
16	W-CHP-01/ 50 HP	Bell & Gossett	4X6X14A	C21803-02-B61	4018
17	W-CHP-02/ 50 HP	Bell & Gossett	4X6X14A	C21803-01-B61	4018
18	W-CHP-03/ 50 HP	Bell & Gossett	4X6X14A	C21803-03-B61	4018
19	W-CWP-01/50HP	Bell & Gossett	4X6X14A	C218034-01-C61	4018
20	W-CWP-02/50HP	Bell & Gossett	4X6X14A	C218034-03-C61	4018
21	W-CWP-03/50HP	Bell & Gossett	4X6X14A	C218034-02-C61	4018
22	W-PHP-01/30HP	Bell & Gossett	4X6X14L	C218035-01-B61	4018
23	W-PHP-02/30HP	Bell & Gossett	4X6X14L	C218035-02-B61	4018
24	CH-SCP-07/40HP	Bell & Gossett	5 GB	PRD16111-2-M51	4001
25	CH-SCP-08/40HP	Bell & Gossett	5 GB	PRD16111-1-M51	4001
26	CH-SCP-07/40HP	Bell & Gossett	5 GB	PRD16111-2-M51	4003
27	CH-SCP-08/40HP	Bell & Gossett	5 GB	PRD16111-1-M51	4003

## III. GENERAL REQUIREMENTS:

The Contractor under this scope of work shall be responsible for labor, tools, and materials required to carry out all preventive maintenance as outlined in this scope of work. The Government has the following manuals:

- 1. Cooling towers (BAC) operation and maintenance manual.
- 2. Water cooled chillers (YORK) operation and maintenance manual.
- 3. Air Cooled Chiller (Multistack) operation and maintenance manual.
- 4. Air Cooled Chillers (Carrier) operation and maintenance manual.
- 5. Air Cooled Chiller (York) operation and maintenance manual.
- 6. Hydronic pumps.

## IV. Scope of work – Cooling Tower 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 (POSHO) immediately. Material Safety Data Sheets (MSDS) shall be provided by the Contractor for all HAZMAT materials. Copies shall be provided to the COR for approval.

If any discrepancies are found with the Cooling Towers that are not covered under this scope of work then the contractor shall provide the following:

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

At a minimum, the following work shall be done:

#### Water Treatment Considerations

A proper water treatment program, administered under the supervision of a competent water treatment specialist, is an essential part of routine maintenance to ensure the safe operation and longevity of evaporative cooling equipment, as well as other system components. A water treatment program must control the following situations:

- A. Corrosion
- B. Scale Formation
- C. Biological Fouling

Refer to the BME template for HVAC Water Treatment Systems for water quality parameters. **Safety and Special Instruction:** 

- 1. Follow site safety procedures and supervisor's instructions.
- 2. Schedule outage with operating personnel.
- 3. Use extreme caution when climbing access ladders.
- 4. Perform applicable lockout/tag out steps of site safety procedures.
- 5. Lockout and disconnect the main power before tightening the main supply lugs in order to avoid the hazard of electrical shock, which could result in serious personal injury or death.
- 6. Record and report equipment damage or deficiencies.
- 7. Review and follow the manufacturer's O&M instructions.
- 8. Record results in the equipment history log.
- 9. Allow only qualified personnel to do maintenance work on this equipment.
- 10. The recirculating water system may contain chemicals or biological contaminants, including Legionella, which could be harmful if inhaled or ingested. Personnel exposed directly to the discharge airstream and the associated drift mists, generated during operation of the water distribution system and/or fans, or mists produced by high pressure water jets or compressed air (if used to clean components of the recirculating water system), must wear respiratory protection equipment approved for such use by governmental occupational safety and health authorities.

#### **Cooling Towers**

#### MAINTENANCE PROCEDURES:

The frequencies and tasks shown in this scope of work are for reference only. The actual maintenance procedures will be determined by the manufacturer's O&M recommendations. These O&M recommendations may be obtained from the manufacturer or may already be within the post files. The manufacturer's maintenance recommendations are to be considered the minimum tasks to be provided and these tasks may be altered or increased depending upon the location of the post.

Additionally, it may be required the maintenance contractor shall obtain and keep at the post O&M binders provided by the manufacturers. These binders will be placed in a location accessible to post personnel to review as needed.

## Seasonal Start-Up (SST)

- 1. Clean cooling towers by flushing, blowing down all associated piping.
- 2. Inspect cold and hot water basins.
- 3. Check and adjust water level in cold water basin.
- 4. Inspect spray nozzles.
- 5. Inspect structural supports.
- 6. Inspect and clean louvers.
- 7. Inspect collection trays and suction screens for plugging and clean.
- 8. Inspect and clean drift eliminators.
- 9. Test motor winding continuity on condenser fan motors.
- 10. Inspect fans, bearings, housings, protective shields, motors, drives and/or belts. Lubricate as necessary. Record observations.
- 11. Check fan for rotation without obstruction.
- 12. Check and recoat steel shafts.
- 13. Inspect fan motor starters.
- 14. Visually inspect motor starter/control center/variable frequency drive.
- 15. Check operation of starter and inspect contact surfaces for wear or pitting.
- 16. Check overload settings and check tighten all electrical connections.
- 17. Vacuum cabinets to eliminate dust build-up.
- 18. Start unit(s) and operate. If applicable, sequence unit(s) through entire operating range.
- 19. Record and address any abnormal vibrations.

## **Monthly**

- 1. Observe cooling tower to ensure proper operation. Inspect for unusual noise or vibration.
- 2. Inspect and clean louvers, if required.
- 3. Check operation of make-up water valve and any associated controls/linkages, lubricate if necessary.
- 4. During winter months ensure proper operation of basin heaters, if present.
- 5. Verify that alternating/lead/lag controls are operating the towers properly.
- 6. Clean/Flush condenser water strainers/sand filters.

## **Quarterly**

- 1. Perform monthly tasks.
- 2. Inspect cold and hot water basins.
- 3. Flush water distribution system/Inspect spray nozzles.
- 4. Adjust belt tension.
- 5. Lubricate fan shaft bearings and motor base adjusting screw.
- 6. Check motor voltage and current.
- 7. Clean fan motor exterior.
- 8. Check general condition of the fan.
- 9. Verify fan blade drain holes are not obstructed.
- 10. Check fan for uniform pitch.
- 11. Check fan for rotation without obstruction.
- 12. Check and recoat steel shafts.

### **Semi-Annually**

- 1. Perform quarterly maintenance tasks.
- 2. Drain and flush cold water sump and clean strainer.
- 3. Clean inside of water tower; scrape, brush and wipe as required. Remove heavy deposits of scale.
- 4. Refill with water and check make-up water assembly for leakage, adjust float if necessary.
- 5. Remove, clean and reinstall conductivity and PH electrodes in chemical water treatment system.

## **Annually**

- 1. Perform semi-annual maintenance tasks
- 2. Check pumps for loose connections, failing bearings, cavitation, clogged strainers, excessive vibrations, and operations outside of manufacturer's recommendations.
- 3. Check air inlets are clear from all dirt and debris to ensure proper airflow.
- 4. Clean clogged spray nozzles.

#### **Seasonal Shut Down (SSH)**

- 1. Drain condenser water from cooling towers and any piping that could freeze during the winter.
- 2. Secure all makeup water systems.
- 3. Inspect condition of spray nozzles and fill, check all structural supports and bolted connections and tighten as required.
- 4. Visually inspect the drift eliminators. Remove debris or scale as required.
- 5. Record and address any abnormal vibrations.

## **Motor Starter / Variable Frequency Drice (5 HP to Less than 100HP):**

## Maintenance Procedures:

## **Annual:**

- 1. Vacuum dust and dirt from heat sink fins.
- 2. Check ventilation fans for proper operation and clean as needed.
- 3. Check line voltage, motor & output phase balance.
- 4. Complete RCM Procedure CM-0002 (Qualitative Infrared Testing).
- 5. Visually inspect for broken parts, contact arcing, or any evidence of overheating.
- 6. Check motor nameplate for current rating and controller manufacturer's recommended heater size (report discrepancy to supervisor).
- 7. Check line and load connections for tightness (check manufacturer's instructions for torque specifications).
- 8. Check heater mounting screws for tightness.
- 9. Check all control wiring connections for tightness.
- 10. On units equipped with motor reversing capacity, check mechanical interlock.
- 11. On units equipped with two-stage starting, check dash pots and timing controls for proper operation. Adjust as required.
- 12. On units equipped with variable speed starters:
  - A. Record the VFD parameter settings using MCT-10
  - B. Confirm the VFD doors and covers are in place and properly closed.
  - C. Check tightness of connections to resistor bank.
  - D. Check resistor coils and plates for cracking, broken wires, mounting and signs of overheating. Clean as required.
  - E. Check tightness of connections to drum controller.
  - F. Check contacts of drum controller for arcing and overheating. Apply a thin film of lubricant to drum controller contacts and to rotating surfaces.
- 13. Check starter contact connections by applying a thin film of black contact grease to line and load stabs, operate contacts and check surface contact.
- 14. Lubricate all moving parts with proper lubricant.
- 15. Clean interior of cabinet.
- 16. Clean exterior of cabinet.
- 17. Energize circuit and check operation of starter and any pilot lights. Replace as required.

# **Spare Parts and Expendables Inventory.**

- A. Water cooled York chiller, lubricating oil quantity. (50 kg per Year).
- B. Water cooled York Chiller refrigerant filter quantity. (Two per year).
- C. Water cooled York Chiller R-134a refrigerant quantity. (100 kg per year)
- D. Water cooled York Chiller lubricating oil filter quantity. (two per year)
- E. Cooling tower motor belts quantity. (2 per year)
- F. Cooling tower greasing (grease) quantity. (3x1kg can per year)
- G. Air cooled Chiller (Multistack) Glycol anti-freeze quantity. (100 liters for makeup).
- H. Air cooled Chiller (Multistack) R-410a refrigerant quantity. (100 kg for backup).
- I. Air Cooled Chiller (carrier) R-22 refrigerant quantity. (50 kg for backup)
- J. Air Cooled Chiller (carrier) Glycol anti-freeze quantity. (100 liters for makeup)
- K. Air Cooled Chiller (York) Glycol Anti-freeze quantity. (50 liters for makeup).
- L. Hydronic pumps, (Bell & Gossett) grease (20kh per year)



## MAINTENANCE REQUIREMENTS FOR YORK YK CHILLERS

Procedure	Daily	Weekly	Monthly	Yearly	Other
Record operating conditions (on applicable Log Form)	χ				
Check oil levels	X				
Check refrigerant levels		χ			
Check oil return system operation			X		
Check operation of motor starter			Х.		
Check sump heater and thermostat operation			X.		
Check three-phase voltage and current balance			X		
Verify proper operation/setting/calibration of safety controls <sup>1</sup>			Χ.		
Verify condenser and evaporator water flows			χ		
Leak check and repair leaks as needed <sup>1</sup>			X		
Check and Eighten all electrical connections				×	
Megohini motor windings	•			X	
Replace oil filter and oil return filter/driers				X	
Clean or backflush heat exchanger (VSD, SSS Applications)				X	
Réplace starter coolant (VSD, SSS Applications)				X	
Replace or clean starter air filters if applicable				Χį	
Perform oil analysis on compressor lube oil <sup>s</sup>				χ	
Perform refrigeration analysis <sup>1</sup>				X	
Perform vibration analysis				X:	
Clean tubes				Χs	
Perform Eddy current testing and inspect tubes					2-5 Years
Libricate inclor		Refer to mot	or manufacturer's recon	nmendations	

For operating and maintenance requirements listed above, refer to appropriate service literature, or contact your local Johnson Controls Service Office. A record of all procedures being successfully carried out (as well as operating logs) must be maintained on file by the equipment owner should proof of adequate maintenance be required at a later date for warranty validation purposes.

163,54-MR1 (811) Separaudas 169,54-MR1 (801) Issue Date: June 20, 2015

<sup>1</sup> This procedure must be performed at the specified time interval by an Industry Certified Technician who has been trained and qualified to work on this type of YORK equipment,

<sup>&</sup>lt;sup>2</sup> More frequent service may be required depending on local operating conditions.

# Maintenance Check List Yearly Monthly **Bi-Annual** Quarterly Action Items **Electrical Group** Visually check electrical components X Tighten all control and power component connections X Tighten all compressor terminals χ Check incoming power for imbalance and record X Check all sensors to be within 2% of accuracy X Check crankcase heaters for operation Record amp draw on compressors, fans, & pumps X Check chiller setpoints and chiller operation X Check Free Cool operation if equipped Refrigerant Group Visually check for any oil leaks X Check operation of Liquid Line Solenoid Valve X Check TXV sensing bulb is securely fastened X Check pressure transducers and switches for operation X Check sight glass for moisture indication X Report temperatures, pressures, superheat, & subcooling May 15, 201

Action Items	Monthly	Quarterly	Bi-Annual	Yearly
Cabinet Group				
Wash ALL outer surfaces with suitable cleaner				X
Clean both inner and outer condenser coils				X
Check condenser shrouds and fans for integrity				X
Check all cabinetry for integrity	Х			
Record any abnormalities	Х			
Sweep and clean areas around chiller	Х			
		ARK BY		

#### **SECTION 2 - CONTRACT CLAUSES**

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERICAL ITEMS (JAN 2017), is incorporated by reference (see SF-1449, Block 27A)

# **52.212-5** Contract Terms and Conditions Required To Implement Statutes or Executive Orders - Commercial Items (Nov 2017)

- (a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
- (1) <u>52.203-19</u>, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
  - (2) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).
  - (3) <u>52.233-3</u>, Protest After Award (Aug 1996) (<u>31 U.S.C. 3553</u>).
- (4) <u>52.233-4</u>, Applicable Law for Breach of Contract Claim (OCT 2004)(Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).
- (b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

#### [Contracting Officer check as appropriate.]

\_\_ (6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117,

section 743 of Div. C).

(7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C). X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Oct 2015) (31 U.S.C. 6101 note). (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313). (10) [Reserved]. (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a). \_\_ (ii) Alternate I (Nov 2011) of 52.219-3. (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a). \_\_ (ii) Alternate I (Jan 2011) of 52.219-4. \_\_ (13) [Reserved] \_\_ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644). \_\_ (ii) Alternate I (Nov 2011). (iii) Alternate II (Nov 2011). \_\_ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644). \_\_ (ii) Alternate I (Oct 1995) of <u>52.219-7</u>. \_\_ (iii) Alternate II (Mar 2004) of <u>52.219-7</u>. \_\_ (16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)). \_\_ (17)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2017) (15 U.S.C. 637(d)(4)). \_\_ (ii) Alternate I (Nov 2016) of 52.219-9. \_\_ (iii) Alternate II (Nov 2016) of 52.219-9. \_\_ (iv) Alternate III (Nov 2016) of 52.219-9. \_\_ (v) Alternate IV (Nov 2016) of 52.219-9. \_\_ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)). \_\_ (19) 52.219-14, Limitations on Subcontracting (Jan 2017) (15 U.S.C. 637(a)(14)). \_\_ (20) 52.219-16, Liquidated Damages.Subcon-tracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i). (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657 f). (22) <u>52.219-28</u>, Post Award Small Business Program Rerepresentation (Jul 2013) (<u>15</u> U.S.C. 632(a)(2)).

(23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)). \_\_ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)). \_\_ (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755). X (26) 52.222-19, Child Labor. Cooperation with Authorities and Remedies (Oct 2016) (E.O. 13126). (27) <u>52.222-21</u>, Prohibition of Segregated Facilities (Apr 2015). \_\_ (28) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246). \_\_ (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015)(38 U.S.C. 4212). \_\_ (30) <u>52.222-36</u>, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793). \_\_ (31) <u>52.222-37</u>, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212). (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). X (33)(i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627). (ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627). (34) 52.222-54, Employment Eligibility Verification (OCT 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.) (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.) \_\_ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.) \_\_ (36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693). (37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693). \_\_ (38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514). \_\_ (ii) Alternate I (Oct 2015) of 52.223-13. \_\_ (39)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (Jun 2014) (E.O.s 13423 and 13514). \_\_ (ii) Alternate I (Jun 2014) of <u>52.223-14</u>.

- \_\_ (40) <u>52.223-15</u>, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b). \_\_(41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514). \_\_ (ii) Alternate I (Jun 2014) of <u>52.223-16</u>. X (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513). (43) 52.223-20, Aerosols (Jun 2016) (E.O. 13693). \_\_ (44) <u>52.223-21</u>, Foams (Jun 2016) (E.O. 13693). \_\_ (45)(i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a). (ii) Alternate I (JAN 2017) of 52.224-3. \_\_ (46) <u>52.225-1</u>, Buy American. Supplies (May 2014) (<u>41 U.S.C. chapter 83</u>). (47)(i) 52.225-3, Buy American. Free Trade Agreements. Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43. \_\_ (ii) Alternate I (May 2014) of 52.225-3. \_\_ (iii) Alternate II (May 2014) of 52.225-3. (iv) Alternate III (May 2014) of 52.225-3. \_\_ (48) <u>52.225-5</u>, Trade Agreements (OCT 2016) (<u>19 U.S.C. 2501</u>, et seq., 19 U.S.C. 3301 note). X (49) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). \_\_ (50) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note). \_\_ (51) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150). (52) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150). X (53) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41) U.S.C. 4505, 10 U.S.C. 2307(f)). \_\_ (54) <u>52.232-30</u>, Installment Payments for Commercial Items (Jan 2017) (41 U.S.C. 4505,
- $\underline{X}$  (55) <u>52.232-33</u>, Payment by Electronic Funds Transfer.System for Award Management (Jul 2013) (<u>31 U.S.C. 3332</u>).

10 U.S.C. 2307(f)).

- \_\_ (56) <u>52.232-34</u>, Payment by Electronic Funds Transfer.Other than System for Award Management (Jul 2013) (31 U.S.C. 3332). \_\_ (57) <u>52.232-36</u>, Payment by Third Party (May 2014) (<u>31 U.S.C. 3332</u>). \_\_ (58) <u>52.239-1</u>, Privacy or Security Safeguards (Aug 1996) (<u>5 U.S.C. 552a</u>). \_\_ (59) <u>52.242-5</u>, Payments to Small Business Subcontractors (JAN 2017)(15 U.S.C. 637(d)(12)). \_\_ (60)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). (ii) Alternate I (Apr 2003) of 52.247-64. (c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.] \_\_ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014)(E.O. 13495). (2) <u>52.222-41</u>, Service Contract Labor Standards (May 2014) (<u>41 U.S.C. chapter 67</u>). (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67). (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67). \_\_ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards.Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67). \_\_ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment. Requirements (May 2014) (41 U.S.C. chapter 67). \_\_ (7) <u>52.222-53</u>, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services. Requirements (May 2014) (41 U.S.C. chapter 67). \_\_\_(8) <u>52.222-55</u>, Minimum Wages Under Executive Order 13658 (Dec 2015). \_\_ (9) <u>52.222-62</u>, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706). (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). \_\_ (11) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1).
- (d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at <u>52.215-2</u>, Audit and Records.Negotiation.

- (1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.
- (2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR <u>subpart 4.7</u>, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.
- (3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.
- (e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause.
- (i) <u>52.203-13</u>, Contractor Code of Business Ethics and Conduct (Oct 2015) (<u>41 U.S.C.</u> 3509).
- (ii) <u>52.203-19</u>, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (iii) <u>52.219-8</u>, Utilization of Small Business Concerns (Nov 2016) (<u>15 U.S.C. 637(d)(2</u>) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include <u>52.219-8</u> in lower tier subcontracts that offer subcontracting opportunities.
- (iv) <u>52.222-17</u>, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause <u>52.222-17</u>.
  - (v) 52.222-21, Prohibition of Segregated Facilities (Apr 2015)
  - (vi) <u>52.222-26</u>, Equal Opportunity (Sept 2016) (E.O. 11246).
  - (vii) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- (viii) <u>52.222-36</u>, Equal Opportunity for Workers with Disabilities (Jul 2014) (<u>29 U.S.C.</u> 793).
  - (ix) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212)

- (x) <u>52.222-40</u>, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
  - (xi) <u>52.222-41</u>, Service Contract Labor Standards (May 2014) (<u>41 U.S.C. chapter 67</u>). (xii)
- \_\_(A) <u>52.222-50</u>, Combating Trafficking in Persons (Mar 2015) (<u>22 U.S.C. chapter 78</u> and E.O 13627).
  - \_\_(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O 13627).
- (xiii) <u>52.222-51</u>, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (<u>41 U.S.C. chapter 67</u>).
- (xiv) <u>52.222-53</u>, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (<u>41 U.S.C. chapter 67</u>).
  - (xv) <u>52.222-54</u>, Employment Eligibility Verification (OCT 2015) (E.O. 12989).
  - (xvi) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015).
- (xvii) <u>52.222-62</u>, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).
  - (xviii)(A) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).
    - (B) Alternate I (JAN 2017) of 52.224-3.
- (xix) <u>52.225-26</u>, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; <u>10 U.S.C. 2302 Note</u>).
- (xx) <u>52.226-6</u>, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause <u>52.226-6</u>.
- (xxi) <u>52.247-64</u>, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (<u>46 U.S.C. Appx. 1241(b)</u> and <u>10 U.S.C. 2631</u>). Flow down required in accordance with paragraph (d) of FAR clause <u>52.247-64</u>.
- (2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

## ADDENDUM TO CONTRACT CLAUSES FAR AND DOSAR CLAUSES NOT PRESCRIBED IN PART 12

## 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at:

http://www.acquisition.gov/far/ or http://farsite.hill.af.mil/vffara.htm

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition Website at <a href="https://www.ecfr.gov/cgi-bin/text-">https://www.ecfr.gov/cgi-bin/text-</a>

idx?SID=2e978208d0d2aa44fb9502725ecac4e5&mc=true&tpl=/ecfrbrowse/Title48/48chapter6.t pl to see the links to the FAR. You may also use an internet "search engine" (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation (FAR) clauses are incorporated by reference:

<u>CLAUSE</u>	TITLE AND DATE		
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (APR 2014)		
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)		
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (OCT 2016)		
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT (FEB 2000)		
52.228-3 2014)	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT) (JUL		
52.228-5	INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JAN 1997)		
52.229-6	FOREIGN FIXED PRICE CONTRACTS (FEB 2013)		
52.232-39	UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUNE 2013)		

The following FAR clause(s) is/are provided in full text:

### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

## 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **3 years**.

### 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

The following DOSAR clause(s) is/are provided in full text:

### CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

- 1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
- 2) Clearly identify themselves and their contractor affiliation in meetings;
- 3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
- 4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

(End of clause)

# 652.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE) (AUG 1999)

- (a) General. The Government shall pay the contractor as full compensation for all work required, performed, and accepted under this contract the firm fixed-price stated in this contract.
- (b) Invoice Submission. The contractor shall submit invoices in an original and 2 copies to the office identified in Block 18b of the SF-1449. To constitute a proper invoice, the invoice shall include all the items required by FAR 32.905(e).

#### **Billing Instructions:**

Submit your invoice directly to FMO, invoice should be in PDF format to the following email: AmmanBilling@state.gov.

In order to avoid any late payment and your invoice to be considered proper, invoices must contain the following:

- 1. Your business name and the date of the invoice;
- 2. A description, in English, of the supplies or services provided and the dates of delivery;
- 3. Purchase Order number;
- 4. Payment terms, including discounts;
- 5. Name, title, telephone number and address of the responsible business employee who can answer questions about the invoice and who should receive any notifications of improper invoices.
- 6. Bank information.

(c)	Contractor Remittance Address. The Government will make payment to the
contractor	r's address stated on the cover page of this contract, unless a separate remittance
address is	shown below:
-	

## 652.237-72 Observance of Legal Holidays and Administrative Leave (FEB 2015)

(a) The Department of State observes the following days as holidays:

New Year's Day Birthday of Martin Luther King, Jr. President's Day Memorial Day Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Day Christmas Palm Sunday Orthodox Easter Jordanian Labor Day Jordanian Independence Day Eid Al Fitr Eid Al adha Islamic New Year Prophet Mohammad Birthday

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

- (b) When any such day falls on a Friday or Saturday, the following Sunday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract.
- (c) When the Department of State grants administrative leave to its Government employees, assigned contractor personnel in Government facilities shall also be dismissed. However, the contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the contracting officer or his/her duly authorized representative.
- (d) For fixed-price contracts, if services are not required or provided because the building is closed due to inclement weather, unanticipated holidays declared by the President, failure of Congress to appropriate funds, or similar reasons, deductions will be computed as follows:

- (1) The deduction rate in dollars per day will be equal to the per month contract price divided by 21 days per month.
- (2) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided.

If services are provided for portions of days, appropriate adjustment will be made by the contracting officer to ensure that the contractor is compensated for services provided.

(e) If administrative leave is granted to contractor personnel as a result of conditions stipulated in any "Excusable Delays" clause of this contract, it will be without loss to the contractor. The cost of salaries and wages to the contractor for the period of any such excused absence shall be a reimbursable item of direct cost hereunder for employees whose regular time is normally charged, and a reimbursable item of indirect cost for employees whose time is normally charged indirectly in accordance with the contractors accounting policy.

(End of clause)

## 652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) AUG 1999)

- (a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.
  - (b) The COR for this contract is **Facility Manager**

### 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

- (a) The contractor warrants the following:
- (1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
- (2) That is has obtained all necessary licenses and permits required to perform this contract; and,
- (3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.
- (b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

#### **SECTION 3 - SOLICITATION PROVISIONS**

Instructions to Offeror. Each offer must consist of the following:

FAR 52.212-1 INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (JAN 2017), is incorporated by reference (see SF-1449, Block 27A)

#### **ADDENDUM TO 52.212-1**

- A. <u>Summary of Instructions</u>. Each offer must consist of the following:
- A.1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 has been filled out.
- A.2. A copy of the Certificate of Insurance or a statement that the contractor will get the required insurance and the name of the insurance provider to be used.
- A.3. Information demonstrating the offeror's/quoter's ability to perform, including:
- (1) Name of a Project Manager (or other liaison to the U.S. Embassy/Consulate) who understands written and spoken English;
- (2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;
- 1. List of clients over the past <u>3</u> years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has not performed comparable services in <u>Jordan</u> then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:
  - Quality of services provided under the contract;
  - Compliance with contract terms and conditions;
  - Effectiveness of management;
  - Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
  - Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this

data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

- 2. Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
- 3. The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.
- 4. The offeror's strategic plan for providing preventive maintenance services to include but not limited to:
  - (a) A work plan taking into account all work elements in Section 1, Performance Work Statement.
  - (b) Identify types and quantities of equipment, supplies and materials required for performance of services under this contract. Identify if the offeror already possesses the listed items and their condition for suitability and if not already possessed or inadequate for use how and when the items will be obtained;
  - (c) Plan of ensuring quality of services including but not limited to contract administration and oversight; and
  - (d) (1) If insurance is required by the solicitation, a copy of the Certificate of Insurance(s), **or** (2) a statement that the contractor will get the required insurance, and the name of the insurance provider to be used.

## ADDENDUM TO SOLICITATION PROVISIONS FAR AND DOSAR PROVISIONS NOT PRESCRIBED IN PART 12

## 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: <a href="http://www.acquisition.gov/far/">http://farsite.hill.af.mil/vffara.htm</a>.

These addresses are subject to change. If the FAR is not available at the locations indicated above, use of an internet "search engine" (for example, Google, Yahoo, Excite) is suggested to obtain the latest location of the most current FAR provisions.

The following Federal Acquisition Regulation solicitation provisions are incorporated by reference:

### PROVISION TITLE AND DATE

#### 52.204-7 SYSTEM FOR AWARD MANAGEMENT (OCT 2016)

- 52.204-16 COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (JUL 2016)
- 52.237-1 SITE VISIT (APR 1984)

The site visit will be held on Sunday, February 11, 2018 at 11:00 A.M (local time) at <u>Embassy</u>. Prospective offerors/quoters should contact <u>Haitham Zuh</u> for additional information or to arrange entry to the building.

The following DOSAR provision(s) is/are provided in full text: 652.206-70 ADVOCATE FOR COMPETITION/OMBUDSMAN (FEB 2015)

- (a) The Department of State's Advocate for Competition is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged first to contact the contracting office for the solicitation. If concerns remain unresolved, contact:
- (1) For solicitations issued by the Office of Acquisition Management (A/LM/AQM) or a Regional Procurement Support Office, the A/LM/AQM Advocate for Competition, at AQMCompetitionAdvocate@state.gov.
- (2) For all others, the Department of State Advocate for Competition at <a href="mailto:cat@state.gov">cat@state.gov</a>.
- (b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the contracting officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman John Kowalski, at +962 5906000. For an American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1696 or write to: Department of State, Acquisition Ombudsman, Office of the Procurement Executive (A/OPE), Suite 1060, SA-15, Washington, DC 20520.

(End of provision)

#### **SECTION 4 - EVALUATION FACTORS**

- Award will be made to the lowest priced, acceptable, responsible offeror. The quoter shall submit a completed solicitation, including Sections 1 and 5.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The lowest price will be determined by multiplying the offered prices times the estimated quantities in "Prices Continuation of SF-1449, block 23", and arriving at a grand total, including all options.
- The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ to include the technical information required by Section 3.
- SAM Registration is a requirement to do business with the U.S. Embassy. Please include your company's DUNS number in your proposal and an active SAM Registration.
- The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:
  - Adequate financial resources or the ability to obtain them;
  - Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - Satisfactory record of integrity and business ethics;
  - Necessary organization, experience, and skills or the ability to obtain them;
  - Necessary equipment and facilities or the ability to obtain them; and
  - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

## ADDENDUM TO EVALUATION FACTORS FAR AND DOSAR PROVISION(S) NOT PRESCRIBED IN PART 12

The following FAR provision(s) is/are provided in full text:

#### 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

#### SECTION 5 - REPRESENTATIONS AND CERTIFICATIONS

52.212-3 Offeror Representations and Certifications - Commercial Items OFFEROR REPRESENTATIONS AND CERTIFICATIONS -.COMMERCIAL ITEMS (NOV 2017)

The Offeror shall complete only paragraph (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) website located at https://www.sam.gov/portal. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (u) of this provision.

(a) Definitions. As used in this provision.

"Economically disadvantaged women-owned small business (EDWOSB) concern" means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

"Highest-level owner" means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner. "Immediate owner" means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees. "Inverted domestic corporation", means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

"Manufactured end product" means any end product in product and service codes (PSCs) 1000-9999, except.

- (1) PSC 5510, Lumber and Related Basic Wood Materials;
- (2) Product or Service Group (PSG) 87, Agricultural Supplies;
- (3) PSG 88, Live Animals;
- (4) PSG 89, Subsistence;
- (5) PSC 9410, Crude Grades of Plant Materials;
- (6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) PSC 9610, Ores;
- (9) PSC 9620, Minerals, Natural and Synthetic; and
  - (10) PSC 9630, Additive Metal Materials.

"Place of manufacture" means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

"Predecessor" means an entity that is replaced by a successor and includes any predecessors of the predecessor.

"Restricted business operations" means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate.

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.
- "Sensitive technology".
- (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically.
- (i) To restrict the free flow of unbiased information in Iran; or
- (ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and
- (2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)). "Service-disabled veteran-owned small business concern".
- (1) Means a small business concern.
- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).
- "Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.
- "Small disadvantaged business concern", consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that. (1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by.
- (i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and
- (ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

- (2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.
- "Subsidiary" means an entity in which more than 50 percent of the entity is owned.
- (1) Directly by a parent corporation; or
- (2) Through another subsidiary of a parent corporation.
- "Veteran-owned small business concern" means a small business concern.
- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.
- "Successor" means an entity that has replaced a predecessor by acquiring the assets and carrying out the affairs of the predecessor under a new name (often through acquisition or merger). The term "successor" does not include new offices/divisions of the same company or a company that only changes its name. The extent of the responsibility of the successor for the liabilities of the predecessor may vary, depending on State law and specific circumstances.

  "Women-owned business concern" means a concern which is at least 51 percent owned
- "Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.
- "Women-owned small business concern" means a small business concern.
- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.
- "Women-owned small business (WOSB) concern eligible under the WOSB Program" (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business

operations of which are controlled by, one or more women who are citizens of the United States.

- (b)(1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the SAM website.
- (2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through http://www.acquisition.gov. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications.Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs \_\_\_\_\_\_\_\_.

[Offeror to identify the applicable paragraphs at (c) through (t) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on

- (c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.
- (1) Small business concern. The offeror represents as part of its offer that it  $\Box$  is,  $\Box$  is not a small business concern.
- (2) Veteran-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it  $\Box$  is,  $\Box$  is not a veteran-owned small business concern.
- (3) Service-disabled veteran-owned small business concern. [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.] The offeror represents as part of its offer that it  $\Box$  is,  $\Box$  is not a service disabled veteran-owned small business concern.
- (4) Small disadvantaged business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, that it  $\Box$  is,  $\Box$  is not a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (5) Women-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it  $\square$  is,  $\square$  is not a women-owned small business concern.
- (6) WOSB concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that.
- (i) It □ is,□ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and (ii) It  $\Box$  is,  $\Box$  is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: .] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation. (7) Economically disadvantaged women-owned small business (EDWOSB) concern. Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that. (i) It □ is, □ is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been
- issued that affects its eligibility; and
- (ii) It □ is, □ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating \_\_\_\_.] Each EDWOSB concern participating in the joint in the joint venture: venture shall submit a separate signed copy of the EDWOSB representation. Note: Complete paragraphs (c)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.
- (8) Women-owned business concern (other than small business concern). [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it  $\square$  is a women-owned business concern.
- (9) Tie bid priority for labor surplus area concerns. If this is an invitation for bid,

small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price: (10) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that. (i) It □ is, □ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and (ii) It □ is, □ is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: \_\_\_\_\_.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation. (d) Representations required to implement provisions of Executive Order 11246. (1) Previous contracts and compliance. The offeror represents that. (i) It \( \pi \) has, \( \pi \) has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and (ii) It  $\square$  has,  $\square$  has not filed all required compliance reports. (2) Affirmative Action Compliance. The offeror represents that. (i) It  $\Box$  has developed and has on file,  $\Box$  has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 cfr parts 60-1 and 60-2), or (ii) It \( \sigma\) has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor. (e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made. (f) Buy American Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Supplies, is included in this solicitation.) (1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product." The terms

"commercially available off-the-shelf (COTS) item" "component," "domestic end

product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American. Supplies." (2) Foreign End Products: Line Item No. Country of Origin [List as necessary] (3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. (g)(1) Buy American. Free Trade Agreements. Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American. Free Trade Agreements. Israeli Trade Act, is included in this solicitation.) (i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end product," "commercially available offthe-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," "Free Trade Agreement country," "Free Trade Agreement country end product," "Israeli end product," and "United States" are defined in the clause of this solicitation entitled "Buy American. Free Trade Agreements-Israeli Trade Act." (ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruyian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American. Free Trade Agreements. Israeli Trade Act": Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products: Line Item No. Country of Origin [List as necessary] (iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American. Free Trade Agreements. Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product." Other Foreign End Products: Line Item No. Country of Origin

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<ul><li>(iv) The Government will evaluate offers in procedures of FAR Part 25.</li><li>(2) Buy American. Free Trade Agreements.</li></ul>	Israeli Trade Act Certificate, Alternate I. is included in this solicitation, substitute the n (g)(1)(ii) of the basic provision: wing supplies are Canadian end
Line Item No.	
[Lis	at as necessary]
(3) Buy American.Free Trade Agreements. If Alternate II to the clause at FAR 52.225-following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) The offeror certifies that the folloproducts or Israeli end products as defined "Buy American.Free Trade Agreements.Isr Canadian or Israeli End Products:	3 is included in this solicitation, substitute the (g)(1)(ii) of the basic provision: wing supplies are Canadian end in the clause of this solicitation entitled
Line Item No. Country of Origin	
	et as necessary]
(4) Buy American. Free Trade Agreements. If Alternate III to the clause at 52.225-3 is if following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) The offeror certifies that the followagreement country end products (other that Panamanian, or Peruvian end products) or I clause of this solicitation entitled "Buy American Trade Act":  Free Trade Agreement Country End Production Moroccan, Omani, Panamanian, or Peruvian	ncluded in this solicitation, substitute the n (g)(1)(ii) of the basic provision: wing supplies are Free Trade n Bahrainian, Korean, Moroccan, Omani, sraeli end products as defined in the erican-Free Trade Agreements-Israeli ets (Other than Bahrainian, Korean,
Line Item No. Country of Origin	

[List as necessary]
(5) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.) (i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.Smade or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements." (ii) The offeror shall list as other end products those end products that are not U.Smade or designated country end products. Other End Products:
Line Item No. Country of Origin
[List as necessary]  (iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.Smade or designated country end products without regard to

- procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American statute. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.
- (h) Certification Regarding Responsibility Matters (Executive Order 12689). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals.
- (1)  $\square$  Are,  $\square$  are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (2) □ Have, □ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;
- (3)  $\square$  Are,  $\square$  are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and
- (4) ☐ Have, ☐ have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.
- (i) Taxes are considered delinquent if both of the following criteria apply:
- (A) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- (B) The taxpayer is delinquent in making payment. A taxpayer is delinquent if

the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

- (B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
- (C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.
- (D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).
- (i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at .]

(1)	Listed end products.				
Listed	End Produc	Listed Countries of Origin			

- (2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]
- $\Box$  (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.
- □ (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

- (j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly.
- (1) 
  In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or
- (2) □ Outside the United States.
- (k) Certificates regarding exemptions from the application of the Service Contract Labor Standards (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]
- $\square$  (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror  $\square$  does  $\square$  does not certify that.
- (i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;
- (ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and
- (iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.
- $\Box$  (2) Certain services as described in FAR 22.1003-4(d)(1). The offeror  $\Box$  does  $\Box$  does not certify that.
- (i) The services under the contract are offered and sold regularly to nonGovernmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;
- (ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));
- (iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and
- (iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.
- (3) If paragraph (k)(1) or (k)(2) of this clause applies.
- (i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and
- (ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.
- (1) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)
- (1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c)

and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.  (3) Taxpayer Identification Number (TIN).
□ TIN has been applied for.
☐ TIN is not required because:
□ Offeror is a nonresident alien, foreign corporation, or foreign partnership that
does not have income effectively connected with the conduct of a trade or business in the
United States and does not have an office or place of business or a fiscal paying agent in
the United States;
□ Offeror is an agency or instrumentality of a foreign government;
Offeror is an agency or instrumentality of the Federal Government.
(4) Type of organization.
□ Sole proprietorship;
□ Partnership;
□ Corporate entity (not tax-exempt); □ Corporate entity (tax-exempt);
□ Government entity (Federal, State, or local);
□ Foreign government;
□ International organization per 26 CFR 1.6049-4;
□ Other
(5) Common parent.
□ Offeror is not owned or controlled by a common parent;
□ Name and TIN of common parent:
Name
TIN
(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan. (n) Prohibition on Contracting with Inverted Domestic Corporations. (1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4. (2) Representation. The Offeror represents that.
(i) It □ is, □ is not an inverted domestic corporation; and
(ii) It □ is, □ is not a subsidiary of an inverted domestic corporation.
(o) Prohibition on contracting with entities engaging in certain activities or transactions
relating to Iran.
(1) The offeror shall e-mail questions concerning sensitive technology to the
Department of State at CISADA106@state.gov.
(2) Representation and Certifications. Unless a waiver is granted or an exception
applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the
offeror.
(i) Represents, to the best of its knowledge and belief, that the offeror does not
export any sensitive technology to the government of Iran or any entities or individuals
owned or controlled by, or acting on behalf or at the direction of, the government of Iran; (ii) Certifies that the offeror, or any person owned or controlled by the offeror,

does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act: and

- (iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,500 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List
- at http://www.treasury.gov/ofac/downloads/t11sdn.pdf).
- (3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if.
- (i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and
- (ii) The offeror has certified that all the offered products to be supplied are designated country end products.
- (p) Ownership or Control of Offeror. (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a unique entity identifier in the solicitation.
- (1) The Offeror represents that it  $\Box$  has or  $\Box$  does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.
- (2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

iono wing information:
Immediate owner CAGE code:
Immediate owner legal name:
(Do not use a "doing business as" name)
Is the immediate owner owned or controlled by another entity: $\Box$ Yes or $\Box$ No.
(0) 70 4 0 00 1 41 1 1 1 1 1 1 1 1 1 1 1 1 1

(3) If the Offeror indicates "yes" in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest-level owner CAGE code:	
Highest-level owner legal name:	
(De not use o "deine business os" nome)	

- (Do not use a "doing business as" name)
- (q) Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.
- (1) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, The Government will not enter into a contract with any corporation that.
- (i) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government: or
- (ii) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government. (2) The Offeror represents that.
- (i) It is  $\Box$  is not  $\Box$  a corporation that has any unpaid Federal tax liability that has

been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and (ii) It is □ is not □ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months. (r) Predecessor of Offeror. (Applies in all solicitations that include the provision at 52.204-16, Commercial and Government Entity Code Reporting.) (1) The Offeror represents that it  $\Box$  is or  $\Box$  is not a successor to a predecessor that held a Federal contract or grant within the last three years. (2) If the Offeror has indicated "is" in paragraph (r)(1) of this provision, enter the following information for all predecessors that held a Federal contract or grant within the last three years (if more than one predecessor, list in reverse chronological order): Predecessor CAGE code: \_\_\_\_\_ (or mark "Unknown") Predecessor legal name: (Do not use a "doing business as" name) (s) [Reserved]. (t) Public Disclosure of Greenhouse Gas Emissions and Reduction Goals. Applies in all solicitations that require offerors to register in SAM (52.212-1(k)). (1) This representation shall be completed if the Offeror received \$7.5 million or more in contract awards in the prior Federal fiscal year. The representation is optional if the Offeror received less than \$7.5 million in Federal contract awards in the prior Federal (2) Representation. [Offeror to check applicable block(s) in paragraph (t)(2)(i) and (i) The Offeror (itself or through its immediate owner or highest-level owner) does, \(\sigma\) does not publicly disclose greenhouse gas emissions, i.e., makes available on a publicly accessible website the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard. (ii) The Offeror (itself or through its immediate owner or highest-level owner) does, \(\pi\) does not publicly disclose a quantitative greenhouse gas emissions reduction goal, i.e., make available on a publicly accessible website a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage. (iii) A publicly accessible website includes the Offeror's own website or a recognized, third-party greenhouse gas emissions reporting program. (3) If the Offeror checked "does" in paragraphs (t)(2)(i) or (t)(2)(ii) of this provision, respectively, the Offeror shall provide the publicly accessible website(s) where greenhouse gas emissions and/or reduction goals are reported: (u)(1) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with an entity that requires employees or subcontractors of such entity seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from

(2) The prohibition in paragraph (u)(1) of this provision does not contravene requirements applicable to Standard Form 312 (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

enforcement representative of a Federal department or agency authorized to receive such

lawfully reporting such waste, fraud, or abuse to a designated investigative or law

(3) Representation. By submission of its offer, the Offeror represents that it will not require its employees or subcontractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting waste, fraud, or abuse related to the performance of a Government contract to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (e.g., agency Office of the Inspector General).

## ADDENDUM TO REPRESENTATIONS AND CERTIFICATIONS FAR AND DOSAR PROVISION(S) NOT PRESCRIBED IN PART 12

The following DOSAR provision(s) is/are provided in full text:

#### 652.225-70 ARAB LEAGUE BOYCOTT OF ISRAEL (AUG 1999)

(a) Definitions. As used in this provision:

Foreign person means any person other than a United States person as defined below. United States person means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as provided under the Export Administration Act of 1979, as amended.

- (b) Certification. By submitting this offer, the offeror certifies that it is not:
- (1) Taking or knowingly agreeing to take any action, with respect to the boycott of Israel by Arab League countries, which Section 8(a) of the Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)) prohibits a United States person from taking; or,
- (2) Discriminating in the award of subcontracts on the basis of religion

(End of provision)