STATEMENT OF WORK
FOR
MAINTENANCE AND REPAIR SERVICES
OF THE
SECURITY GATE POP-UP BARRIER SYSTEMS
AT
RONALD REAGAN WASHINGTON NATIONAL AIRPORT

PREPARED BY: Metropolitan Washington Airports Authority

Ronald Reagan Washington National Airport
Engineering and Maintenance Department (MA-120)
Maintenance Engineering Division (MA-126)

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SECTION II - INTRODUCTION AND SUMMARY OF WORK

01 INTRODUCTION

The Metropolitan Washington Airports Authority (the Authority) is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (the Airport). This statement of work (SOW) addresses maintenance and repair of the Aircraft Operation Area (AOA) entrance gate pop-up barrier systems located at the vehicle security gates throughout the Airport. The scope includes a potential to perform some emergency work at Washington Dulles International Airport; however, Dulles currently self performs the maintenance and repair work.

02 SUMMARY OF WORK

The contractor shall provide all management, supervision, administrative support, labor, materials, tools, parts, supplies, lubricants, equipment, barricades, signs, and transportation necessary to fulfill all the requirements of the SOW.

There are nine (9) B&B ARMR Corp. Model 820 Series pop-up barriers located at various locations in the perimeter fence surrounding the AOA. Each pop-up barrier is controlled by a Model 6118 hydraulic pumping unit. The barrier systems consist of a gate arm and operator, pop-up plate barrier, gate and operator, in ground loop detectors, traffic light, and a controller which provides sequential operation of the pop-up barrier system components. This SOW requires preventive maintenance, repair and 24 hour callback services for pop-up barrier systems at Ronald Reagan Washington National Airport in accordance with the best commercial practices, consistent with the intended design and usage and as acceptable to the Authority.

There are nine (9) Smith & Wesson Security Solutions HySecurity StrongArm M30 gate arms and seven (7) Smith & Wesson Security Solutions SW1900 pop up vehicle barriers at various locations at Dulles airport.

The term of this requirement is intended to consist of a two (2) year base period with one (1) year option.

03 QUALIFIED CONTRACTOR

The contractor must be able to maintain, service, and repair Model 820 barrier and control system. The Model 820 barriers and control system were developed with proprietary custom designed PLC software to meet the security and sequence of operation requirements for barriers at DCA by B&B ARMR, a Division of B&B Roadway and Security Solutions.
SECTION III - DEFINITIONS


AOA - Aircraft Operation Area - The portion of the Airport used or intended to be used for landing, takeoff or surface maneuvering of aircraft (See Appendix A). This is a security area requiring security badging. Workers in this area are required to obtain and display an AOA photo ID credential. Drivers in this area are required to obtain an Aerodrome Vehicle Operator's Permit.

AUTHORITY BUSINESS OFFICE HOURS - 6:00 A.M. through 4:30 P.M. EST/DST, Monday through Friday, excluding weekends and holidays.

CLEAN – The absence of dirt, litter, debris, dust, surface marks, fingerprints, spills, oils, gum, grime, film, stains, streaks, spots, blemishes, chemical residue, and/or any other foreign matter or chemical residue that cannot be removed without permanently damaging the underlying surface.

COTR – Contracting Officer’s Technical Representative.

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) Computerized work order system used by the Authority to generate, schedule, document and track preventive maintenance, repair work, service calls and supplemental service tasks.

DCA - Ronald Reagan Washington National Airport

HCS - Hazardous Communication Standard also known as “HAZCON”.

JOB SITE - The area within the Airport’s property lines or portions of such area, which are defined within the statement of work.

LITTER - Debris, waste paper, branches detached from trees and shrubs, beverage containers, dead birds, dead animals etc.

MA-126 - DCA, Engineering and Maintenance Department, Maintenance Engineering Division

MSDS - Material Safety Data Sheet

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY (the Authority) - The public body responsible for the operation and management of both Ronald Reagan Washington National Airport (DCA) and Washington Dulles International Airport (IAD).

OEM – Original Equipment Manufacturer

OSHA - U. S. Occupational Safety and Health Administration. The Federal Government agency responsible for providing the rules and regulations on safety and health requirements in the work place.

PREVENTIVE MAINTENANCE - Recurring work scheduled on a cyclical basis to ensure continuous operation, prevent unnecessary breakdowns and to prolong the life of the equipment. This work shall include inspections and maintenance of equipment, controls and parts (greasing, oiling, cleaning) operations, replacement of worn parts, performing systematic adjustments, performance testing and minor repairs.
PRIMARY TERMINAL OPERATING HOURS – DCA terminals are operational to the public 24 hours a day. The hours of 6:00 AM through 11:00 PM EST/DST, daily 365 days a year (includes weekend and holidays) are considered primary terminal operating hours.

QUALITY CONTROL PROGRAM - A method used by the contractor to assure that quality services are provided to satisfy the contract requirements.

QUALITY ASSURANCE - A means by which the Authority is able to confirm that the quantity and quality of services received conformed to contract requirements. These methods/procedures are not intended to aid the contractor in the performance of the contract requirements and shall not be a substitute for contractor’s quality control.

SUPERVISOR - Supervises individuals and/or groups/teams of employees/subcontractors.

VANDALISM - Willful or malicious abuse and/or destruction of property.

POP-UP BARRIER SYSTEM – Consists of; gate arm and operator, pop-up plate barrier and hydraulic pumping unit, gate and operator, in ground loop detectors, traffic light, and a controller

WORK ORDER DESK - Unit that is primarily responsible for receiving, dispatching and tracking service requests. (703) 417-8063
SECTION IV - BASE SERVICES

01 DESCRIPTION OF SERVICES

The contractor shall provide all necessary management, supervision, administrative support, personnel, labor, materials, tools, parts, miscellaneous supplies and equipment necessary to successfully perform the requirements contained in this SOW. The contractor shall maintain and repair the pop-up barrier systems described in this SOW in accordance with the OEM and installers recommendations with all current applicable codes and regulations as well as requirements described in this SOW unless otherwise directed in writing by the Authority. If any conflict should arise, the following precedents shall prevail:

1. Code/Regulation
2. OEM
3. Installer Recommendation
4. MWAA Requirements

02 PREVENTIVE MAINTENANCE

A. The contractor shall be responsible for performing all preventive maintenance services required to maintain all equipment identified in this SOW in the fully operational condition as prescribed by the original equipment manufacturer’s recommended guidelines to include all tasks listed in Appendix B.

B. The contractor shall follow the Authority’s CMMS generated preventive maintenance schedule. The Authority will produce PM work orders for the scheduled preventive maintenance tasks (Appendix B) prior to the beginning of each month. The contractor shall schedule and complete all PM task work assigned. Work orders for completed work shall be returned to the work order desk for processing no later than the end of the month in which they were produced. The contractor shall be responsible for obtaining, completing and returning all work orders from and to the work order desk.

C. Should the contractor have recommended changes or additions to the preventive maintenance tasks or schedule, the contractor shall notify the COTR in writing of proposed changes and justification.

D. The contractor shall immediately notify the COTR in writing of all deficiencies identified during the performance of preventive maintenance. The contractor shall perform this work as described in the Supplemental Services Section of this SOW.

03 PREVENTIVE MAINTENANCE SCHEDULE

The contractor shall schedule all preventive maintenance work with the COTR in writing (e-mail) 24 hours in advance. Prior to removing any pop-up barrier system from service the contractor shall request real time approval from Airport Operations (703) 417-8050, and notify Airport Operations upon completion of services for each Gate. No pop-up barrier system shall be removed from service unless approved by Airport Operations. All work shall be scheduled between the hours 6:00AM and 4:30 PM.

04 EXCLUDED SERVICES

All items, components, systems and subsystems of pop-up barrier systems are covered by this contract with the following exclusions:

1. Gate wooden arms
2. Gate operators and gates
3. Card readers
4. Signage
5. Maintenance of painted surfaces
SECTION V - SUPPLEMENTAL SERVICES

01 DESCRIPTION OF SERVICES

The contractor shall, when required, and at the direction of the Authority perform 24 hour callback services, corrective repair services, alteration/addition services and vandalism/abuse repairs to all equipment listed in this SOW. All work performed under supplemental services shall be documented using the Authority’s CMMS. The contractor shall be responsible for requesting, obtaining, completing and returning all work orders from and to the Work Order Desk. All work performed under supplemental services shall meet the requirements of this SOW and the price schedule. Additionally, in the event of an emergency, the contractor may be required to provide same services to Dulles Airport.

02 CONTRACT SERVICES CALL ORDER

All work performed under supplemental services shall be approved in writing by the COTR using the “Contract Services Call Order” form (Appendix C). The call order shall contain a detailed description of the services that were (callback services) or are required to be performed by the contractor. The contractor shall include a detailed cost estimate, which includes an itemized breakdown for labor hours, parts and materials and when required a schedule with critical milestones.

03 24 HOUR CALLBACK SERVICES

A. The contractor shall respond to all requests for call back services 24 hours a day, 365 days of the year. The contractor shall proceed with corrective action on all call backs if in the contractor’s opinion the work will not exceed 2 hours in duration. The contractor shall provide the COTR with a proposal the next business day following the call back for approval. The proposal shall contain a detailed description of the services that were performed by the contractor, which includes an explanation of the failure, itemized breakdown for labor hours, parts and materials. Labor hours shall be based on contractor’s check-in and check-out times.

B. If the work is anticipated to exceed 2 hours to complete, the contractor shall remove the unit from service (Lockout/Tagout), properly barricade, and immediately notify Airport Operations (703) 417-8050 and the Work Order Desk (703) 417-8063 that the pop-up barrier systems is out of service. The contractor shall provide the COTR with a proposal which contains a detailed description of the work to be performed and cost estimate, which includes an itemized breakdown for labor hours, parts and materials and a schedule with critical milestones.

C. The contractor shall be reimbursed for the labor and materials in accordance with the provision of "Method of Payment" Section X-1. The Authority shall incur no obligation for out of scope work that is not authorized in writing.

04 CORRECTIVE REPAIR SERVICES

A. Equipment repairs or parts which require replacement that are identified during preventive maintenance activities that are not covered under the Base Services Section of this SOW shall be performed under Supplemental Services. The contractor shall provide the COTR with a proposal which contains a detailed description of the work to be performed and cost estimate, which includes an itemized breakdown for labor hours, parts and materials and a schedule.

B. The contractor shall be reimbursed for the labor and materials in accordance with the provision of "Method of Payment" Section X-1. The Authority shall incur no obligation for out of scope work that is not authorized in writing.
05 ALTERATIONS/ADDITIONS

A. The Authority may, during the term of the contract, request that the contractor perform supplemental services which are outside of the terms of the Base Services Section i.e. additions to equipment, new installations, re-habilitation/refinishing or work to bring equipment up to standards with the provisions of current applicable laws. The contractor may be required to alter, improve and/or overhaul equipment, which when completed will modify and/or enhance the aesthetics, operation, performance, reliability, safety etc. of the units beyond existing levels.

B. The contractor shall be reimbursed for the labor and materials in accordance with the provision of "Method of Payment" Section X-2. The Authority shall incur no obligation for out of scope work that is not authorized in writing.

06 VANDALISM/ABUSE REPAIRS

A. Validated instances of vandalism and/or abuse, when validated by the COTR, will be reimbursed by the procedures described in "Method of Payment" Section X-3.

B. The contractor shall proceed with corrective action on all cases of suspected vandalism/abuse if in the contractor's opinion the work will not exceed 2 hours in duration. If the work is anticipated to exceed 2 hours to complete, the contractor shall remove the unit from service (Lockout/Tagout), properly barricade it, and immediately notify Airport Operations (703) 417-8050 and the Work Order Desk (703 417-8063 that the pop-up barrier systems is out of service.

C. The contractor shall provide the COTR with a proposal which contains a detailed description of the work to be performed and cost estimate, which includes an itemized breakdown for labor hours, parts and materials and a schedule.
SECTION VI - CONTRACT START UP

01 KEY CONTRACTOR PERSONNEL

A. The contractor shall provide the Contracting Officer and COTR with a list of names and telephone numbers of its key personnel who shall be responsible for fulfilling all the requirements of this SOW including responding to service and emergency callbacks.

B. Resumes and certifications for the contractor’s key personnel shall be provided to the Contracting Officer and COTR fifteen (15) days prior to the start date of the contract and shall be updated whenever approved changes are made.

02 AIRPORT SECURITY BADGES

The contractor shall provide the COTR with a copy of the certification official designation letter and a list of employees who will be applying for security badges fifteen (15) days prior to the start date of the contract. All contractor employees working at the jobsite shall obtain a security badge no later than thirty (30) days from the award of the contract.
SECTION VII - GENERAL REQUIREMENTS

01 CONTRACTOR’S QUALIFICATIONS

The contractor shall have at least five (5) years experience in the business of installing, troubleshooting, programming, diagnosing, repairing, adjusting and maintaining the types of pop-up barrier systems listed in this SOW. If the contractor subcontracts any of the repair, maintenance or inspection work, the sub-contractor and all employees who will respond to service calls and perform maintenance and repair services shall have at least five (5) years experience in the business of installing, troubleshooting, diagnosing, repairing, adjusting, programming and maintaining the types of pop-up barrier systems listed in this SOW.

02 CONTRACT MANAGER

A. The contractor shall provide a contract manager. The contract manager shall have full authority to act for the contractor and serve at all times to carry out all the provisions of the contract.

B. The contract manager shall have a minimum of three (3) years experience in successfully managing contracts of the size and scope described in this SOW.

C. The contract manager shall be available for calls 24 hours a day, seven (7) days a week. The contract manager shall meet as promptly as possible with the COTR at the COTR’s request to discuss the performance of the work or other provisions of the contract.

03 CONTRACTOR PERSONNEL

A. The contractor’s personnel shall be experienced in the business of installing, troubleshooting, diagnosing, repairing, adjusting, programming and maintaining the types of pop-up barrier systems listed in this SOW.

B. The contractor’s personnel shall present a neat appearance and be easily recognized as contractor employees. All personnel shall portray a professional image at all times. Clothing and shoes shall be worn in accordance with AFOSH and OSHA standards. The Contractor will ensure their personnel use proper protection/safety equipment when to performing work. Contractor employees shall not remove any part of their clothing, such as shirts, shoes, etc., while in performance of the contract.

C. The contractor’s personnel shall conduct themselves in a professional, orderly and safe manner at all times while on the job site.

04 RESPONSE TIMES

A. The contractor shall be available to respond to all pop-up barrier systems outages, service callback requests and emergencies at the Airport 24 hours a day 365 days a year for the term of the contract. The contractor’s response time shall be within four (4) hours from the receipt of the request for service all times.

B. Response time is defined as from the time the contractor receives the call from the Authority to the time the contractor arrives at the Airport and checks in with the Authority’s Work Order Desk. Arrival at the job site is defined as reporting to the Work Order Desk either in person or by phone.
05 REPLACEMENT PARTS

The contractor shall maintain a sufficient amount of replacement parts within the Metropolitan Washington Area necessary to maintain and repair the equipment in a safe and efficient operating condition. Parts requiring repair shall be rebuilt to "as new" condition. The replacement parts shall remain the contractor’s sole property until installed on the equipment. In performing the indicated work, the contractor agrees to provide parts used by the manufacturer of the equipment for replacement or repair and to use lubricant obtained from and/or recommended by the manufacturer. Equivalent parts or lubricants may be used if approved in writing by the Authority.

06 EQUIPMENT REMOVAL FROM SERVICE

A. The contractor shall remove from service immediately any pop-up barrier systems which is not operating in compliance with manufacturer specifications and/or presents a safety hazard using standard lock out/tag out procedures.

B. The contractor shall immediately notify Airport Operations (703) 417-8050 and the Work Order Desk (703) 417-8063 of any pop-up barrier system that is required to be placed out of service.

C. The contractor shall maintain on all service vehicles responding to the Airport for the term of the contract a sufficient quantity of out of service devices (signs, gate arm covers, or card reader covers) to ensure all security gate pop-up barrier systems placed out of service by the contractor will be easily identifiable to prohibit unintended entry or use. All out of service devices shall be approved by the COTR. Damaged, worn, dirty or stained out of service devices shall be replaced with new at no cost to the Authority.

07 CONTRACTOR CHECK-IN/CHECK-OUT PROCEDURE

The contractor shall, immediately upon arriving to the job site; check-in with Airport Operations (703) 417-8050 and the Authority’s Work Order Desk (703) 417-8063 and immediately prior to their departure from the job site shall checkout. During check-in the contractor shall inform Airport Operations and the Work Order Desk the purpose of the visit (scheduled maintenance, service callback) and the area they intend to perform work. During checkout the contractor shall inform Airport Operations and the Work Order Desk of the status of the work performed and/or the operational status of the pop-up barrier systems to which they responded. There shall be no exceptions to this requirement.

08 EQUIPMENT CHECK CHARTS

A. The contractor shall maintain “Check Charts” for all equipment covered by this contract. The check charts shall be kept in a weather-proof heavy gauge clear vinyl plastic protective envelope with metal eyelets and snap closures and shall be affixed to the equipment served.

B. The checklist shall be marked with the date, item, and initials of the person performing policing or routine maintenance activities each time the unit is serviced.

C. The charts shall be configured to include at a minimum the following information:

1. System, equipment, assembly and part identification.
2. Description of work activity (i.e. monthly PM, annual PM, repair, inspection etc.).
3. Description of the problem, diagnostics and repair (i.e. reset controller, replaced ‘O-ring,’ hydraulic line repair etc.).
4. Time when system/equipment was removed from service and restored to operation.
5. Comment space for recommendations, follow-up activities and other commentary related to maintenance, service, and warranty.
6. Oil/Fluid usage log
7. Service personnel name, date and signature.

09 COMMUNICATION AND COORDINATION

A. The contractor shall maintain an effective communication and coordination policy with the Authority utilizing email, telephones, faxes, pagers, cameras etc. to ensure the Authority is kept abreast of current equipment status, planned outages, vandalism, and etc. for the term of the contract.

B. The contractor shall provide a dispatch desk with a single point of contact 24 hours a day, 365 days of the year for all 24-hour service call back requests. The dispatch desk shall be responsible to log and forward basic information about calls including party calling, caller’s contact information, accurate technical description of the problem or request, extent of the outage if a portion of the system is down, equipment and location involved, and any other relevant technical portions of the activity log entry for the call.

10 ONSITE PARKING SPACE

Visitor parking space will be provided for contractor management at no charge to attend meetings, conferences and conduct contract related business at the East Building and Authority Corporate Office Building. Visitor pass for this space shall be obtained from the receptionist desk.

11 STATUS MEETINGS

The contract manager shall attend meetings as requested by the COTR. The purpose of the meetings is to perform inspections, discuss issues, and coordinate work.

12 SAFETY

The contractor and each of his employees shall comply with all applicable OSHA and Authority regulations, rules and practices while on the job site.

13 SMOKE FREE ENVIRONMENT

The Authority’s facilities are smoke free. The contractor and its employees shall adhere to the rules and regulations in regard to this facilities maintenance of a smoke free environment.

14 LOST AND FOUND PROPERTY

The contractor shall turn in to the Authority Police Department all property found on the property of Ronald Reagan Washington National Airport, any violations or disregard of the rules, regulations and/or policies may be cause for immediate termination.
SECTION VIII - SPECIAL REQUIREMENTS

01 PERMITS AND RESPONSIBILITIES

A. The contractor shall, without additional expense to the Authority, be responsible for obtaining all necessary licenses and permits. The contractor shall also be responsible for all damages to persons or property that occur as a result of the contractor’s negligence and shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. In addition, the contractor shall be responsible for all materials delivered and work performed until completion and acceptance of the entire work.

B. The contractor shall comply with all applicable revisions, additions, changes and/or upgrades to any Federal, state, and municipal laws, codes, and regulations which are in effect on the date of contract and which affect the performance of the work. The contractor shall also obtain and pay the costs of any royalties and licenses for any patented or copyrighted items used in the performance of the work.

C. It shall be the responsibility of the contractor to promptly notify the COTR if an official in charge of compliance with the Occupational Safety and Health Act visits the work site.

02 REGULATION REQUIREMENTS

The contractor shall comply with all applicable Federal, state, local, Authority and the Airports regulatory, code and procedural requirements. This shall include but not be limited to the contractor complying with the following Authority requirements:

The Authority’s:
- Construction Safety Manual
- Orders and Instructions
- Bulletins
- Design Manual

The Airport’s:
- Advisories
- Orders and Instructions
- Security, Traffic and Parking Requirements
- Safety Procedures including Lockout/Tagout, Confined Space Entry, Hazardous Materials, Material Safety Data Sheets etc.

The contractor shall report all incidents and accidents immediately to the Authority in accordance with Federal and State laws and regulations and the Authority’s Orders and Regulations.

03 ASBESTOS CONTAINING MATERIALS/LEAD BASED PAINT

A. Most facilities at the Airport except for current CDP construction were constructed prior to 1981. Therefore, these facilities should be presumed to have both Asbestos Containing Materials (ACM) and paint containing lead in their construction.

B. Prior to undertaking any activities that could disturb these materials the contractor shall obtain prior written approval from the Authority to proceed with such activities.
04 HAZARDOUS/CARCINOGENIC MATERIALS

A. The contractor, its employees, or subcontractors or their employees shall not bring, produce, use, or store on the job site any hazardous or carcinogenic products without prior written approval by the Authority. All hazardous and/or carcinogenic waste transported or generated on-site at the Airport by the contractor must be properly disposed off the Airport site by the contractor as required by law and at no cost to the Authority.

B. The contractor shall provide the Authority with complete, legible copies of all regulatory notices, violations, citations, etc. received by the contractor that pertain directly or indirectly to the fulfillment of this Statement of Work.

05 VOC REQUIREMENT

The contractor shall use on the job site only chemicals and cleaning products that do not exceed the national Volatile Organic Chemical (VOC) limitations rule(s) published by the U.S. Environmental Protection Agency (EPA).

06 HAZARDOUS WASTE

A. The contractor shall initiate Hazardous Waste Management training and enforcement programs to ensure employees are aware that the domestic drains, and storm drains shall not be used to dispose of gasoline, paint, thinners, hydraulic fluid, solvents, concentrated cleaning agents and other toxic material.

B. The contractor is responsible for collecting, accumulating, recycling, and/or off site disposal of its hazardous and toxic waste off the Airport in compliance with Federal, state and local laws governing hazardous waste storage and disposal.

C. The contractor shall provide the contracting Officer and the COTR with documentation of hazardous materials or wastes that are accumulated, handled, generated, or disposed of by the contractor’s operations. The documentation shall demonstrate the adequacy of the handling and disposal operations used by the contractor and will demonstrate that the contractor activities will not result in contamination of Airport properly. The Authority shall provide this documentation upon request during periodic environmental inspections of the contractor’s premises. The Authority shall be copied on all correspondence with regulatory agencies concerning the contractor’s compliance with environmental regulations.

D. If the contractor generates hazardous waste in an amount that makes it subject to state and EPA hazardous waste requirements, the contractor shall apply for a Hazardous Waste Generator Identification Number. Hazardous waste shall be shipped off the Airport using the contractor’s Hazardous Waste Generator Identification Number documented on a complete and properly signed Uniform Hazardous Waste Manifest. The contractor shall be required to submit an Annual Hazardous Waste Report to the State of Virginia Department of Environmental Quality.

E. The contractor shall be responsible for developing a Resource and Conservation Act Contingent (RCRA) Plan if the amount of hazardous waste generated places it into a category that requires a plan.

F. The contractor shall be responsible for notification and reporting required under SARA, Title III regulations.
G. The contractor shall, at start of contract, implement a written hazardous waste spill contingent plan listing materials used, spill prevention procedures, containment equipment and procedures to be used in the event of spill, personnel protective equipment requirements, notification procedures, in accordance with the Resource Conservation and Recovery Act (RCRA) and the Occupational Safety and Health Administration (OSHA) regulations.
SECTION IX - DELIVERABLES

The contractor shall be required to submit the following records to the COTR:

01 FIFTEEN (15) DAYS PRIOR TO CONTRACT START DATE
   A. CONTACT PHONE NUMBERS OF ALL KEY PERSONNEL
   B. LIST OF PERSONNEL REQUESTING SECURITY BADGES

02 THIRTY (30) DAYS AFTER CONTRACT AWARD DATE
   A. SECURITY BADGES

03 MONTHLY
   A. PM WORK SCHEDULE

04 AS REQUIRED
   A. MSDS UPDATES
SECTION X - METHOD OF PAYMENT

The contractor shall submit a single invoice on a monthly basis for all services completed to the satisfaction of the COTR at the end of the month in which the services were performed. The Authority shall incur no obligation for out of scope work that is not authorized.

01 BASE SERVICES

The contractor shall invoice the Authority at the end of each calendar month in which the work was performed and completed in accordance with the SOW. The contractor shall attach to the invoice the contractor’s service tickets and copies of the Authority’s CMMS PM work orders for the work performed. The Authority reserves the right to withhold a portion of the monthly payment to the extent the contractor has not fulfilled the requirements of the SOW for the month in which the services were performed.

02 SUPPLEMENTAL SERVICES

A. The contractor shall be reimbursed for the labor and materials required to complete supplemental service tasks in accordance with the fully loaded labor rates specified in the pricing schedule. The contractor shall be reimbursed for all parts/materials not identified in the pricing schedule which are used in the performance of supplemental services at contractor’s cost plus 10 percent. There shall be no mark up for shipping cost. Parts manufactured and supplied by the contractor shall be invoiced to the Authority at jobber rate plus 10 percent.

B. The contractor’s invoice shall contain an itemized cost break down (parts and labor hours). The contractor shall attach a copy of; approved call order, Authority’s CMMS work order, contractor’s service ticket and supplier’s original invoice for the parts/materials provided.

C. The contractor shall not invoice the Authority for any work unless a call order signed by the COTR has been received or for any work described in a call order until after all the work described in the call order has been completed to the satisfaction of the COTR.

03 VANDALISM/ABUSE SERVICES

A. The contractor shall be reimbursed for the labor and materials required to complete validated vandalism/abuse repairs in accordance with the fully loaded labor rates specified in the pricing schedule. The contractor shall be reimbursed for all parts/materials not identified in the pricing schedule used in the performance of supplemental services at cost plus 10 percent. There shall be no mark up for shipping cost. Parts manufactured and supplied by the contractor shall be invoiced to the Authority and jobber rate plus 10 percent.

B. Invoices for vandalism/abuse repairs shall be sent to Risk Management MA-450 for payment and shall not include the contract number. Instead the contractor shall include a property damage number (DCAPD****) that will be assigned by the COTR.

C. The contractor’s invoice shall contain an itemized cost break down (parts and labor hours). The contractor shall attach a copy of; approved call order, Authority’s CMMS work order, contractor’s service ticket and supplier’s original invoice for all parts/materials provided.

D. The contractor shall not invoice the Authority for any work unless a call order signed by the COTR has been received or for any work described in a call order until after all the work described in the call order has been completed to the satisfaction of the COTR.
SECTION XI - CONTRACT PHASE OUT

01 SECURITY DEVICES

Upon expiration/termination of the contract or discontinuance of employment of any contractor personnel working in the Airport, all airport keys, security badging and all other Authority identification shall be surrendered to the issuing office.

02 RECORDS AND DOCUMENTATION

Upon contract termination or the end of the contract term all records and documentation, including, but not limited to, databases, drawings, O&M manuals, preventive maintenance schedules, preventive maintenance records, data etc. shall remain the sole property of the Authority.
SECTION XII - APPENDICES

APPENDIX A - SITE PLANS

APPENDIX B – PM TASKS GUIDELINES

APPENDIX C - CONTRACT SERVICES CALL ORDER
APPENDIX A

SITE PLANS
APPENDIX B

PM TASKS GUIDELINES
POP UP BARRIER SYSTEM

PM TASKS AND FREQUENCIES

General Instructions:

1. This PM task and frequencies guide is intended as a minimum requirement, the contractor shall review all manufacturer bulletins and maintenance guidelines in their entirety, if the contractor finds conflicting information between this task and frequency guide and that of the OEM, the contractor shall immediately notify the COTR.
2. Notify the Authority’s Work Order Desk and Airport Operations prior to performing PM work that will remove the unit from service.
3. Use OEM renewal parts catalog for identifying parts for replacement. Use only OEM parts or COTR approved equal.

Safety Precautions:

1. Care should be taken when working on or near energized equipment. There are potentials in energized equipment that can cause death or injury.
2. Any equipment found to be off with lockout tags shall not be returned to service until the installer of lockout tags is notified. Lockout tags and locks for electrical disconnects shall be used when power is to be removed for service of equipment. Safety locking bars (safety brace) shall be used at all times when maintenance and/or repairs are being performed.
3. While maintenance and/or repairs are being performed the gate area shall be properly barricaded and “Maintenance in Progress” signs placed on both sides of the gate entrance to prevent traffic from passing through while work is in progress.
4. Secure loose clothing, hair and jewelry when working on or near moving equipment. Failure to do so may result in injury or death.
5. Stand clear of all openings when equipment is moving.
6. Keep all work areas clear of debris and obstructions.

Task and Frequency Guide

Task and Frequency Guide
M - Monthly
A – Annual

(M) TASK 1: System Operation

Note: Review manufacturers’ service guide before servicing.

1. Verify system operates using the security card reader.
2. During the opening and closing cycles verify the pop up barrier operates smoothly without binding, jerking or squeaking.
3. Verify that the barrier does not hit with excessive force when it goes to the fully open or closed position. Adjust barrier speed as required.
4. Verify all warning lights are functioning. Replace as required.
5. Verify proper timing and sequencing of barrier system components (warning light, gate arm, barrier and gate).
6. Verify all in ground safety loop detectors are functioning as designed.

(M) TASK 2: Hydraulic Power Unit

1. Inspect and verify enclosure mounting fasteners are in place and tight.
2. Inspect enclosure exterior for rust and deteriorating paint.
3. Inspect enclosure door for proper mounting and fastening.
4. Clean all exterior surfaces of the enclosure.
5. Vacuum and clean all interior surfaces and components.
6. Inspect all hydraulic hoses for wear, deterioration, swelling, cracking and leaking.
7. Inspect all hydraulic connections, fittings and components for leaking.
8. Check hydraulic reservoir tank for proper oil level. If oil is required use manufacturers recommended oil only.
9. Inspect hydraulic oil for signs of discoloration, water and contamination.
10. Operate the barrier system and check that oil operating pressures are within manufacturers’ specifications.

(M) TASK 3: Electric Control Box

1. Vacuum and clean interior of electric control box.
2. Inspect all components for loose connections and signs of overheating or arching.
3. Inspect for loose wire connections. Tighten as required.
4. Check the programmable logic control for normal operation of all logic and functions.

(M) TASK 4: Pop up Barrier

1. Raise barrier and install safety brace.
2. Inspect pit area for standing water. Remove as required.
3. Vacuum and clean barrier link arm pit and hydraulic lift cylinder areas.
4. Verify all barrier pit water drain ports are free of debris and functioning.
5. Inspect, clean and lubricate the barrier plate hinge bearing blocks with dry graphite powder, white lithium grease or marine grade grease.
6. Inspect electrical connections for loose wires. Tighten as required.
7. Inspect all limit/proximity switches. Clean, tighten, adjust as required.
8. Inspect all electrical wiring for proper mounting and signs of wear or contact with moving parts.
9. Inspect and clean the hydraulic lift cylinder assembly.
10. Inspect all hydraulic connections, fittings and seals for leaking.
11. Inspect all hydraulic hoses for wear, deterioration, swelling, cracking and leaking.
12. Inspect, clean and lubricate the hydraulic lift cylinder clevis pins with white lithium grease or marine grade grease. If grease fittings are not installed disassemble clevis pin and lubricate all surfaces.
13. Inspect, clean and lubricate center lift arm and link arm pivot pins with white lithium grease or marine grade grease. If grease fittings are not installed disassemble lift/link arm pins and lubricate all surfaces.
14. Inspect barrier heater strip for proper mounting and signs of wear or contact with moving parts.
15. Verify barrier pit heater strip operation.

(A) TASK 5: Hydraulic System

1. Replace the hydraulic oil and filter.
APPENDIX C

CONTRACT SERVICES CALL ORDER
**CONTRACT SERVICES CALL ORDER**

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**Location and Description of Work**

**Work Estimates**

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**APPROVALS / ACCEPTANCE OF TASK**

**NOTE:** By signing this Call Order, the Contractor acknowledges that he/she will only perform the work described herein after this Call Order is approved in writing by the COTR. Furthermore, the cost to the Authority for this work shall not exceed the estimated cost listed.

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