SCOPE OF WORK

AUTOMATIC PEDESTRIAN DOOR SYSTEMS

MAINTENANCE AND REPAIR SERVICES

PREPARED BY: Metropolitan Washington Airports Authority

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

Washington Dulles International Airport
Engineering and Maintenance Department (MA-220)
Maintenance Engineering Division (MA-221)

May 13, 2014
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01 INTRODUCTION

The Metropolitan Washington Airports Authority (the Authority) is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (referred to herein as “DCA”) and Washington Dulles International Airport (referred to herein as “IAD”). Collectively these Job Sites will jointly be referred to as the “Job Site” (Appendix A). The automatic pedestrian doors covered under this contract are located throughout the Terminals and Parking Garages at each airport and are owned and operated by the Airports Authority.

The term of this requirement is intended to consist of a one (1) year base period with four (4) one (1) year options.

02 SUMMARY OF WORK

Ronald Reagan Washington National Airport

Provide full preventive maintenance and repair services and 24 hour call back/repair services 365 days a year at Ronald Reagan Washington National Airport. Services are to be performed between the hours of 6:00 AM through 11:00 PM on all Authority owned and operated automatic sliding and swing type door systems (Appendix B - DCA) located in Terminals A, B, C, Parking Garages A, B, C and miscellaneous outlying buildings. The contract shall also require performance of supplemental services on an “as needed” and reimbursable basis which may include alteration, improvement and/or overhaul of equipment, which when completed will modify and/or enhance the aesthetics, operation, performance, reliability, safety etc. of the units beyond existing levels.

Any item(s) of work, inspections, parts and service listed in this statement of work (SOW) shall not be construed as limiting the contractor to those items but rather as minimum requirements.

Washington Dulles International Airport

Provide 24 hour emergency call back/repair services 365 days a year at for all doors listed under Appendix B – IAD.
SECTION III - DEFINITIONS

ACCEPTANCE - The act of an authorized representative of the Authority by which the Authority assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

AIRPORT – Shall refer to either Ronald Reagan Washington National Airport, aka, “DCA” or Washington Dulles International Airport, aka, “IAD” as described in the SOW.

AIRPORTS – Shall mean the DCA and IAD together.

AOA - Aircraft Operation Area - The portion of the Airport used or intended to be used for landing, takeoff or surface maneuvering of aircraft. 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.

ANSI/BHMA – Shall refer to and include latest requirements of American National Standards for power operated pedestrian doors (ANSI/BHMA –A156.10)

AUTHORITY BUSINESS OFFICE HOURS -

DCA - 6:00 A.M. through 4:30 P.M. EST/DST, Monday through Friday, excluding weekends and holidays.
IAD - 7:30 A.M. through 4:00 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.

CMMS - Computerized Maintenance Management System is used to generate work orders for all maintenance and repair activities performed at DCA.

CORRECTION - The elimination of a deficiency.

COTR – Contracting Officers Technical Representative. DCA and IAD have separate and distinct COTR’s and each are responsible for their respective job sites only.


DCA/IAD – Specific to both Ronald Reagan Washington National Airport and Washington Dulles International Airport

DEFICIENCY– Any condition that exists in appearance, function or condition which does not meet the requirements of the OEM operating/maintenance guidelines or industry standards.

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

IAD – Specific to Washington Dulles International Airport.
**JOB SITE** - The area within the Authority’s property lines or portions of such area, which are defined within the SOW.

- **Job Site A** – DCA – Ronald Reagan Washington National Airport
- **Job Site B** – IAD – Washington Dulles International Airport

**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

**MA-221 – IAD**, 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).

**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.

**PRIMARY TERMINAL OPERATING HOURS** – Both DCA and IAD terminals are operational to the public 24 hours a day.

- **DCA**: The hours of 6:00 AM through 11:00 PM EST/DST, daily 365 days a year (includes weekend and holidays).
- **IAD**: 24-hours a day, 7 days a week, 365 days a year (includes weekend and holidays).

**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 Contract quality control.

**SERVICES** - Includes services performed, workmanship, and material furnished or utilized in the performance of services.

**SOW** – Scope of work

**STATE** - The Commonwealth of Virginia

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

**VANDALISM** - Willful or malicious abuse and/or destruction of property.
**WORK CONTROL DESK** – Unit where the contractor shall check-in and checkout when arriving or departing the job site.

  - **DCA**: (703) 417-8572
  - **IAD**: (703) 572-2813

**WORK ORDER DESK** - Unit that is primarily responsible for receiving, dispatching and tracking service requests.

  - **DCA**: (703) 417-8063
  - **IAD**: (703) 572-2813
SECTION IV - BASE SERVICES - DCA ONLY

01 DESCRIPTION OF SERVICES – DCA SPECIFIC

The contractor shall provide all necessary management, supervision, personnel, labor, materials, parts and equipment necessary to successfully perform the requirements contained in this SOW. The contractor shall maintain and repair the automatic doors 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 – DCA SPECIFIC

A. The contractor shall be responsible for performing all daily inspections, preventive maintenance and repair services required to maintain all equipment in the operating condition prescribed by the original equipment manufacturers recommended guidelines to include all tasks listed in Appendix C.

B. The contractor shall follow the Authority’s CMMS generated preventive maintenance schedule. The Authority will provide the contractor with work orders for the scheduled preventive maintenance tasks at the beginning of each month for the contractor to complete by the end of the month. Should the contractor have recommended changes or additions to the preventive maintenance schedule, the contractor shall notify the COTR in writing within fifteen (15) business days after the award of contract and provide complete information and justification for the changes.

C. The contractor shall be responsible for the replacement of any parts required to maintain the door systems in a fully operation safe condition in accordance with the manufacturer’s standards. The contractor shall immediately proceed to replace any parts or assemblies found to be broken, inoperable or out of the manufactures specified wear limits.

03 PREVENTIVE MAINTENANCE SCHEDULE – DCA SPECIFIC

A. All daily inspections shall be performed at the beginning of the shift.

B. Preventive maintenance services for A, B and C Loading Dock doors shall be performed between the hours of 2:00 PM and 11:00 PM.

C. Preventive maintenance services for all other doors shall be performed between the hours of 6:00 AM – 11:00 PM.

D. The contractor shall provide a schedule which details the hours it intends to be onsite to accomplish these services. The contractor’s proposed schedule for accomplishing daily inspections and preventive maintenance services shall be provided to the COTR for approval fifteen (15) days prior to the contract start date. Any changes to the approved schedule shall be requested in writing and approved by the COTR in advance.
04 BARCODE TRACKING SYSTEM/DATABASE – DCA SPECIFIC

A. The contractor shall provide and utilize a computerized bar code system to document and demonstrate compliance that the contractor is performing all daily inspections, preventive maintenance, repairs and service call backs as required in this SOW. The contractor shall bear the responsibility and the obligation of providing and updating the bar code system equipment and database for the term of the contract.

B. The contractor shall comply with the following procedures in the management of the bar code system:

1. The contractor’s employees shall carry the bar code scanner at all times while on duty on the jobsite.

2. The contractor shall use the bar code tracking system to document each time a piece of equipment is visited by a technician for service (i.e. daily inspection, preventive maintenance, repair, service call, quarterly evaluation etc). The bar code scanner shall be downloaded and the bar code database updated at the end of each shift and prior to leaving the job site after responding to an after-hours and weekend call back for service. The contractor shall e-mail the COTR the updated database at the end of each shift. There shall be no exceptions to this requirement.

C. The bar code database format shall be Microsoft Excel compatible and approved by the COTR. The contractor shall provide monthly reports that are Excel compatible to the COTR no later than 5 days after the end of the month that the work was performed in.

05 SERVICE CALL BACKS – DCA/IAD

A. A service call back is a report by the COTR or authorized staff of the Authority of a door or door operator problem and the contractor’s subsequent receipt of, response to, and correction of the problem.

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. A person and not voice mail shall answer calls placed to the Dispatch Desk. Dispatch Desk personnel 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.

C. The contractor shall respond to all requests for service 24 hours a day, 365 days of the year for all equipment covered under this contract. No repair shall be postponed or any door placed out of service due to lack of contractor manpower.

06 EXCLUDED SERVICES – DCA/IAD

All items, components and systems relating to automatic door systems are covered by this contract except the following:

1. Electric power source to the control boxes of automatic door operators.

2. Door frames, glass, locks, finger guards, (crash bars and rails- DCA Specific).

3. Broken or raised concrete flooring which will now allow mats to lay on an even surface.
4. Modification work required to comply with existing regional and state building codes or as recommended/directed by insurance companies, state, municipal or other authorities.
SECTION V - SUPPLEMENTAL SERVICES

01 DESCRIPTION OF SERVICES – DCA/IAD

The Authority may, during the term of this contract, request that the contractor perform supplemental task services which are outside the requirements of the Base Services i.e. additions to equipment, new installations, re-habilitation/refinishing or repair work to bring equipment up to standards with the provisions of current applicable laws e.g. Americans with Disabilities Act (ADA). 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.

02 VANDALISM/ABUSE REPAIRS – DCA SPECIFIC

A. The contractor shall document all instances of suspected vandalism/abuse with time and date stamped digital photographs, a complete statement of justification, a Police Incident Report, a Work Order Request and entry in the Equipment Bar Code Log.

B. Validated instances of vandalism/abuse are not covered under the terms of the Base Services Section. This work, when validated by the COTR, will be reimbursed by the procedures described in Section XII-02 of this SOW entitled "Method of Payment".

C. The following work items shall not be considered vandalism under the terms of this contract and shall be included as part of Base Services:
   - Panic resets
   - Running on arrival
   - Requests for unit shut downs or restarts
   - Removal of foreign objects from tracks.

D. 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, properly barricade it, and immediately notify the COTR or in his absence, the Work Order Desk. The contractor shall then prepare a Scope of Work for the repairs including a cost estimate and provide to the COTR for approval. The COTR will provide an approved Call Order or give verbal instructions to proceed with the work.

03 SERVICES CALL ORDER – DCA/IAD

A. All supplemental Services work will be requested and approved in advance with a signed Services Call Order by the COTR & CO (if over $10,000.00) using the “Contract Services Call Order” form shown in Appendix D. The Services Call Order will contain a detailed description of the services that are required from the Contractor. The Contractor shall be required to provide the COTR/CO a detailed cost proposal and/or estimate including an itemized breakdown for all labor, parts and materials, as well as a schedule with critical milestones for completing the Services Call Order.

B. Labor unit rates included on the contract Price Schedule under Supplemental Services will be used in preparing these estimates. Both the cost breakdown and schedule shall be made part of the Services Call Order. The Contractor shall not proceed with any work described in such Services Call Orders until authorized in advance and in writing by the COTR & CO.
C. The contractor shall be reimbursed for the labor and materials to complete such tasks in accordance with the provision of Section XIII-02 of this SOW entitled "Method of Payment". The Authority shall incur no obligation for out of scope work that is not authorized in advance, in writing.
SECTION VI - CONTRACT START UP

01 PREINSPECTION OF EQUIPMENT CONDITION – DCA SPECIFIC

A. The contractor shall with in thirty (30) days from the contract award, perform an inspection and assess the condition of all equipment covered under this SOW (Appendix B) to establish a condition baseline. The equipment condition survey shall include observations of deficiencies in equipment condition, operation and/or performance and shall provide a written baseline report of discrepancies and serve as a "starting point" for the contractor to provide ongoing maintenance.

B. The equipment condition survey report shall identify all deficiencies that the contractor claims exist, together with a detailed breakdown of the estimated cost to repair each deficiency and a recommend priority to correct each. A draft copy of the equipment condition survey report shall be submitted to the COTR within five (5) business days of the inspection completion date and final report to be submitted to the COTR within five (5) business days from the draft report due date. The Authority will determine how and when each item will be addressed. Correction of these deficiencies will be accomplished by either Supplemental Services under this SOW or by competitive bid procurement as determine by the Authority. Any deficiencies found after the equipment condition survey report has been submitted will be considered the contractor's responsibility and will be covered under Base Services or Supplemental Services depending on the circumstances.

02 KEY CONTRACTOR PERSONNEL - DCA/IAD

A. The contractor shall identify and 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. Failure to be able to contact any of the persons on the list or their refusal to respond in an request for service shall constitute a failure to perform and shall be subject to deductions for damages caused and costs incurred by the Authority to obtain alternative response and remedy to the emergency.

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 of the contract and shall be updated whenever approved changes are made.

03 AIRPORT SECURITY BADGES - DCA/IAD

The contractor shall ensure all its key personnel while on the job site visibly display at all times a valid airport specific AOA badge. The contractor shall provide the COTR with a list of employees who will be applying for security badges fifteen (15) days prior to the start 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 – DCA/IAD

The contractor shall have at least five (5) years experience in the business of installing, troubleshooting, diagnosing, repairing and maintaining all types of automatic doors. 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, repairing and maintaining all types of automatic doors. The contractor shall provide written certification that all contractor personnel performing work under this contract possess an in-depth working knowledge of all relevant provisions of the American National Standard for Power Operated Pedestrian Door/ANSI/BHMA-A156-10-1985.

02 PROJECT MANAGER – DCA/IAD

A. The contractor shall provide a Project Manager. The Project 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 Project 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 names of the Project Manager and a qualified alternate who shall assume the Project Manager’s duties when the primary Project Manager is absent shall be designated in writing to the COTR fifteen (15) business days prior to the contract start date.

D. The Project Manager shall be available for calls 24 hours a day, seven (7) days a week. The Project 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.

E. The Project Manager shall possess sufficient computer software skills to perform trending, queries and analysis of the bar code database for the purpose of creating reports and developing presentations using the resulting data.

F. The Project Manager shall possess the skills and expertise required to develop and perform equipment data analysis, comparison and trending presentations to upper level Authority management.

03 CONTRACTOR PERSONNEL – DCA/IAD

A. Contractor personnel, including new hires, which will perform maintenance and repair and call back services shall have at least five (5) years’ experience in the business of installing, troubleshooting, diagnosing, repairing and maintaining all types of automatic doors. Contractor personnel shall possess an in-depth working knowledge of all relevant provisions of the American National Standard for Power Operated Pedestrian Door/ANSI/BHMA-A156-10-1985.

B. The contractor’s personnel shall conduct themselves in a professional, orderly and safe manner at all times while on the job site. Rudeness, fighting, being under the influence of alcohol and/or drugs or bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, and any immoral or otherwise undesirable conduct shall not be permitted on the job site and shall result in immediate and permanent removal from the job site of any employee engaging in such conduct from work.
C. 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 OSHA standards.

D. The contractor agrees to transfer promptly from the Airports any employee or employees that the Authority advises are not satisfactory and to replace such personnel with employees satisfactory to the Authority; but in no event shall the Authority be responsible for monitoring or assessing the suitability of any employee or agent of the contractor.

04 MINIMUM STAFFING REQUIREMENTS – DCA SPECIFIC

At a minimum the contractor shall provide the following:

- One (1) on-site door mechanic/technician, 7:00 am to 3:30 pm, Monday through Friday, 40 hours/week.

05 QUALITY CONTROL PROGRAM – DCA/IAD

A. All work performed under this contract shall be of the highest quality, consistent with best industry practices to assure timely and adequate provisions of maintenance and repair services. The contractor shall submit to the COTR 15 days prior to the start of the contract a complete Quality Control Plan to assure the requirements of the contract are provided as specified. The contractor’s Quality Control Plan shall at a minimum be equal to the plan provided in the in the Technical Proposal. The contractor shall implement the approved plan and pursue it diligently for the duration of the contract.

B. The Quality Control Plan shall include but not be limited to:

1. The administrative methods the contractor will use for identifying, correcting, and preventing defects in the quality of service performed before the level of performance becomes unacceptable to the Authority.

2. A description of the records which the contractor intends to generate and file, indicating the inspections conducted by the contractor and necessary corrective action taken (as appropriate). The COTR may request to see copies of these records.

06 RESPONSE TIMES – DCA/IAD

A. The contractor shall be available to respond to automatic door outages, service callback requests and emergencies as necessary at the Airport 24 hours a day 365 days a year for the term of the contract. The contractor shall respond to all requests within 1 hour during normal operating hours and within 2 hours after normal operating hours. contractor response time to service request calls that occur while the contractor is on the job site shall not exceed fifteen (15) minutes.

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 on an Authority owned onsite no cellar telephone.

07 QUARTERLY EVALUATION OF EQUIPMENT PERFORMANCE – DCA SPECIFIC

The contractor shall, in the presence of the COTR or his representative, conduct quarterly evaluations of randomly selected automatic doors. At a minimum, four (4) doors in each area shall be inspected for operator performance including door speed, door operations; closing force, belt tension, loose wires and terminations on the electrical wiring, adjustment and lubrication of the motors, and operating quality. Following such evaluations, the contractor shall perform adjustments, repairs, and replacements required to maintain...
manufacturer’s operating standards. A copy of the evaluation report with accompanying data on adjustments, repairs or replacements performed shall be submitted to the COTR on or before the 10th day of the month following the end of the quarter.

08 SHIFT SPECIFIC UNIT STATUS NOTIFICATION – DCA SPECIFIC

A. At the beginning of each shift the contractor shall notify the Work Order Desk and the COTR via e-mail of all units the contractor intends to remove from service for preventive maintenance or repair work during the shift. This requirement is necessary to prevent false service calls during scheduled outages.

B. At the end of the shift the contractor shall notify the Work Order Desk and the COTR via e-mail of work performed and any units that remain out of service.

09 EQUIPMENT REPAIR/REMOVAL FROM SERVICE – DCA/IAD

A. The contractor shall remove from service immediately any automatic door operator which is not operating in compliance with manufacturer specifications and as such presents a safety hazard to the traveling public. The Contractor shall repair, replace or otherwise correct all safety-related deficiencies immediately. The contractor shall notify the COTR in writing when such repair will cause the equipment to be out-of-service more than two (2) hours.

B. Removal of equipment from service shall be coordinated and approved by the COTR. The Authority agrees to allow the contractor to remove automatic door operator units from service for a reasonable period of time for the purpose of performing maintenance thereon provided necessary steps are taken to tag-out equipment with the Authority and barricade immediate surroundings of the equipment.

C. The contractor shall barricade the entrance and exit ways of doors that are out of service and/or not intended for use. Barricades shall be sufficient to prevent use of the equipment and prevent unauthorized entry in the work area.

D. The contractor shall not leave any tools, ladders, parts and/or supplies unattended in the public area at anytime while performing work at the Airport.

10 CONTRACTOR CHECK-IN/CHECK-OUT PROCEDURE

DCA Specific:

The contractor shall, immediately upon arriving to the job site, check-in with the Authority’s Work Control Desk (417-8572) and immediately prior to their departure from the job site shall checkout with the Authority’s Work Control Desk. During callback check-in the contractor shall inform the Work Control Desk as to the purpose of the visit. During callback checkout the contractor shall apprise the Work Control Desk of the status of the unit(s) of which they responded. Check-in and checkout is defined as reporting in person or by utilizing an on-site Authority owned non-cellular phone. **There shall be no exceptions to this requirement.**

IAD Specific:

The contractor personnel shall check-in and checkout with the COTR or his designated representative immediately upon arrival at the job site and prior to the end of each site visit respectively. Furthermore, at check-in the contractor shall inform the COTR of its work plan for each visit, and at checkout the contractor shall inform the COTR of the actual work performed and any special activities.
11 COMMUNICATION AND COORDINATION – DCA/IAD

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

12 SECURITY PROCEDURES – DCA/IAD

A. The contractor shall not permit any employee to have keys for access to locked rooms until it has been determined that permitting such person(s) to have such access shall not be contrary to the Authority’s interest, and that the individual(s) is authorized to be admitted in accordance with applicable security orders, rules, regulations and instructions as determined by Authority.

B. The contractor shall secure and safeguard all keys, key cards, and any other entry devices and codes provided by the Authority. The contractor shall maintain a record of the key numbers issued to its employees. These prohibitions and requirements shall also be applicable to all individuals with regard to access, removal, and/or possession of any information, confidential data, materials, supplies, or equipment. The contractor shall not duplicate and shall not allow any such issued items to be duplicated or removed from the job site. All keys and other entry devices used by the contractor’s employees in the performance of the work shall be returned to the Authority issuing office when the contract expires.

C. The contractor shall safeguard all the identification cards, issued its employees and subcontractors by the Authority to fulfill the requirements of this SOW. The contractor shall ensure these cards are visibly displayed by the respective individual at all times while employed on site at the Airport to fulfill this requirement.

D. The contractor shall immediately report to the Authority all keys issued to it by the Authority that are lost or stolen. The contractor shall be responsible for all loss, damages and expenses that the Authority incurs as a result of the contractor’s loss of Authority keys. These costs include the expense of changing all locks to which the lost keys provided access. The cost of changing locks or keys to the building rooms or areas accessible by the lost or stolen keys will be deducted from the contractor’s invoice to the Authority for the services performed under the contract.

E. The contractor shall ensure that, under no circumstances any of its employees shall enter an area not authorized for access by the COTR for the contractor.

F. The Authority will not issue keys for sensitive security areas. Instead, the Authority will require the contractor’s employees to be accompanied at all times in this area by either Authority employees or the contractor’s own employees who have authorized access to the area.

G. The contractor, its subcontractors, and all its employees shall be subject to, and shall at all times, conform with any and all rules, regulations, policies, and procedure pertaining to security at the airport. Any violations of the rules, regulations, policies, and procedures may be cause for immediate termination.

H. The contractor shall be responsible for, at its own expense, obtaining the proper security clearance, fingerprinting, training, badges and custom seal required to access the restricted areas of the airport including the Air Operations Area (AOA), Security Identification Display Area (SIDA), Customs and Immigration. Identification badges issued by the Authority must be visibly worn at all times while in the SIDA.
I. The contractor shall be responsible for, at its own expense, compliance with the requirements and procedures to obtain approval of any motor vehicle to operate in the Air Operations Area (AOA).

13 SAFETY – DCA/IAD

A. The contractor and each of his employees shall comply with all applicable OSHA and Authority rules and practices, including directives issued by the Airport Manager, Airport Operations, MWAA Police and Fire Departments, Federal Aviation Administration, and Authority Divisions while on the job site.

B. The contractor shall provide and ensure that all personnel at the work site wear the safety devices/apparel described below when in areas designated by the Authority:

1. Approved back support and protective devices
2. Eye protection in compliance with ANSIZ87.1. -1968.
3. Approved Hearing Protection
4. Approved hand protection
5. Other safety devices/apparel when conditions warrant

C. The contractor shall furnish documentation as directed by the COTR of the completion of the approved safety training of equipment operators and other personnel. The safety training shall comply with all OSHA standards and a sample program shall be submitted to the COTR.

D. The Authority reserves the right to inspect all areas for safety violations at its discretion, direct the contractor to make immediate improvement of necessary conditions and/or procedures, and/or stop the work if other hazards are deemed to exist.

E. In the event that the Authority should elect to stop work because of any type of existing safety hazards after the contractor has been notified and provided ample time to correct, the contractor shall bear all costs for eliminating the hazard(s) and shall not be granted compensation for the work stoppage. The contractor shall pay all additional expenses.

F. The operation of the contractor’s vehicles or private vehicles by the contractor’s employees on or about the property shall conform to posted regulations and safe driving practices. Aisles, passageways, alleyways, entrances or exits to fire protection equipment must be kept unobstructed at all times.

G. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the contract. The contractor shall take all necessary precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to persons, properties, equipment and vehicles.

H. Damage caused by the contractor to any properties shall be repaired or replace to the satisfaction of the Authority at the expense of the contractor. The Authority, at its sole direction, may elect to repair or replace the damaged property, and deduct such costs from monies due the contractor.

I. The contractor shall, within fifteen (15) days prior to the contract start date, submit its own detailed safety and protection plan/program that shall comply with all safety, environmental protection, property protection and health provisions of the Contract.

J. Prior to use of any products or materials, the contractor shall provide the following submittals for review and approval by the COTR. The contractor shall furnish three copies of each submittal.

1. Manufacturer’s product data and literature
2. Manufacturer’s installation recommendations
3. Samples, if required by the COTR
4. Material Safety Data Sheets (MSDS)

14 SMOKE FREE ENVIRONMENT – DCA/IAD

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.

15 LOST AND FOUND PROPERTY – DCA/IAD

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 – DCA/IAD

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, including it’s on the job site employees and subcontractors 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 contractors’ 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. QUALITY CONTROL PROGRAM
   Section VIII, 04

B. SAFETY AND PROTECTION
   Section VIII, 12, I

C. LIST AND RESUMES OF ALL KEY PERSONNEL
   Section VII, 02, B

D. PREVENTIVE MAINTENANCE SCHEDULE
   Section IV, 03

E. LIST OF PERSONNEL REQUESTING SECURITY BADGES
   Section VII, 03

02 THIRTY (30) DAYS AFTER CONTRACT AWARD DATE

A. CONDITION SURVEY
   Section VII, 01

B. REPLACEMENT PARTS INVENTORY
   Section XI, 02, B

C. SECURITY BADGES
   Section VII, 03

03 AS REQUIRED

A. RESUMES OF ALL NEW KEY PERSONNEL
   Section VII, 03, B
SECTION X - CONTRACTOR FURNISHED RESOURCES

01 GENERAL – DCA/IAD

A. The contractor shall furnish all resources (i.e. supervision, labor, materials, tools, parts, supplies and equipment) necessary to fulfill all the requirements and satisfactorily perform all services described in this SOW in a safe, orderly, timely, efficient and workmanlike manner. The contractor shall provide any additional resources to fulfill the contract requirements at no additional cost to the Authority.

B. Adequate Equipment shall be provided or available to permit the timely completion of all operations. The contractor’s equipment shall be of such type as to accurately and effectively perform the task(s) intended. The contractor shall maintain equipment in good operating condition so as not to leak fuel or lubricants or produce excessive noise or noxious fumes beyond normal functioning levels as prescribed by the manufacturer. The contractor’s trucks and/or trailers shall be clearly marked with safety cones or other devices when parked to ensure the public is well aware of their presence during operations. At the end of each workday, the contractor shall remove all equipment and debris from the worksite.

C. All electrical powered equipment used on-site by the contractor shall be protected by Underwriters Laboratory (UL) approved Ground Fault Interruptions (GIF) devices.

02 REPLACEMENT PARTS – DCA/IAD

A. The contractor shall maintain a sufficient amount of replacement parts to maintain the equipment in a safe and efficient operating condition. All automatic door parts shall be maintained within the Metropolitan Washington Area. Parts requiring repair shall be rebuilt to “as new” condition. No parts covered under this contract may be removed from the area without written approval from the Authority. This does not include renewal/ repair components stocked on the job by the contractor. 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.

B. The contractor shall provide and maintain sufficient parts and supplies on hand to correct the majority of all service callbacks. The contractor shall provide an inventory list of the proposed parts and supplies to the COTR Thirty (30) days after the start of the contract.

03 COMMUNICATION EQUIPMENT – DCA/IAD

The contractor shall maintain an effective communication and coordination policy with the Authority utilizing email, telephones, faxes, scanners, text messaging devices, etc. to ensure the Authority is kept up to date for the term of the contract.

04 DIGITAL CAMERA – DCA SPECIFIC

The contractor shall provide a digital camera at all times while on the airports to document safety violations and equipment conditions.

05 ONSITE OFFICE/COMPUTER EQUIPMENT – DCA SPECIFIC

A. The contractor shall be responsible for providing at its sole expense all materials, supplies, furniture, fixed improvements and equipment it may require in the office space.
B. The contractor shall provide an onsite computer with hardware and software capable of running Microsoft Windows operating system (latest version) and Microsoft Office Pro software (latest version). The contractor shall provide at its own expense internet e-mail account (i.e. AOL, MSN etc). Provide e-mail addresses for all on-site personnel to the COTR and maintain them in a current status at all times during the contract term. The computer shall be capable of operating the Barcode system, sending/receiving e-mails and digital photos.

C. The contractor shall provide a digital camera capable of taking time/date stamped photos. The camera shall remain onsite at all times when the contractor is performing work.
SECTION XI - AUTHORITY FURNISHED RESOURCES

01 AUTHORITY CONTACT INFORMATION - DCA/IAD

The Authority will provide phone numbers, e-mail and mailing addresses for the Contracting Officer, COTR and other Authority key personnel as are warranted.

02 ONSITE OFFICE SPACE – DCA SPECIFIC

A. To facilitate fulfilling the requirements of this SOW, the Authority will provide the contractor office space at the Airport. The contractor shall use the space provided at the Airport to locate an office for managing its day-to-day operations to fulfill the requirements of this SOW.

B. The contractor shall keep such area clean and orderly at all times.

C. The contractor shall keep the on-site office door locked whenever unoccupied.

D. The contractor shall not allow persons who do not possess a current Airport security badge to remain in the on-site office unescorted.

E. The contractor shall not store any items not related to the contract in the on-site office.

03 OPERATIONS AND MAINTENANCE MANUALS – DCA/IAD

To facilitate fulfilling the requirements of this SOW, the Authority will allow the contractor to use the O&M manuals for equipment. The contractor shall utilize these manuals only for work being performed at the job site. The manuals shall be returned to the Authority at the end of the contract period.
SECTION XII - METHOD OF PAYMENT

The contractor shall submit a separate invoice for both DCA and IAD on a monthly basis for all services completed to the satisfaction of the respective 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 in advance, in writing.

01 BASE SERVICES – DCA SPECIFIC

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, and shall be paid for actual services performed. The contractor shall include a copy of the Bar Code Report with the monthly invoice. 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 – DCA/IAD

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 Schedule. The contractor shall be reimbursed for the materials used in the performance of Supplemental Services at invoice plus the percentage rate indicated on line item 2.4 on Section III – Price Schedule. 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

The Contractor shall be reimbursed for labor and materials required to complete validated Vandalism/abuse repairs in accordance with the fully loaded labor rates specified in the Price Schedule. Materials used in the performance of Vandalism/abuse repairs shall be reimbursed in accordance with Section XII.02 above.

Invoices for Vandalism/abuse repairs may include a property damage number that will be assigned by the COTR and sent to Risk Management MA-450 for payment. The Airports Authority shall incur no obligation for work that is not authorized in advance, with a Service Call Order signed by both the COTR & CO, unless the work falls under Section V.2.D.
SECTION XIII - CONTRACT PHASE OUT

01 SECURITY DEVICES – DCA/IAD

Upon expiration/termination of the contract or discontinuance of employment of any of 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 – DCA/IAD

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 XIV - APPENDICES

APPENDIX A - SITE PLANS
   A.1 – DCA SITE PLANS
   A.2 – IAD SITE PLANS

APPENDIX B – AUTOMATIC DOOR INVENTORY
   B.1 – DCA AUTOMATIC DOOR INVENTORY
   B.2 – IAD ARRIVALS LEVEL AUTOMATIC DOOR INVENTORY
   B.3 – IAD DEPARTURE LEVEL PEDESTRIAN AUTOMATIC DOOR INVENTORY
   B.4 – IAD COMMERCIAL VEHICLE AUTOMATIC DOOR INVENTORY

APPENDIX C - DCA TASKS AND FREQUENCIES GUIDE

APPENDIX D - SERVICES CALL ORDER FORM
APPENDIX A

SITE PLANS
APPENDIX A.1

DCA SITE PLAN
APPENDIX A.2

IAD SITE PLAN
Appendix A.2

IAD Site Plan
APPENDIX B

AUTOMATIC DOOR INVENTORY
APPENDIX B.1

DCA AUTOMATIC DOOR INVENTORY
<table>
<thead>
<tr>
<th>Unit</th>
<th>STRUCTURE</th>
<th>LOCATION</th>
<th>POSITION/GROUP</th>
<th>MANUFACTURER</th>
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<tbody>
<tr>
<td>01</td>
<td>TERMINAL A</td>
<td>Loading Dock A</td>
<td>Pair</td>
<td>Dorma</td>
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<tr>
<td>02</td>
<td>TERMINAL A</td>
<td>USO</td>
<td>Outer/Pair</td>
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<td>Pair</td>
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<td>MANUFACTURER</td>
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<td>Swing/Pair/Outer</td>
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<td>Swing/Pair/Inner</td>
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<td>North Loading Dock</td>
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<td>DOOR 1 OUTER</td>
<td>Single/Inner</td>
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<td>DOOR 2 OUTER</td>
<td>Single/Outer</td>
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<td>DOOR 3 INNER</td>
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<td>Swing/Pair</td>
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<td>POSITION/GROUP</td>
<td>MANUFACTURER</td>
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<td>RSLI</td>
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<td>Interior Entrance/VTB</td>
<td>Pair</td>
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<td>Pair</td>
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<tr>
<td>177</td>
<td>Terminal B</td>
<td>CL to S.Service Hall</td>
<td>Pair</td>
<td>Stanley</td>
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<td>Pair</td>
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</tr>
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<td>179</td>
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<td>CL to N.Service Hall</td>
<td>Pair</td>
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<td>Main Entrance</td>
<td>Single</td>
<td>Dorma</td>
</tr>
<tr>
<td>181</td>
<td>North Metro</td>
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<td>Stanley</td>
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<td>Single</td>
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<td>Training Entrance/inner</td>
<td>single</td>
<td>Dorma</td>
</tr>
<tr>
<td>192</td>
<td>COB SIDE</td>
<td>Training Entrance/outer</td>
<td>single</td>
<td>Dorma</td>
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<td>Dorma</td>
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Highlighted doors indicate that the doors are post security.
APPENDIX B.2

IAD ARRIVALS LEVEL AUTOMATIC DOOR INVENTORY
Appendix B.2
IAD - Arrivals Level Pedestrian Doors, Terminal

(1) D006920 Door, Pedestrian, Arrivals Door 60, North Set, AEM/Electronic Shop
(2) D006919 Door, Pedestrian, Arrivals Door 60, South Set, AEM/Electronic Shop
(3) D006918 Door, Pedestrian, Arrivals Door 59, South Door, AEM/Electronic Shop
(4) D006917 Door, Pedestrian, Arrivals Door 59, North Door, AEM/Electronic Shop
(5) D006916 Door, Pedestrian, Arrivals Door 58, North Set, AEM/Electronic Shop
(6) D006915 Door, Pedestrian, Arrivals Door 58, South Set, AEM/Electronic Shop
(7) D006914 Door, Pedestrian, Arrivals Door 57, South Door, AEM/Electronic Shop
(8) D006913 Door, Pedestrian, Arrivals Door 57, North Door, AEM/Electronic Shop
(9) D006912 Door, Pedestrian, Arrivals Door 56, North Set, AEM/Electronic Shop
(10) D006911 Door, Pedestrian, Arrivals Door 56, South Set, AEM/Electronic Shop
(11) D006910 Door, Pedestrian, Arrivals Door 55, South Door, AEM/Electronic Shop
(12) D006909 Door, Pedestrian, Arrivals Door 55, North Door, AEM/Electronic Shop
(13) D006908 Door, Pedestrian, Arrivals Door 54, North Set, AEM/Electronic Shop
(14) D006907 Door, Pedestrian, Arrivals Door 54, South Set, AEM/Electronic Shop
(15) D006906 Door, Pedestrian, Arrivals Door 53, South Door, AEM/Electronic Shop
(16) D006905 Door, Pedestrian, Arrivals Door 53, North Door, AEM/Electronic Shop
(17) D006904 Door, Pedestrian, Arrivals Door 52, North Set, AEM/Electronic Shop
(18) D006903 Door, Pedestrian, Arrivals Door 52, South Set, AEM/Electronic Shop
(19) D006902 Door, Pedestrian, Arrivals Door 51, South Door, AEM/Electronic Shop
(20) D006901 Door, Pedestrian, Arrivals Door 51, North Door, AEM/Electronic Shop
(21) D006900 Door, Pedestrian, Arrivals Door 50, North Set, AEM/Electronic Shop
(22) D006899 Door, Pedestrian, Arrivals Door 50, South Set, AEM/Electronic Shop
(23) D006898 Door, Pedestrian, Arrivals Door 49, South Door, AEM/Electronic Shop
(24) D006897 Door, Pedestrian, Arrivals Door 49, North Door, AEM/Electronic Shop
(25) D006896 Door, Pedestrian, Arrivals Door 48, North Set, AEM/Electronic Shop
(26) D006895 Door, Pedestrian, Arrivals Door 48, South Set, AEM/Electronic Shop
(27) D006894 Door, Pedestrian, Arrivals Door 47, South Door, AEM/Electronic Shop
(28) D006893 Door, Pedestrian, Arrivals Door 47, North Door, AEM/Electronic Shop
(29) D006892 Door, Pedestrian, Arrivals Door 46, North Set, AEM/Electronic Shop
(30) D006891 Door, Pedestrian, Arrivals Door 46, South Set, AEM/Electronic Shop
(31) D006890 Door, Pedestrian, Arrivals Door 45, South Door, AEM/Electronic Shop
(32) D006889 Door, Pedestrian, Arrivals Door 45, North Door, AEM/Electronic Shop
(33) D006888 Door, Pedestrian, Arrivals Door 44, North Set, AEM/Electronic Shop
(34) D006887 Door, Pedestrian, Arrivals Door 44, South Set, AEM/Electronic Shop
(35) D006886 Door, Pedestrian, Arrivals Door 43, South Door, AEM/Electronic Shop
(36) D006885 Door, Pedestrian, Arrivals Door 43, North Door, AEM/Electronic Shop
(37) D006884 Door, Pedestrian, Arrivals Door 42, North Set, AEM/Electronic Shop
(38) D006883 Door, Pedestrian, Arrivals Door 42, South Set, AEM/Electronic Shop
(39) D006882 Door, Pedestrian, Arrivals Door 41, South Door, AEM/Electronic Shop
(40) D006881 Door, Pedestrian, Arrivals Door 41, North Door, AEM/Electronic Shop
(41) D006880 Door, Pedestrian, Arrivals Door 40, North Set, AEM/Electronic Shop
(42) D006879 Door, Pedestrian, Arrivals Door 40, South Set, AEM/Electronic Shop
(43) D006878 Door, Pedestrian, Arrivals Door 39, South Door, AEM/Electronic Shop
(44) D006877 Door, Pedestrian, Arrivals Door 39, North Door, AEM/Electronic Shop
(45) D006876 Door, Pedestrian, Arrivals Door 38, North Set, AEM/Electronic Shop
(46) D006875 Door, Pedestrian, Arrivals Door 38, South Set, AEM/Electronic Shop
(47) D006874 Door, Pedestrian, Arrivals Door 37, South Door, AEM/Electronic Shop
(48) D006873 Door, Pedestrian, Arrivals Door 37, North Door, AEM/Electronic Shop
(49) D006872 Door, Pedestrian, Arrivals Door 36, North Set, AEM/Electronic Shop
(50) D006871 Door, Pedestrian, Arrivals Door 36, South Set, AEM/Electronic Shop
(51) D006870 Door, Pedestrian, Arrivals Door 35, South Door, AEM/Electronic Shop
(52) D006869 Door, Pedestrian, Arrivals Door 35, North Door, AEM/Electronic Shop
(53) D006868 Door, Pedestrian, Arrivals Door 34, North Set, AEM/Electronic Shop
(54) D006867 Door, Pedestrian, Arrivals Door 34, South Set, AEM/Electronic Shop
(55) D006866 Door, Pedestrian, Arrivals Door 33, South Door, AEM/Electronic Shop
(56) D006865 Door, Pedestrian, Arrivals Door 33, North Door, AEM/Electronic Shop
APPENDIX B.3

IAD DEPARTURE LEVEL AUTOMATIC DOOR INVENTORY
<table>
<thead>
<tr>
<th></th>
<th>Doors, Pedestrian, Departure Door, Set</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>43</td>
<td>D006843, South 0.00, AEM/Electronics</td>
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44) D006844 Doors, Pedestrian, Departure Door 22, North Set 0.00  AEM/Electronics Shop
45) D006845 Doors, Pedestrian, Departure Door 23, North Set 0.00  AEM/Electronics Shop
46) D006846 Doors, Pedestrian, Departure Door 23, South Set 0.00  AEM/Electronics Shop
47) D006847 Doors, Pedestrian, Departure Door 24, South Set 0.00  AEM/Electronics Shop
48) D006848 Doors, Pedestrian, Departure Door 24, North Set 0.00  AEM/Electronics Shop
49) D006849 Doors, Pedestrian, Departure Door 25, North Set 0.00  AEM/Electronics Shop
50) D006850 Doors, Pedestrian, Departure Door 25, South Set 0.00  AEM/Electronics Shop
51) D006851 Doors, Pedestrian, Departure Door 26, South Set 0.00  AEM/Electronics Shop
52) D006852 Doors, Pedestrian, Departure Door 26, North Set 0.00  AEM/Electronics Shop
53) D006853 Doors, Pedestrian, Departure Door 27, North Set 0.00  AEM/Electronics Shop
54) D006854 Doors, Pedestrian, Departure Door 27, South Set 0.00  AEM/Electronics Shop
55) D006855 Doors, Pedestrian, Departure Door 28, South Set 0.00  AEM/Electronics Shop
56) D006856 Doors, Pedestrian, Departure Door 28, North Set 0.00  AEM/Electronics Shop
57) D006857 Doors, Pedestrian, Departure Door 29, North Set 0.00  AEM/Electronics Shop
58) D006858 Doors, Pedestrian, Departure Door 29, South Set 0.00  AEM/Electronics Shop
59) D006859 Doors, Pedestrian, Departure Door 30, South Set 0.00  AEM/Electronics Shop
60) D006860 Doors, Pedestrian, Departure Door 30, North Set 0.00  AEM/Electronics Shop
61) D006861 Doors, Pedestrian, Departure Door 31, North Set 0.00  AEM/Electronics Shop
62) D006862 Doors, Pedestrian, Departure Door 31, South Set 0.00  AEM/Electronics Shop
63) D006863 Doors, Pedestrian, Departure Door 32, South Set 0.00  AEM/Electronics Shop
64) D006864 Doors, Pedestrian, Departure Door 32, North Set 0.00  AEM/Electronics Shop
APPENDIX B.4

IAD COMMERCIAL VEHICLE AUTOMATIC DOOR INVENTORY
Appendix B.4
IAD- Commercial Vehicle Level Pedestrian Doors, Terminal

1) D006921 Doors, Pedestrian, Commercial Vehicle Door 61, North Set
2) D006922 Doors, Pedestrian, Commercial Vehicle Door 61, South Set
3) D006923 Doors, Pedestrian, Commercial Vehicle Door 62, South Set
4) D006924 Doors, Pedestrian, Commercial Vehicle Door 62, North Set
5) D006925 Doors, Pedestrian, Commercial Vehicle Door 63, North Set
6) D006926 Doors, Pedestrian, Commercial Vehicle Door 63, South Set
7) D006927 Doors, Pedestrian, Commercial Vehicle Door 64, South Set
8) D006928 Doors, Pedestrian, Commercial Vehicle Door 64, North Set
9) D006929 Doors, Pedestrian, Commercial Vehicle Door 65, North Set
10) D006930 Doors, Pedestrian, Commercial Vehicle Door 65, South Set
11) D006931 Doors, Pedestrian, Commercial Vehicle Door 66, South Set
12) D006932 Doors, Pedestrian, Commercial Vehicle Door 66, North Set
13) D006933 Doors, Pedestrian, Commercial Vehicle Door 67, North Set
14) D006934 Doors, Pedestrian, Commercial Vehicle Door 67, South Set
15) D006935 Doors, Pedestrian, Commercial Vehicle Door 68, South Set
16) D006936 Doors, Pedestrian, Commercial Vehicle Door 68, North Set
17) D006937 Doors, Pedestrian, Commercial Vehicle Door 69, North Set
18) D006938 Doors, Pedestrian, Commercial Vehicle Door 69, South Set
19) D006939 Doors, Pedestrian, Commercial Vehicle Door 70, South Set
20) D006940 Doors, Pedestrian, Commercial Vehicle Door 70, North Set
21) D006941 Doors, Pedestrian, Commercial Vehicle Door 71, North Set
22) D006942 Doors, Pedestrian, Commercial Vehicle Door 71, South Set
23) D006943 Doors, Pedestrian, Commercial Vehicle Door 72, South Set
24) D006944 Doors, Pedestrian, Commercial Vehicle Door 72, North Set
25) D006945 Doors, Pedestrian, Commercial Vehicle Door 73, North Set
26) D006946 Doors, Pedestrian, Commercial Vehicle Door 73, South Set
27) D006947 Doors, Pedestrian, Commercial Vehicle Door 74, South Set
28) D006948 Doors, Pedestrian, Commercial Vehicle Door 74, North Set
29) D006949 Doors, Pedestrian, Commercial Vehicle Door 75, North Set
30) D006950 Doors, Pedestrian, Commercial Vehicle Door 75, South Set
31) D006951 Doors, Pedestrian, Commercial Vehicle Door 76, South Set
32) D006952 Doors, Pedestrian, Commercial Vehicle Door 76, North Set
33) D006953 Doors, Pedestrian, Commercial Vehicle Door 77, North Set
34) D006954 Doors, Pedestrian, Commercial Vehicle Door 77, South Set
35) D006955 Doors, Pedestrian, Commercial Vehicle Door 78, South Set
36) D006956 Doors, Pedestrian, Commercial Vehicle Door 78, North Set
APPENDIX C

DCA TASK AND FREQUENCY GUIDE
DCA TASK AND FREQUENCY GUIDE

GENERAL

A. The contractor shall utilize the Authority’s Work Order System and shall complete and return the completed work orders for preventive maintenance and service calls to the Maintenance Engineering Division, Contract Services Section, MA-126C as soon as they are completed.

B. 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 contractor finds conflicting information between this task and frequency guide and that of the OEM, contractor shall immediately notify the COTR. The contractor shall monitor and immediately report to the COTR and/or the work order desk items that fall outside of contract requirements and are judged to require corrective action e.g. lack of power, broken glass, bent door frames, broken locks etc.

C. The contractor’s preventive maintenance schedule shall include at a minimum, the following daily safety checks on all automatic doors:

1. Walk towards the door from several angles. When you are about five feet from the door, you will enter the “opening” zone. The door should open smoothly to the full open position and stop without impact.

2. Walk through the doorway into the “safety” zone. While standing in the safety zone, the door should remain open.

3. Walk out of the safety zone. After a brief time delay, the door should close to the fully closed position and stop without impact.

4. With the door closed, walk into the safety zone (the area the door swings through while opening). Have a second person enter the “opening” zone. The door should remain closed as long as you are in the “safety” zone.

5. Stall Logic. To test electronic sensors Install Logic, stand just outside of the safety zone. Have a second person walk into the “opening” zone. As the door starts to move, enter the safety zone. The door should come to an immediate controlled stop and stay in the “stall” position until you step out of the safety zone. When the safety zone is clear, the door should resume opening to full open position.

D. The contractor shall perform tests on all automatic doors covered by this contract with a view to making adjustments to meet Authority requirements as determined by the COTR. The tests shall include a recording of the following data for each door operator:

1. Distance from door required to initiate the opening sequence.
2. Distance from door required to initiate the closing sequence.
3. Time to fully open door.
4. Time to completely close door.
5. Force required activating breakout feature.
AUTOMATIC SLIDING DOORS

DAILY

The contractor shall inspect the following items, note and correct any irregularities:

1. Smooth door opening and closing (operation shall slow down in zones approaching full open and full closed).
2. Inspect bottom door guide for dirt and debris and clean if necessary.
3. Check maximum closing force (<30 lbs) and that door stops and recycles on obstruction.
4. Check weather stripping, replace as needed.
5. Check for trip hazards.
6. Check for rubbing against stationary panels.
7. Check for properly displayed warning sign decals. Replace worn or missing sign decals.
8. Check that rails are firmly anchored.
9. Check all door panels for broken or cracked glass.
10. Inspect finger guard (if equipped)
11. For paired doors each door must be checked independently of the other.

MONTHLY

The contractor’s preventive maintenance schedule shall include at a minimum:

1. Smooth door opening and closing (operation shall slow down in zones approaching full open and full closed).
2. Inspect bottom door guide for dirt and debris and clean if necessary.
3. Check maximum closing force (<30 lbs) and that door stops and recycles on obstruction.
4. Check weather stripping, replace as needed.
5. Check for trip hazards.
6. Check for rubbing against stationary panels.
7. Check for properly displayed warning signage decals. Replace worn or missing sign decals.
8. Check that rails are firmly anchored.
9. Check all door panels for broken or cracked glass.
10. Inspect finger guard (if equipped)
11. For paired doors each door must be checked independently of the other.
12. Clean all operating units thoroughly. All free grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned from door operator frames, glass, walls, carpet and flooring.
13. Manually check breakout operation which shall not exceed breakout force of 50 lbs. (per ANSI).
14. Check door roller and hanger assembly for smooth free rolling operation by manually sliding non-powered door.
15. Clean all operating units thoroughly. All grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned from door operator frames, glass, walls carpet and flooring.

QUARTERLY

The contractor’s preventive maintenance schedule shall include at a minimum:

1. Smooth door opening and closing (operation shall slow down in zones approaching full open and full closed).
2. Inspect bottom door guide for dirt and debris and clean if necessary.
3. Check maximum closing force (<30 lbs) and that door stops and recycles on obstruction.
4. Check weather stripping, replace as needed.
5. Check for trip hazards.
6. Check for rubbing against stationary panels.
7. Check for properly displayed warning sign decals. Replace worn or missing sign decals.
8. Check that rails are firmly anchored.
9. Check all door panels for broken or cracked glass.
10. Inspect finger guard (if equipped)
11. For paired doors each door must be checked independently of the other
12. Clean all operating units thoroughly. All free grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned from door operator frames, glass, walls, carpet and flooring.
13. Manually check breakout operation which shall not exceed breakout force of 50 lbs. (per ANSI).
14. Check door roller and hanger assembly for smooth free rolling operation by manually sliding non-powered door.
15. Clean all operating units thoroughly. All grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned off door operator frames, glass, walls
16. Check belt tension. Tension should just take up slack.
17. Inspect mechanical interfaces for loose hardware:
18. All operator mechanical connections.
19. Sub-assembly mounting bolts.
20. Check bolts on belt bracket and connection to door.
21. Inspect electrical wiring for loose wires and terminations (ground wire connections, terminal block connections, free-hanging connectors, quick connect terminations etc).
22. Inspect urethane load wheels surface for flat spots, cracks, or chips and replace if necessary.
23. Inspect anti-riser wheels for flat spots, cracks, or chips and replace if necessary.
25. Inspect bumper stop for wear and replace if worn.

ANNUALLY

The contractor’s preventive maintenance schedule shall include at a minimum:

1. Smooth door opening and closing (operation shall slow down in zones approaching full open and full closed).
2. Inspect bottom door guide for dirt and debris and clean if necessary.
3. Check maximum closing force (<30 lbs) and that door stops and recycles on obstruction.
4. Check weather stripping, replace as needed.
5. Check for trip hazards.
6. Check for rubbing against stationary panels.
7. Check for properly displayed warning sign decals. Replace worn or missing sign decals
8. Check that rails are firmly anchored.
9. Check all door panels for broken or cracked glass.
10. Inspect finger guard (if equipped)
11. For paired doors each door must be checked independently of the other
12. Clean all operating units thoroughly. All free grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned from door operator frames, glass, walls, carpet and flooring.
13. Manually check breakout operation which shall not exceed breakout force of 50 lbs. (per ANSI).
14. Check door roller and hanger assembly for smooth free rolling operation by manually sliding non-powered door.
15. Clean all operating units thoroughly. All grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned off door operator frames, glass, walls.
16. Check belt tension. Tension should just take up slack.
17. Inspect mechanical interfaces for loose hardware (all operator mechanical connections, sub-assembly mounting bolts)
18. Check bolts on belt bracket and connection to door.
19. Inspect electrical wiring for loose wires and terminations (ground wire connections, terminal block connections, free-hanging connectors, quick connect terminations).
20. Inspect urethane load wheels surface for flat spots, cracks, or chips and replace if necessary.
21. Inspect anti-riser wheels for flat spots, cracks, or chips and replace if necessary.
23. Inspect bumper stop for wear and replace if worn.

AUTOMATIC SWING DOORS

DAILY

The contractor shall inspect the following items, note and correct any irregularities:

1. Smooth door opening and closing (operation shall slow down in zones approaching full open and full closed).
2. Inspect bottom pivot, and swing area for dirt and debris and clean if necessary.
3. Check for properly displayed warning sign decals. Replace worn or missing sign decals.
4. Inspect finger guard (if equipped)
5. Check operation of motion detectors and safety devices

MONTHLY

The contractor’s Preventive Maintenance Schedule shall include at a minimum:

1. Smooth door opening and closing (operation shall slow down in zones approaching full open and full closed).
2. Inspect bottom pivot, and swing area for dirt and debris and clean if necessary.
4. Check operation of motion detectors and safety devices
5. Check door hardware (arms pivot, etc.) for smooth operation by manually operating swing door.
6. Inspect mechanical interfaces for loose hardware: all operator mechanical connections and operator mounting bolts.
7. Check bolts on arms, hinges, brackets and connection to door.
8. Inspect electrical wiring for loose wires and terminations (ground wire connections, terminal block connections, free-hanging connectors, quick connect terminations etc).
10. Clean all operating units thoroughly. All free grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned from door operator frames, glass, walls, carpet and flooring.
ANNUALLY

The contractor’s Preventive Maintenance Schedule shall include at a minimum:

1. Smooth door opening and closing (operation with slow down zones at Full Open and Full Closed).
2. Inspect bottom pivot, and swing area for dirt and debris and clean if necessary.
4. Check door hardware (arms, pivot, etc.) for smooth operation by manually operating swing door.
5. Check operation of motion detectors and safety devices.
6. Inspect mechanical interfaces for loose hardware: all operator mechanical connections and operator mounting bolts.
7. Check bolts on arms, brackets, hinges and connection to door.
8. Inspect electrical wiring for loose wires and terminations (ground wire connections, terminal block connections, free-hanging connectors, quick connect terminations etc).
10. Remove operator and inspect motor coupling and spider.
11. Inspect operator end caps for loose or broken screws.
12. Clean all operating units thoroughly. All free grease and oil shall be wiped off. All dust and dirt shall be vacuumed out. Contractor’s smudge marks shall be cleaned from door operator frames, glass, walls, carpet and flooring.
APPENDIX D

SERVICES CALL ORDER FORM
# SERVICE CALL ORDER FORM

**Prepared:**  
**Date Prepared:**  

**Type of Work:**  
**Requested By:**  

**Contractor:**  
**Contract #:**  

**Address:**  
**Contractor POC:**  
**Office Telephone:**  
**Emergency Phone:**  

**Schedule of Completion**  
**Contractor Fax:**  

**Location (Name, [Account Code]) and Description of Work**  

**COST:**  
**Notes:**  

## APPROVALS / ACCEPTANCE OF SERVICE CALL ORDER

**NOTE:** By signing this Service Call Order, the Contractor acknowledges that he/she will only perform the work described herein after this Service Call Order is approved in writing up to $10,000 by the COTR. Service Call Orders exceeding $10,000 require both the COTR and CO’s signatures. Furthermore, the cost to the Authority for this work shall not exceed the Call Order amount.

<table>
<thead>
<tr>
<th>Call Order #</th>
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**COTR:**  
**Date:**  
**Date Completed:**  
(Approval authority up to $10,000)

**Contractor:**  
**Date:**  
**Invoice Amount:**  

**CO:**  
**Date:**  
**(CO's approval required over $10,000)**

**Remarks:**  

**notes:**  

**Services or Work shall be performed in accordance with the terms and conditions of the Contract documents.**