

STATEMENT OF WORK
FOR
PASSENGER LOADING BRIDGE INSPECTION, ASSESSMENT AND CONSULTATION SERVICES
AT
RONALD REAGAN WASHINGTON NATIONAL AIRPORT
AND
WASHINGTON DULLES INTERNATIONAL AIRPORT



PREPARED BY: Metropolitan Washington Airports Authority
Ronald Reagan Washington National Airport
Engineering and Maintenance Department (MA-120)
Maintenance Engineering Division (MA-126)
Equipment Maintenance Division (MA-225)

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SECTION II - INTRODUCTION AND SUMMARY OF WORK

01 INTRODUCTION

The Metropolitan Washington Airports Authority (Airports Authority) is responsible for the operation, maintenance and repair of passenger loading bridges located at Ronald Reagan Washington National Airport and Washington Dulles International Airport (IAD).

Maintenance Engineering Division (MA-126) administers the contract for the O&M Contractor for the baggage handling systems at Ronald Reagan Washington National Airport, served 23.9 million passengers in 2017. The equipment covered under this contract currently includes 9 PLBs in Terminal A, 37 PLBs in Terminal B/C. The equipment ranges in age from newly installed to thirty (30) years old. During the term of this contract an additional 14 jet bridges will be installed at Terminal B/C, those bridges may be incorporated to this contract with the current term, at the Airports Authority's sole discretion.

Equipment Maintenance Division (MA-225) administers the contract for the O&M Contractor for the PLBs at Washington Dulles International Airport. The current contract covered 52 PLBs. IAD is located 26 miles from Downtown Washington DC in Chantilly, Virginia. IAD is the closest international airport to Washington Thirty Seven Airlines serve Washington Dulles International Airport: IAD is one of the three major airports in the larger Baltimore–Washington metropolitan area with more than 24 million passengers a year. IAD has the most international passenger traffic of any airport in the Mid-Atlantic area, approximately 90% of the international passenger traffic in the Baltimore-Washington region.

02 SUMMARY OF WORK

The Contractor shall provide Inspection, assessment, technical consulting, preventive maintenance evaluation, and if requested, emergency repairs for the identified equipment (**Appendix B**) at Ronald Reagan Washington National Airport (DCA) and (**Appendix C**) at Washington Dulles International Airport (IAD) for the term of this contract. The Contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, lodging, supervision and security badging necessary to provide these services at the Airport. The assessment inspections and follow-on reports are intended to identify all mechanical, electrical, safety, structural, cosmetic and operational cleanliness deficiencies and to provide the Airports Authority with an estimated budget cost to repair each identified item. To determine proper functionality of the PLB, PC Air & GPU, the Contractor shall be required to operate each unit during the inspection. The Contractor will be supplied with historical (CMMS) corrective maintenance and service call records for use in factoring repair/replacement recommendations.

The Contractor working in conjunction with Airports Authority personnel, shall conduct quarterly inspections of Airports Authority-maintained PLBs, determine the effectiveness of the existing periodic maintenance program based on the findings of those inspections, and provide quarterly training to Airports Authority maintenance personnel and staff towards the implementation of a proactive recovery maintenance program at Washington Dulles International Airport.

Contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, lodging, supervision and security badging necessary to provide these services at the Airport. The assessment inspections and follow-on reports are intended to identify all mechanical, electrical, safety, structural, cosmetic and operational cleanliness deficiencies and to provide the Airports Authority with an estimated budget cost to repair each identified item.

SECTION III - DEFINITIONS

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

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.

AIRPORTS AUTHORITY - The Metropolitan Washington Airports Authority

AIRPORTS AUTHORITY BUSINESS OFFICE HOURS - 7:00 A.M. through 3:30 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, bag tags, 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

CO – Contracting Officer

COTR – Contracting Officers Technical Representative.

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

DCA - Ronald Reagan Washington National Airport

GPU – A ground power unit is a vehicle capable of supplying power to aircraft parked on the ground.

IAD - Washington Dulles International Airport

JOB SITE - The area within the Airports Authority’s property lines for DCA portions of such area, which are defined within the Specification.

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-225 - IAD, Engineering Maintenance Division

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY (Airports 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.

PASSENGER LOADING BRIDGE - A **jet bridge** (also termed jetway or its official industry name **passenger boarding bridge** (PBB)) is an enclosed, movable connector which most commonly extends from an airport terminal gate to an airplane.

PCA – Preconditioned Air systems cool and heat aircraft parked at the gate and pre-cool/pre-heat the passenger loading bridges.

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 Airports 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.

SIDA – Security Identification Display Area

STATE - The Commonwealth of Virginia

TERMINAL OPERATING HOURS –The hours of 5:00 AM through 12:00 AM EST/DST, daily 365 days a year (includes weekend and holidays).

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

WORK CONTROL DESK – Unit where Contractor shall check-in and checkout when arriving or departing the job site for DCA (703) 417-8572, for IAD contact COTR.

WORK ORDER DESK - Unit that is primarily responsible for receiving, dispatching and tracking service requests for DCA (703) 417-8063, for IAD contact COTR.

SECTION IV - BASE SERVICES**01 DESCRIPTION OF SERVICES****A. PASSENGER LOADING BRIDGE ASSESSMENT INSPECTION**

The Contractor shall perform a comprehensive condition assessment inspection of the forty six (46) Terminal A/B/C PLBs at Ronald Reagan Washington National Airport and five two (52) PLBs at Washington Dulles International Airport to include testing of associated preconditioned air units (PCA) and ground power units (GPU). The assessment inspection is intended to identify all operational, safety, mechanical, electrical, structural, cosmetic and cleanliness deficiencies and to verify equipment is in compliance with all applicable code requirements and manufacturer's recommendations.

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.

02 PRE-INSPECTION MEETING

The Contractor shall attend and participate in an on-site meeting with the COTR and the assigned support personnel, prior to the start of each scheduled inspection.

03 REPORTING**A. DAILY STATUS EMAIL/REPORT**

The contractor shall provide the COTR with daily emailed pictorial reports for each airport that include a brief description of all equipment that was inspected during the previous day/night. Contractor shall include all relevant information in the email report that relates to inspection by the contractor. This information shall include the PLB number, name of inspector(s), date of service, and duration of the inspection.

B. INSPECTION REPORT(S)

1. The contractor shall provide, each inspection period for each airport, two detailed reports for each inspection performed under this contract, one in MS Word format which includes pictures (date imbedded in the photo) documenting each deficiency along with a brief narrative describing the deficiency. The second report used for budget planning/analysis, shall be in MS Excel format and shall list all identified deficiencies with an estimated labor and material cost and priority to correct each item. The contractor shall submit their proposed report formats to the Airports Authority for their approval as part of the bid process.
2. The Contractor shall identify deficiencies for each inspection period at each airport, and each inspection performed, prioritized into the following categories: life safety, imminent failure (within the next 6 months), operational issues, cleanliness and cosmetic issues. The Contractor shall provide a report for each individual PLB (including GPU and PCAIR). The Contractor shall provide draft reports to the COTR for review and comment no later than 15 calendar days after completion of the inspection(s). Final reports shall be due no later than 15 calendar days after receipt of COTR comments on draft reports.

SECTION V - SUPPLEMENTAL SERVICES**01 DESCRIPTION OF SERVICES**

The Airports Authority may, during the term of this contract, request that the Contractor perform supplemental services which are outside the requirements of the Base Contract as follows:

A. CONSULTING SERVICES**1. PLB Consultant**

The Contractor shall provide subject matter expert consultations on PLBs, ground power units (GPUs), and pre-conditioned air (PCAIR) units as requested. The Contractor may include the development of written Specifications and/or Statements of Work (SOWs) for solicitations, general project management, and/or the development aircraft parking and apron striping plans at the hourly rate specified in the price schedule. Work may be performed on-site, remotely, or a combination of both.

2. Root Cause Failure Analysis – Preventive Maintenance Assessments

The Contractor shall provide root cause failure analysis of developing or post-occurrence component and system failures and develop recommended modifications to components in conjunction with the manufacturer and modifications to preventive maintenance procedures in a written report format using photographs and illustrations as required for clarity. Work may be performed on-site, remotely, or a combination of both.

3. Training

The Contractor shall provide on-site classroom and hands-on training to Airports Authority staff on PLB operations, maintenance, and repair topics. Training agendas shall be developed and approved in advance either from existing programs or subjects tailored to specific maintenance and repair procedures. Maintenance procedures shall be documented with photographs and illustrations as required for clarity and reference.

4. Emergency Repairs

The Contractor shall provide on-site emergency repair services at the specified hourly rate to include troubleshooting, repairs, modifications, major component replacement, or damage repairs. An allowance for travel, lodging, transportation, equipment rentals, and repair parts is provided as specified in the price schedule. A mobilization fee shall be allowable for larger scale responses requiring a work crew

02 CONTRACT SERVICES CALL ORDER

A. Supplemental Services shall be requested and approved in advance by the COTR using the "Contract Services Call Order" form shown in Appendix D The Call Order will contain a detailed description of the services that are required from the Contractor. The Contractor shall provide the COTR a detailed cost estimate including an itemized breakdown for all labor, parts and materials and shipping as well as a schedule with critical milestones for completing the work to be listed on the Call Order. The Contracting Officer's Technical Representative has the authority to approve Service Call Orders up to the amount of \$10,000. Service Call Orders which exceed \$10,000 must be signed by the Contracting Officer to be considered executed.

- B. Labor rates included on the contract price schedule (Supplemental Services) for the contract will be used in preparing these estimates. Both the cost breakdown and schedule shall be made part of the Call Order. The Contractor shall not proceed with any work described in such Call Orders until authorized in writing by the COTR.

- C. The Contractor shall provide the Airports Authority an accurate written estimate of the cost and time for the Contractor to complete each of the tasks requested by the Airports Authority. 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 and/or CO.

SECTION VI - CONTRACT START UP**01 KEY CONTRACTOR PERSONNEL**

- A. The Contractor shall identify and provide the Contracting Officer and COTR thirty (30) days prior to the start of the Contract with a list of names and telephone numbers of its key personnel for each airport, who shall be responsible for fulfilling all the requirements of this Specification including responding to callbacks.
- B. The Offeror shall provide resumes of and certifications all key personnel for each airport with the proposal, including applicable training completed for those individuals proposed for the job as well as an organizational chart. If necessary, updated information shall be provided to the Contracting Officer and COTR and shall be updated whenever approved changes are made. The Offeror shall ensure all personnel proposed for this RFP meet the qualification and skill set requirements.

02 AIRPORT SECURITY BADGES

- A. The Contractor shall ensure all its personnel while on the job site visibly display at all times a valid Airports Authority AOA badge. The Contractor shall provide the COTR with a list of employees who will be applying for security badges thirty (30) days prior to the start of the Contract. All Contractors employees working at the jobsite shall obtain a security badge no later than five (5) days from the start of the Contract.
- B. Airport security badges not used for a period longer than 45 days will be deactivated. To reactivate, the Contractor shall be required to request reactivation through the Pass and ID office. The Contractor's personnel shall have its airport security badge(s) reactivated, if necessary, prior to its scheduled performance of service.

SECTION VII - GENERAL REQUIREMENTS**01 CONTRACTOR QUALIFICATIONS**

The contractor's inspection and technical consultation personnel shall have at least ten (10) years' experience in the business of installing, troubleshooting, diagnosing, repairing and maintaining PLBs. If the contractor subcontracts any work, the sub-contractor and all employees shall have the same amount of experience.

02 CONTRACT MANAGER

- A. The Contractor shall have a minimum of five (5) years' experience in successfully managing Contracts of the size and scope described in this Specification
- B. The Contractor shall provide a Contract Manager for each Airport. The Contract Managers shall have full authority to act for the Contractor and serve at all times to carry out all the provisions of the Contract.
- C. The names and contact information (telephone & e-mail) of the Contract Managers and an alternate who shall assume the Contract Manager duties when the primary Contract Manager is absent shall be designated in writing to the COTR fifteen (15) business days prior to the Contract start date and shall be updated within 1 week of personnel changes at any time during this contract.
- D. The Contract Managers shall possess the skills and expertise required to develop and perform equipment data analysis, comparison and trending presentations to upper level Airports Authority management.

03 CONTRACTOR PERSONNEL CONDUCT

- A. The Contractor's employees shall at all times while on the job site, whether on or off duty, shall conduct themselves in a professional, orderly and safe manner. Rudeness, fighting, being under the influence of alcohol and/or drugs or bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on Airports Authority property (unless fulfilling the requirements of this Contract), 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.
- B. The Contractor agrees to transfer promptly from the Airports any employee or employees that the Airports Authority advises are not satisfactory, and to replace such personnel with employees satisfactory to the Airports Authority; but in no event shall the Airports Authority be responsible for monitoring or assessing the suitability of any employee or agent of the Contractor.

04 QUALITY CONTROL PROGRAM

The Contractor shall implement an effective quality control program. This program shall insure the Contractor fulfills all the requirements of this SOW. A copy of the Contractor's QA program shall be submitted with the proposal.

05 AIRPORTS AUTHORITY'S QUALITY ASSURANCE PROGRAM

- A. The Contractor is responsible for the day-to-day inspection and monitoring of all Contractor work performed to ensure compliance with Contract requirements.

- B. Each phase of the services rendered under this Contract is subject to Airports Authority inspections, both during and after completions of work. The Airports Authority's quality assurance (inspection/evaluations etc.) is NOT a substitute for adequate and consistent quality control (manpower supervision/control/resource management etc.) by the Contractor.
- C. The Airports Authority has the right, at all times, to inspect services performed by the Contractor's workmanship and materials furnished/utilized in the performance of such services to the extent practicable. The Airports Authority shall perform inspections, as it deems necessary throughout the term of the Contract. However, inspections and/or walk-through shall be conducted in a manner that will not unduly interrupt/delay the Contractor's work.
- D. If any of the services do not conform to Contract requirements, the Airports Authority may require the Contractor to perform the services again in conformity with Contract requirements, at no increase in Contract amount. When defects in service cannot be corrected by performing the service again, the Airports Authority may:
1. Require the Contractor to take the necessary action to ensure that future performance conforms to Contract.
 2. Reduce payment to reflect the reduced value of the services performed. The Contracting Officer shall make a determination as to an appropriate sum of money that will approximately equate to the reduced service.
- E. If, after having been directed by the Airports Authority to correct a Contract deficiency, the Contractor fails to promptly perform the services again or fails to take the necessary action to ensure future performance is in conformity with Contract requirements, the Airports Authority may:
1. Perform the services (by Contract or otherwise) and charge the Contractor any cost incurred by the Airports Authority directly related to the performance of such service.
 2. Terminate the Contract for default.

06 RESPONSE TIMES

- A. The Contractor shall be available, when requested by the Airports Authority, to respond to the Airport within 24 hours.
- B. Response time is defined as from the time the Contractor receives the call from the Airports Authority to the time the contractor arrives at Reagan National.

07 CONTRACTOR CHECK-IN/CHECK-OUT PROCEDURE

The Contractor shall, immediately upon arriving to the job site; check-in with the DCA's Work Control Desk or IAD's COTR and immediately prior to their departure from the job site shall checkout with the DCA's Work Control Desk or IAD's COTR. During callback check-in the Contractor shall inform the DCA's Work Control Desk or IAD's COTR as to the purpose of the visit. There shall be no exceptions to this requirement. This requirement may be replaced by a Biometric system during the contract.

08 WORK NOTIFICATION

The contractor shall contact DCA Operations (703-417-8050) or IAD COTR prior to each inspection and notify them of the location and planned duration of scheduled activities. There are no exceptions to this requirement.

09 WORK HOURS

The Contractor may be required to perform the majority of this work outside of Terminal Operating Hours. The contractor shall coordinate their proposed work schedule through the COTR. The contractor shall not initiate any work until the schedule has been approved by the COTR. Contractor shall provide sufficient staff to ensure that work on each individual PLB is inspected with a maximum three hour time period. At the end of each inspection the PLB shall be ready for airline use.

10 LOCKOUT – TAGOUT

The contractor shall secure each piece of equipment using approved Lockout/Tag-out procedures while performing inspections.

11 COMMUNICATION AND COORDINATION

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

12 ACCIDENTS

The Contractor shall be responsible for promptly notifying the COTR and Airport Police of any accidents arising from the performance of this Contract involving bodily injury to workers, building occupants, visitors, or other persons. The COTR will provide information necessary concerning whom to contact and the specific form of the follow-up written notice.

13 SECURITY PROCEDURES

- 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 Airports 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 Airports Authority.
- B. The Contractor shall secure and safeguard all keys, key cards, and any other entry devices and codes provided by the Airports 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 Airports Authority when the Contract expires.
- C. The Contractor shall safeguard all the identification cards, issued its employees and subcontractors by the Airports Authority to fulfill the requirements of this Specification. 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. For any keys required to perform this contract, the Contractor shall give a deposit of \$200 per key. Upon completion of the contract and return of the keys, the funds shall be returned. The Contractor shall immediately report to the Airports Authority all keys issued to it by the Airports Authority that are lost or stolen.

- 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 Airports Authority will not issue keys for sensitive security areas. Instead, the Airports 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. 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 Airports 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).

14 SAFETY

- A. The Contractor and each of his employees shall comply with all applicable OSHA and Airports Authority rules and practices, including directives issued by the Airport Manager, Airport Operations, MWAA Police and Fire Departments, Federal Aviation Administration, and Airports 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 Airports Authority.
- Eye protection
 - Hearing Protection
 - Hand Protection
 - Fall Protection
 - 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 Airports 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 Airports 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 Airports Authority at the expense of the Contractor. The Airports Authority, at its sole direction, may elect to repair or replace the damaged property, and deduct such costs from monies due the Contractor.
- I. Prior to use of any products or materials, the Contractor shall provide the following submittals for review and approval by the COTR. 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)

15 FIRE PREVENTION AND PROTECTION

- A. Fire prevention and protection at Airports Authority facilities property is essential. The Airports Authority shall provide limited fire prevention equipment within the facilities. The availability of fire protection equipment provided by the Airports Authority shall not limit the Contractor's responsibility or liability for maintaining a reliable fire prevention and protection program for its employees and the property serviced.
- B. The Contractor shall be knowledgeable of and provide adequate and appropriate training for all employees in the proper method of reporting a fire. All pertinent information regarding fire-reporting procedures may be obtained from the COTR.

16 SMOKE FREE ENVIRONMENT

The Airports 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.

17 LOST AND FOUND PROPERTY

The Contractor shall turn in to the Airports Authority Police Department all property found on the property of Ronald Reagan Washington National Airport and Washington Dulles International Airport immediately, 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 Airports 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

- A. The Contractor, including it's on the job site employees and subcontractors shall comply with all applicable federal, state and local laws as well as Airports Authority regulatory, code and procedural requirements. This shall include but not be limited to the Contractor complying with the following Airports Authority requirements:
1. The Airports Authority's:
 - Construction Safety Manual
 - Orders and Instructions
 - Bulletins
 - Design Manual
 2. The Airport's:
 - Advisories
 - Orders and Instructions
 - Security, Traffic and Parking Requirements
 - Safety Procedures including Lockout/Tag-out, Confined Space Entry, Hazardous Materials, Material Safety Data Sheets etc.
- B. The Contractor shall report all incidents and accidents immediately to the Airports Authority in accordance with Federal and State laws and regulations and Airports Authority Orders and Regulations.

03 ASBESTOS CONTAINING MATERIALS/LEAD BASED PAINT

- A. Numerous facilities at both Airports were constructed prior to 1981. Therefore, 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 Airports 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 Airports Authority. All hazardous and/or carcinogenic waste transported or generated on-site at the Airport by the Contractor must be properly disposed of off the Airport site by the Contractor as required by law and at no cost to the Airports Authority.
- B. The Contractor shall provide the Airports 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 property. The Airports Authority shall provide this documentation upon request during periodic environmental inspections of the Contractor's premises. The Airports 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 per each airport:

01 DAILY (During Each Inspection Period)

Work Status Email for each Airport (Section IV, 03.A)

02 FIFTEEN (15) DAYS PRIOR TO CONTRACT START DATE (FOR EACH AIRPORT)

Contractor's Proposed Report Format (Section IV, 03.B.1)

The names and contact information (telephone & e-mail) of the Contract Manager and an alternate who shall assume the Contract Managers duties when the primary Contract Manager is absent shall be designated in writing to the COTR fifteen (15) business days prior to the Contract start date and shall be updated within 1 week of personnel changes at any time during this contract. (Section VII, 02.C)

A copy of the Contractor's QA program shall be submitted fifteen (15) days prior to the start of the Contract. (Section VII, 04)

Draft Inspection Reports (Word & Excel) After Completion of Inspection (Section IV, 03.B.2)

Final Inspection Reports (Word & Excel) After Receipt of COTR Comments (Section IV, 03.B.2)

03 Thirty (30) DAYS PRIOR TO CONTRACT START DATE (FOR EACH AIRPORT)

The Contractor shall provide the COTR with a list of names and telephone numbers of its key personnel who shall be responsible for fulfilling all the requirements of the contract including responding to callbacks. (Section VI, 01.A)

SECTION X - CONTRACTOR FURNISHED RESOURCES**01 GENERAL**

The Contractor shall furnish all resources (i.e. supervision, labor, materials, supplies and equipment) necessary to fulfill all the requirements and satisfactorily perform all the 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 Airports Authority.

02 DIGITAL CAMERA

The contractor shall provide and utilize a digital camera with time and date stamp functionality.

03 SAFETY EQUIPMENT

The Contractor shall provide all safety equipment/devices, personal protective equipment and clothing as required for its Inspectors.

SECTION XI - AUTHORITY FURNISHED RESOURCES

01 SPACE

The Airports Authority will provide the Contractor with a joint use office located on the jobsite.

02 ONSITE COMPUTER

The Airports Authority will provide the Contractor the use of an Airports Authority computer in the office provided on the jobsite. The contractor may use this computer to fulfill their daily reporting requirements.

03 AIRPORTS AUTHORITY CONTACT INFORMATION

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

SECTION XI - CONTRACT PHASE OUT

01 SECURITY DEVICES

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 Airports Authority identification shall be surrendered to the COTR.

SECTION XII - APPENDICES

APPENDIX A - SITE PLAN & GATE LAYOUT

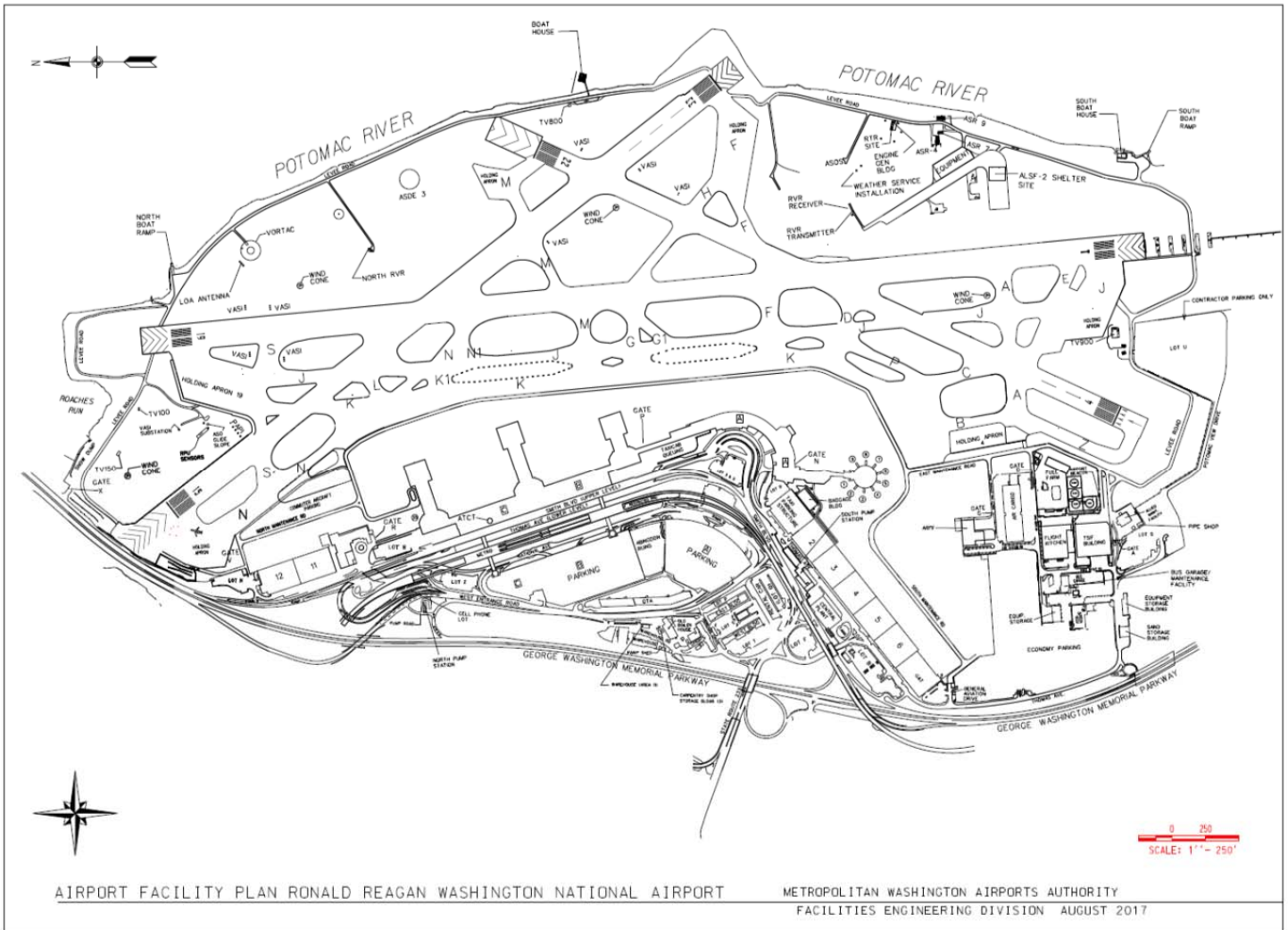
APPENDIX B - EQUIPMENT INVENTORY (DCA)

APPENDIX C - JET BRIDGE SERIAL NUMBER REPORT (IAD)

APPENDIX D - SERVICES CALL ORDER FORM

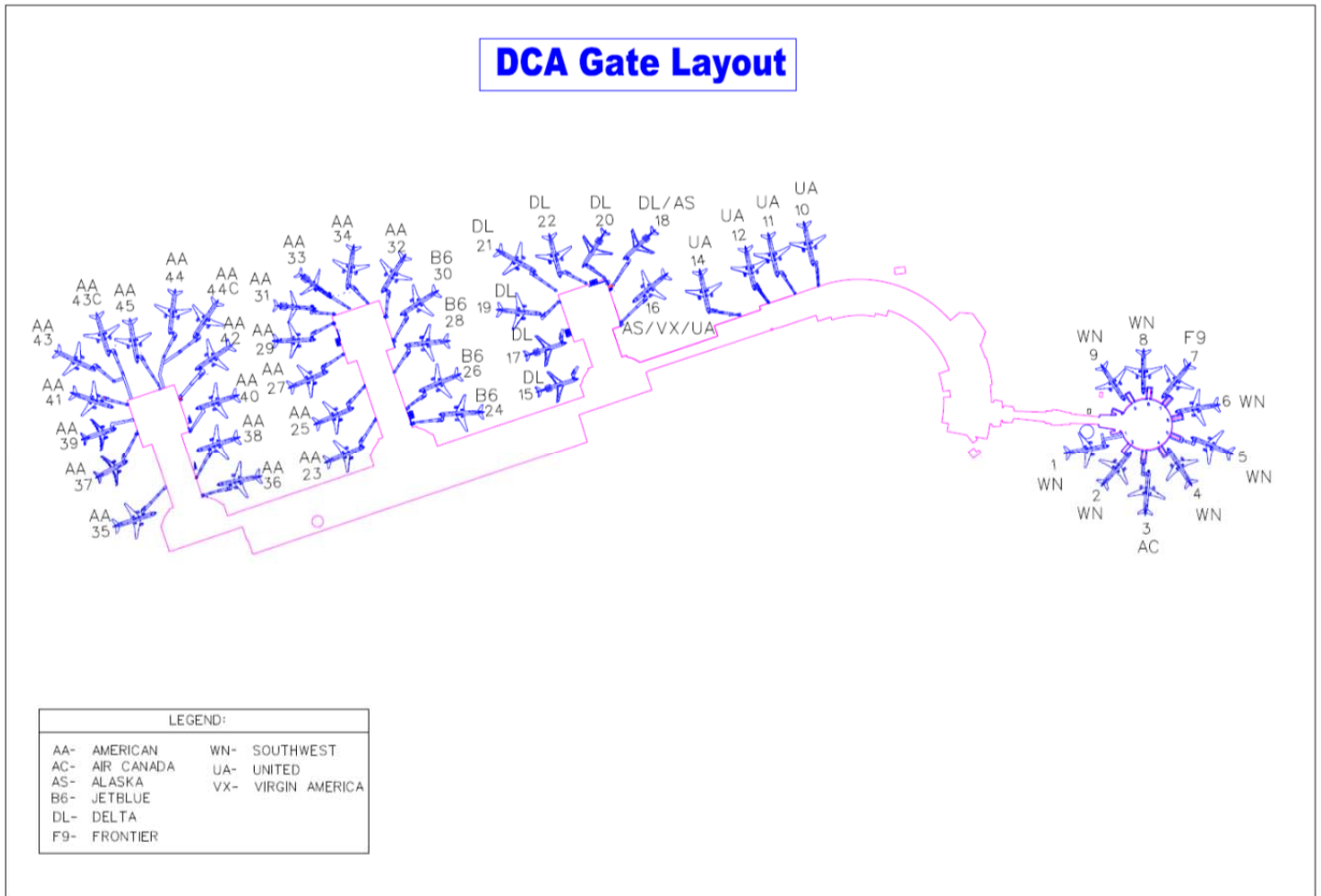
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APPENDIX A
SITE PLAN & GATE LAYOUT



AIRPORT FACILITY PLAN RONALD REAGAN WASHINGTON NATIONAL AIRPORT

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
FACILITIES ENGINEERING DIVISION AUGUST 2017



APPENDIX B
EQUIPMENT INVENTORY (DCA)

DCA - PLB Information Terminals A, B, C

PLB	MFG	OEM#	Airline
Terminal A, Banjo			
Gate 1	Jetway	33035 A3 44/78-125R	Southwest
Gate 2	Jetway	33036 A3 44/78-125R	Southwest
Gate 3	Jetway	A3 68/41-125R	Air Canada
Gate 4	Jetway	33038 A3 44/78-125R	Southwest
Gate 5	Jetway	33039 A3 44/78-125R	Southwest
Gate 6	Jetway	33040 A3 44/78-125R	Southwest
Gate 7	ThyssenKrupp	05083TB2331040 TB23/13.5-3	Frontier
Gate 8	Jetway	37723 A3-44/78	Southwest
Gate 9	Jetway	33041 A3-44/78-125R	Southwest
Terminal B, South Pier			
Gate 10	Jetway	37897 A3-68/141-125R	United
Gate 11	Jetway	37898 A3-68/141-125R	United
Gate 12	Jetway	37899 A3-58/110-125R	United
Gate 14	Jetway	37900 A3-68/141-125R	United
Gate 15	Jetway	37885 A3-60/119-125R	Delta
Gate 16	Jetway	37910 A3-68/141-125R	Alaska/Virgin/United
Gate 17	Jetway	37901 A3-58/110-125R	Delta
Gate 18	Jetway	37912 A3-60/119-125R	Delta/Alaska
Gate 19	Jetway	37903 A3-50/95-125R	Delta
Gate 20	Jetway	37902 A3-58/110-125R	Delta
Gate 21	Jetway	37886 A3-60/119-125R	Delta
Gate 22	Jetway	37887 A3-60/119-125R	Delta
Terminal C, Center Pier			
Gate 23	Jetway	37880 A3-68/141-125R	American
Gate 24	Jetway	37888 A3-60/119-125R	Jet Blue
Gate 25	Jetway	37918 A3-58/110-125R	American
Gate 26	Jetway	37889 A3-60/119-125R	Jet Blue
Gate 27	Jetway	37917 A3-58/110-125R	American
Gate 28	Jetway	37890 A3-60/119-125R	Jet Blue
Gate 29	Jetway	37916 A3-58/110-125R	American
Gate 30	Jetway	37891 A3-60/119-125R	Jet Blue
Gate 31	Jetway	37894 A3-60/119-125R	American
Gate 32	Jetway	37892 A3-60/119-125R	American
Gate 33	Jetway	37893 A3-60/119-125R	American
Gate 34	Jetway	37914 A3-58/110-125R	American
Terminal C, North Pier			
Gate 35	Jetway	37911 A3-68/141-125R	American
Gate 36	Jetway	37895 A3-60/119-125R	American
Gate 37	Jetway	37913 A3-60/119-125R	American
Gate 38	Jetway	37896 A3-60/119-125R	American
Gate 39	Jetway	37920 A3-58/110-125R	American
Gate 40	Jetway	37915 AD3-58/110-125R	American

PLB	MFG	OEM#	Airline
Gate 41	Jetway	37919 A3-58/110-125R	American
Gate 42	Jetway	37881 AD3-68/141-125R	American
Gate 43	Jetway	37884 AD3-68/141-125R	American
Gate 43C	Jetway	32819 AT3 65/133 125R	American
Gate 44	Jetway	37882 AD3-68/141-125R	American
Gate 44C	ThyssenKrupp	05063TB372987 TB37/22.5-2	American
Gate 45	Jetway	37883 AD3-68/141-125R	American

APPENDIX C

JET BRIDGE SERIAL NUMBER REPORT (IAD)

Jet Bridge Serial Number Report

Bridge	Make	Model	Serial	GPU Make	Serial	PCAIR Model	Serial
A-14	FMC	A3-68/141-125R	38869	FMC, PWM2	44019	XPC4500-113-12-40	60631
A-15	FMC	A3-68/141-125R	37960	FMC, JETPOWER 2	PB-6908	XPC9000 114 15 60	60386
A-16	FMC	A3-68/141-125R	37952	FMC, JETPOWER 2	41495	XPC4500-111-12-40	60062
A-19	FMC	A3-68/141-125R	37962	FMC, JETPOWER 2	PC1619	XPC6000-114-13-50	61385
A-20	FMC	A3-68/141-185L	38322	FMC, PWM2	44024	XPC10013-114-1975	63280
A-22	FMC	A3-68/141-125R	31415	FMC	44025	XPC10013-114-1975	63281
A-23	FMC	A3-68/141-125R	37718	FMC, JETPOWER 2	NJ-6652	XPC4500-113-12-40	60781
A-24	FMC	A3-68/141-125R	38866	FMC, JETPOWER 2	42065	XPC4500-113-12-40	60632
A-25	FMC	A3-68/141-125R	38325	FMC, JETPOWER 2	41493	XPC4500-111-12-40	60273
A-26	FMC	A3-68/141-125R	37959	FMC, JETPOWER 2	PB6916	XPC4500-111-12-40	60061
A-31	FMC	A3-68/141-125R	37955	HOBART	412PS18285	XPC10013-114-19-75	64440
A-32	FMC	A3-68/141-125R	37958	FMC, PWM2		XPC10013-114-19-75	64442
B-37	FMC	A3-68/141-125R	37798	HOBART	212PS17940	XPC-7513-114-18-50	64443
B-38	FMC	A3-68/141-125R	37956	FMC, JETPOWER III		XPC 4500-111-12-40	60054
B-40	FMC	A3-68/141-125R	37953	FMC, JETPOWER 2	PB6912	XPC 10013-114-19-75	64441
B-41	FMC	A3-68/141-125R	37961	FMC, JETPOWER 2	3629572	XPC 4500-113-12-40	60706
B-42	FMC	A3-58/110-125RN	32511 05/2014	JETWAY	JTP3 /RS485/I	XPC 10013	XPC 10013-114-19-75
B-43	FMC	A3-68/141-125R	37957	FMC, JETPOWER 2	41495	XPC 4500-111-12-40	60057
B-44	JETWAY	A3-68/141-185N	32512 05/2014	JETWAY	JTP 180/480/F	XPC 10013	XPC 10010-114-19-75
B-45	FMC	A3-68/141-125R	39879	FMC, PWM2-90	42945	XPC4500 111 12 40	PCA-4, 60058
B-47	FMC	A3-68/141-125R	39881	HOBART	212PS17941	XPC 4500-113-12-40	60388

Bridge	Make	Model	Serial	GPU Make	Serial	PCAIR Model	Serial
B-48	FMC	A3-68/141-125R	39880	FMC, PWM2	42941	XPC 9000-114-15-60	60386
B-49	FMC	A3-68/141-125R	39883	FMC, PWM2-90	42946	XPC 4500-113-12-40	61391
B-50	FMC	A3-68/141-125R	39884	FMC, PWM2-120	42944	XPC4500-113-12-40	61392
B-51	FMC	A3-68/141-125R	38324	FMC, JETPOWER 2	41496	XPC 4500-111-12-40	60274
B-62	FMC	A3 68/141-125R	30917	FMC, PWM 2 -140	43561	XPC-5010-113-16-40	62561
B-63	FMC	A3 68/141-125R	30916	FMC, PWM 2-140	43560	XPC-5010-113-16-40	62560
B-64	FMC	A3-68/141-125R	30918	FMC, PWM2-90	43562	XPC 5010-113-16-40	62362
B-65	FMC	A3 68/141-125R	30904	FMC, PWM2-140	43548	XPC 5010-113-16-40	62548
B-66	FMC	A3 68/141-125R	30906	FMC, PWM2-90	43550	XPC 5010-113-16-40	62550
B-67	FMC	A3 68/141-125R	30905	FMC, PWM2-140	43549	XPC 5010-113-16-40	62549
B-70	FMC	A3 68/141-125R	30908	FMC, PWM2-90	43552	XPC 5010-113-16-40	62552
B-71	FMC	A3 68/141-125R	30907	FMC, PWM2-140	43551	XPC 5010-113-16-40	62551
B-72	FMC	A3 68/141-125R	30910	FMC, PWM2-90	43554	XPC 5010-113-16-40	62554
B-73	FMC	A3 68/141-125R	30909	FMC, PWM2-140	43553	XPC 5010-113-16-40	62553
B-74	FMC	A3 68/141-125R	30912	FMC, PWM2-90	43556	XPC 5010-113-16-40	62556
B-75	FMC	A3 68/141-125R	30911	FMC, PWM2-140	43555	XPC 5010-113-16-40	62555
B-76	FMC	A3 68/141-125R	30914	FMC, PWM2-90	43558	XPC5013-113-16-40	64812
B-78	FMC	A3 68/141-125R	30915	FMC, PWM2-90	43559	XPC 5010-113-16-40	62559
B-79	FMC	A3 68/141-125R	30913	FMC, PWM2-140	43557	XPC 5010-113-16-40	62557
D-19	FMC	A3-68/141-125R	39885	FMC, JETPOWER 2	41492	XPC4500-113-12-40	60381
D-21	FMC	A3 58/110	36717	FMC, JETPOWER II	PB-6911	PDX-35	121001-04
D-23	FMC	A3 68/141-125R	38867	FMC, JETPOWER 2	ND-6578	PDX-35	121001-05

Bridge	Make	Model	Serial	GPU Make	Serial	PCAIR Model	Serial
D-24	FMC	A3-68/141-125R	37954	FMC, JETPOWER 2	42079	XPC4500-111-12-40	60052
D-29	FMC	A3 68/141-125R	37784	FMC, JETPOWER 2	ND-6578	PDX-40	121001-02
D-30	FMC	A3 68/141-125R	37796	FMC, JETPOWER 2	ND-6576	PDX-40	121001-03
D-32	FMC	A3 68/141-125R	37783	FMC, JETPOWER 2	ND-6573	PDX-40	121001-01
Z-10	THYSSEN K	TB23/13.5-3	05083TB2331041	HOBART, 90SX200	304PS08494	POU300	204176-4
Z-6	THYSSEN K	TB37/18.5-3	05083TB3731037	HOBART, 90SX200	304PS08494	P0U300 AB4680-1	204176-3
Z-7	THYSSEN K	TB37/18.5-3	05083TB3731038	HOBART, 90SX200	304PS08529	POU300	204176-5
Z-9	THYSSEN K	TB37/18.5-3	05083TB3731039	HOBART, 90SX200	304PS08495	POU300	204176-2

APPENDIX D
SERVICES CALL ORDER FORM

