PERFORMANCE WORK STATEMENT (PWS)

Semi-Annual Maintenance for X-ray Generators and Cooling Units

PART 1

GENERAL INFORMATION

1. **GENERAL:** This is a non-personal services contract to provide semi-annual maintenance on two (2) x-ray generator and cooling units, and up to two (2) trouble shooting service calls per year. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

    1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary for the preventative maintenance (2 times a year) on two x-ray units, and provide troubleshooting service calls (up to 2 times a year, 1 day per trip) for trouble shooting and repair of x-ray systems, as defined in this PWS. Any purchase of additional repair parts would not be covered by this contract. The contractor shall perform to the standards in this contract.

    1.2 Background: Trident Refit Facility (TRIREFFAC), Bangor maintains x-ray machines in order to examine and measure the conditions of equipment and components that support Trident submarine maintenance. Xray machines use high voltage to produce x-rays. This equipment is susceptible to electrical arcing and other physical damage that may pose extreme danger to personnel if not properly maintained. The manufacturer recommends periodic maintenance to this equipment to prevent damage and serious hazards to personnel. Occasionally, the need for troubleshooting and servicing occurs. Including troubleshooting/servicing would streamline that process and ensure timely restoration of the x-ray operations. Only personnel authorized by the manufacture may perform this maintenance. The maintenance will ensure that the equipment is working in a manner to lower the risk of injury or death of government personnel tasked with running it in the performance of their duties. Contractor shall not perform any servicing or maintenance on the x-ray machines and associated systems where the unexpected energizing, startup release of stored energy occurs and causes injury or damage. The equipment shall be isolated in accordance with the contractor's lockout/tag out procedures and in coordination with TRIREFFAC point of contact (POC) and per 29 CFR 1915.89. Coordinate lockout/tag out with the TRIREFFAC POC. Personnel shall not be considered protected until hazardous energy control procedures have been performed. Protection from electrical hazards, including arc flash, shall comply with all applicable regulatory standards and invoked methods.

    1.3 Objectives: Services include performing preventative maintenance (2 times a year) on two x-ray systems, and up to two (2) troubleshooting service calls (1 day per trip) for troubleshooting and repair. The contractor is to make two trips per year to complete the maintenance on the two COMET x-ray systems and be available, as coordinated/scheduled, to provide up to two troubleshooting service calls/repairs. Any replacement parts that have to be ordered separately to complete servicing will be installed during the next scheduled maintenance or during a troubleshooting service call. The contractor shall report to the radiation safety officer or the assistant radiation safety officer at Building 7000, 1st floor, Room W105 upon arrival to accomplish the preventative maintenance (2 times a year) on the two COMET x-ray systems.

    1.4 Scope: The contactor who performs the preventative maintenance and troubleshooting shall be an authorized service provider/technician on COMET Technologies USA, Inc. industrial

x-ray equipment that uses a PC-based controller. The contractor shall provide a training certificate from COMET as proof of training/certification. The contractor must have a thorough knowledge of COMET Technologies USA, Inc. industrial x-ray equipment and maintenance requirements. The current machines used at TRIREFFAC are COMET x-ray model: MXR-320-26AX, serial number: 626630 (with standard controller) and COMET x-ray model: MXR-320/26, serial number: 1060031 (controlled with PC using COMET iVario control software). The contractor shall coordinate with one of the following personnel to schedule maintenance:

Level II Inspector
Radiation Safety Officer
Assistant Radiation Safety
Senior Radiographer

The government's radiation safety officer or assistant radiation safety officer are the only government personnel authorized to inspect and accept the service report. The government will not be considered as having accepted the work item provided until a signed acceptance of service report is provided to the contractor personnel.

1.5 Period of Performance: The period of performance shall be 5 years upon award of contract.

1.6 Quality Control: The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.7 Place of Performance: The work to be performed under this contract will be performed at TRF Bangor, bldg. 7000, Rm W115 (Vault).

1.7.2 Hours of Operation: The contractor is responsible for conducting business, between the hours of 0630 to 1500, Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.7.3 Recognized Holidays: The contractor is not required to perform work on holidays.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Juneteenth	

1.8 Security Requirements: See atached security memo

1.8.1 Key Control: N/A

1.8.2 Lock Combinations: N/A

1.9 Special Qualifications: The contractor must be trained and accredited through COMET Technologies USA, Inc. to work on the X-Ray Generators and Cooling Systems.

1.10 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.11 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting contract.

1.12 Key Personnel: The following personnel are considered key personnel by the government: Senior Radiographer, Radiation Safety Officer (RSO), COR, Non-Destructive Testing Division Head. Qualifications for all key personnel are listed below: The Senior Radiographer and RSO have completed all prerequisite training and have been designated in writing by the Commanding Officer. The Non-Destructive Testing Division Head has a intimate knowledge of the requirements, daily workings and budgetary issues involved with the NonDestructive Testing code (C/630).

1.12.1 Identification of Contractor Employees: All contract personnel attending meetings and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. All contractors shall be required to have a DBIDS badge.

1.13 Contractor Travel: N/A

1.14 Other Direct Costs: N/A

1.15 Data Rights: N/A

1.16 Organizational Conflict of Interest: N/A

1.17 Phase In /Phase Out Period: N/A

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1 DEFINITIONS:

2.1.1 CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2 CONTRACTING OFFICER. A person with authority to enter into, administer and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5 DELIVERABLE. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

2.1.6 KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the personnel that are listed in the proposal.

2.1.7 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8 QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10 QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12 WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.13. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2 ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
HIPAA	Health Insurance Portability and Accountability Act of 1996
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. **GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1 Services: The Government will provide personal protective equipment and hazardous waste disposal services.

3.2 Facilities: The Government will provide a large and clear work area within Bldg. 7000, Rm W115.

3.3 Utilities: The Government will provide power and lighting in the work area. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be

responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4 Equipment: The Government will provide access to basic hand tools and hazardous waste disposal gear.

3.5 Materials: The Government will provide hazardous waste disposal material.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. **CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Secret Facility Clearance: N/A

4.3 Materials: The Contractor shall provide any additional materials not covered by section 3 of this PWS.

4.4 Equipment: The Contractor shall provide any additional equipment not covered by section 3 of this PWS.

PART 5
SPECIFIC TASKS

5. **SPECIFIC TASKS:**

5.1 Basic Services: The contractor shall provide preventative maintenance (2 times a year) on the two COMET x-ray systems, and provide up to two troubleshooting services calls of these systems.

5.1.1 Preventative Maintenance:

Task 1. Visual inspection of the high voltage plug at the x-ray for damage and re-grease.
Task 2. Visual inspection of the high voltage plug at the generator for damage and re-grease.
Task 3. Inspection of the water cooler for proper operation, coolant and oil levels (fill both if necessary) and clean filter.
Task 4. Visually check cooling fins/heat exchanger and clear as necessary.
Task 5. Replace iVario air filter.
Task 6. Visual inspection and function test of safety components and safety devices.
Task 7. Check the state of electrical contacts and the moving machine parts.
Task 8. Check and measure for x-ray leakage.
Task 9: Change water cooler oil and filter every 2 years.
Task 10: Provide X-Ray Service Report/Checklist

5.1.2 Troubleshooting and Repair Services

Task 1: Troubleshoot system
Task 2: Provide As Found Condition Report
Task 3: Provide lead time for repair
Task 4: Provide report for repair parts and cost

Task 6: Provide repair services as needed
Task 5: Provide report of repaired items and installation

5.2. Task Heading: N/A

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS): N/A

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. ATTACHMENT/TECHNICAL EXHIBIT LIST:

7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary:

7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule:

7.3. Attachment 3/Technical Exhibit 3 – Estimated Workload Data:

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required—usually a shall statement)	**Standard**	**Performance Threshold** (This is the maximum error rate. It could possibly be "Zero deviation from standard")	**Method of Surveillance**
PRS # 1. The contractor shall provide two preventative maintenance services on two COMET x-ray systems per PWS paragraph 6.1 and submit a service report to the TRIREFFAC radiation safety officer (RSO) or assistant radiation safety officer (ARSO).	The contractor provided the first of two preventative maintenance services and submitted a service report to the RSO or ARSO.	Zero deviation from standard. RSO or ARSO reviews and accepts contractor's service report.	Periodic surveillance performed by a Level II Inspector or by the Senior Radiographer. Either person shall submit the periodic surveillance to the COR.
PRS #2 The contractor shall provide up to two (2) troubleshooting service calls per year and submit a service report to TRF Bangor RSO or ARSO.	The contractor shall provide troubleshooting for either x-ray system. If new parts are needed, they will have to be ordered separately and can be installed during a different trouble call.	Zero deviation from standard. RSO or ARSO reviews and accepts contractor's service report.	Periodic surveillance performed by a Level II Inspector or by the Senior Radiographer. Either person shall submit the periodic surveillance to the COR.

TECHNICAL EXHIBIT 2
Deliverable Schedule

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Upon completion of the required maintenance or troubleshooting service call, the contactor shall complete a service report listing all items inspected and the status of each item inspected.	The contractor shall perform preventative maintenance service every 6 months, i.e. 2 times in a one year period, and up to two times per year for troubleshooting service calls.	The contractor shall provide a minimum of two copies of the service report.	The service report shall be on standard size paper with company letterhead.	The contactor shall submit the service report to the radiation safety officer, assistant radiation safety officer or senior radiographer.

TECHNICAL EXHIBIT 3
Estimated Workload Data

ITEM	NAME	ESTIMATED QUANTITY	