STATEMENT OF WORK
FOR
MAINTENANCE AND REPAIR SERVICES
OF
BAGGAGE HANDLING SYSTEMS
AT
RONALD REAGAN WASHINGTON NATIONAL AIRPORT

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

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SECTION II - INTRODUCTION

01 INTRODUCTION

The Metropolitan Washington Airports Authority (the Airports Authority) is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (referred to herein as “DCA”). This Statement of Work (SOW) addresses maintenance and repair of inbound and outbound baggage handling systems (BHS) located at DCA (see descriptions and drawings in Appendix A and D). The BHS currently consists of 3 inbound and 1 outbound systems. During the term of this contract it is anticipated that an additional inbound system will be installed at Terminal A. The maintenance and repair of 12 additional inbound claim devices located in Terminal B/C may or may not be incorporated into this contract at the Airports Authority’s sole discretion.

02 SUMMARY OF WORK

A. The Contractor must provide full corrective and preventive maintenance services, 19 hours a day, 365 days a year, bag jam clearing, equipment maintenance and repair activity documentation and reporting utilizing DCA’s CMMS system, 24-hour callback service and as-requested rehabilitation services. These services must be performed in accordance with best commercial practices consistent with the intended design and usage of the equipment and as acceptable to the Airports Authority.

B. The Contractor must provide all labor, materials, tools, parts, supplies, lubricants, equipment, transportation and supervision necessary to fulfill all requirements of the SOW.

C. The Contractor must provide for all repair parts and materials under $500 and maintain a stock of spare parts as specified in the manufacturer’s recommended spare parts list and as required to satisfy contract requirements.
SECTION III - DEFINITIONS

AIRPORT – Ronald Reagan National Airport, aka, “DCA” as described in the SOW.

AIRPORTS AUTHORITY - The Metropolitan Washington Airports Authority

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.

BAGGAGE HANDLING SYSTEM (BHS) - Shall mean all BHS related structures, mechanical and electrical equipment and components that are associated with the specified conveyor lines of the facility, including all types of check-in collection conveyors, associated door hatches, run outs/laterals, load/unload conveyors, transport conveyor segments, power turns, merges, inclined plate make-up devices, fire/security doors, Motor Control Panels, field control devices (e.g., photo eyes, limit switches, control stations/devices, audio/visual alarms, etc.), motors, motor starters, gearboxes, disconnects, push buttons, etc., including related BHS computers, controls and control hardware and software, with management and support services required to operate and maintain the specified baggage handling system as described by these documents.

BAGGAGE HANDLING SYSTEM OPERATION AND MAINTENANCE CONTRACTOR - Shall be synonymous with Contractor, Equipment Maintenance Contractor, Baggage Maintenance Contractor, BHS Maintenance Contractor, and Operation/Maintenance Contractor and shall mean the firm or company that is responsible for the operation and maintenance of the specified conveyor equipment and systems described by these Documents.

BASE SERVICES - Contractor must perform all work and all documentation and reporting services on all equipment covered by this Contract as listed and as described in the SOW and be paid, upon submission of an invoice, a lump sum payment of the total monthly Base Services price in the Price Schedule as well as for any approved supplemental monthly work performed during that month on call orders.

BIOMETRIC SYSTEM – An automated system used to digitally register an individual’s fingerprint. The system requires an employee to place their fingerprint on a touch screen to be scanned to record arrival and departure times/dates for contract requirement verification as well as security and operational accounting of personnel on-site.

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

CONTRACTING OFFICER TECHNICAL REPRESENTATIVE – The technical representative for the Contracting Officer. Also the primary contact person for purposes of the Contract.

CONTRACTOR - The organization responding to the Request for Proposal for the specified BHS Operation and Maintenance Services and who has entered into the contract with the Airports Authority.

CORRECTION - The elimination of a deficiency.

CORRECTIVE MAINTENANCE (CM) - Required corrective measures or repairs typically identified during a PM, inspection, system failure, or unusual circumstance adversely affecting the normal BHS operation.
Corrective maintenance must be performed on a priority basis as necessary to meet the required System Service Availability.

**DAYS** – Except as otherwise specified, all days shall be calendar days.

**DCA** - Ronald Reagan Washington National Airport

**HCS** - Hazardous Communication Standard also known as “HAZCOM”.

**JOB SITE** - The area within the Airports Authority’s property lines or portions of such area, which are defined within the SOW.

**LITTER** - Debris, waste paper, beverage containers, bag tags, dead birds, dead animals, and the like.

**LOTO** – Lockout/Tagout  Contractor must follow Lockout/Tagout Procedure of MWAA Construction Safety Manual Chapter 3.5 Electrical Safe Clearance Procedure under 3.5.2 Responsibilities.

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

**MAINTAINED SYSTEMS** - For simplicity purposes, this phrase refers to the stipulated systems to which this Statement of Work refers as detailed on the schedule associated with this Statement of Work.

**MCP** - Motor Control Panel. The MCP contains the electrical control and power circuit devices for the control of the baggage system(s).

**MECHANIC** - A qualified and experienced mechanic which will perform maintenance and repair and call back services must have at least five (5) years’ experience in the business of installing, troubleshooting, diagnosing, repairing and maintaining the types of equipment covered by this contract. Mechanics must be employed directly by the Contractor, not sub-contracted.

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY (the 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).

**NOTICE-TO-PROCEED (NTP)** - A written form issued by the Contracting Officer that designates the commencement date for the work of the Contractor.

**OEM** – Original Equipment Manufacturer

**OPERATIONAL SUPPORT LABOR (OSL- Helper)** – A person, not necessarily skilled as a mechanic but possessing general mechanical knowledge and skills capable of assisting a mechanic in the business of installing, troubleshooting, diagnosing, repairing and maintaining the types of equipment covered by this contract. OSL must be employed directly by the Contractor, not sub-contracted.

**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.

**PEAK PERIOD** - Days in and around Thanksgiving, Christmas and Inauguration. The Airports Authority may, at their discretion, request additional personnel to assist in coverage during peak periods.

**PREVENTIVE MAINTENANCE (PM)** - Scheduled cyclical maintenance of the BHS equipment performed to an acceptable industry standard, best commercial practices, and to the satisfaction of the Airports Authority and in
accordance with the approved Maintenance Schedule, Maintenance Standards, relevant codes of Practice/Standards, statutory regulations as well as good engineering practice and including regular inspection, servicing, cleaning, detection and correction of potential failures either before they occur or before they develop into major defects (imminent failures). PM’s are to be performed as scheduled by the DCA CMMS.

**PRIMARY TERMINAL OPERATING HOURS** – The hours of 4:00 AM through 12:00 AM, daily 356 days a year.

**PROJECT MANAGER** – A qualified and experienced full-time Project Manager must have at least five (5) years’ experience in the business of installing, troubleshooting, diagnosing, repairing and maintaining the types of equipment covered by this contract. The Project Manager must possess excellent computer skills to perform trending, queries and analysis of the Maintained Systems’ performance histories. The Project Manager must also possess the ability to receive and send email, and have basic spreadsheet, word processing, database and CMMS skills.

**QUALITY ASSURANCE (QA)** - 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 must not be a substitute for Contract quality control.

**QUALITY CONTROL (QC) PROGRAM** - A method used by the Contractor to assure that quality services are provided to satisfy the Contract requirements.

**RESPONSE TIME** – From the time the Contractor receives the call from the Airports Authority to the time the Contractor arrives at the Airport and checks in with the Airports Authority.

**RIGHT OF WAY** – Catwalks and floors that provide access to the baggage handling systems.

**SDS** - Safety Data Sheets

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

**SERVICE TRUCK** – a well-equipped service truck with an on-board welder, Oxygen & Acetylene tanks, air compressor, generator (capable of powering equipment required to fulfill contract), truck mounted flood lights, safety beacons, and equipped with adequate hand tools, along with electrical diagnostic equipment and job-site required safety equipment.

**SPARE PARTS** – Parts of the same or equal type and quality to the parts used in the production equipment used as replacement of the original part when such a part is replaced due to failure or for preventive maintenance.

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

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

**WORK CONTROL DESK** - Unit where Contractor must check-in and check-out when arriving or departing the job site at DCA. The work control desk’s telephone number is (703) 417-8572.

**WORK ORDER DESK** - Unit that is primarily responsible for receiving, dispatching and tracking service requests. The work order desk’s telephone number is (703) 417-8063.
SECTION IV - BASE SERVICES

01 DESCRIPTION OF SERVICES

The Contractor must provide: contract specific dedicated staff for all supervision, labor, administrative support; materials, tools, parts (under $500 ea.), supplies, equipment and transportation necessary to perform all full service maintenance and repair services, bag jam clearing, preventive maintenance and 24 hour callback services, in addition to documentation, monitoring, and reporting of equipment activity and services described herein on all Baggage Handling Systems identified in Appendix A & Appendix D.

The Airports Authority goal is to provide safe, high quality, reliable, uninterrupted service to airlines and passengers and to achieve excellent customer satisfaction by providing services that will achieve the following:

1. Provide a timely response (see Section VIII - General Requirements, Section 07 – Response Time) to all trouble calls and perform the necessary repair or action effectively and efficiently.
2. Establish and Implement a quality control program (see Section VIII - General Requirements, Section 05 – Quality Control Program) that results in continuous improvement in system performance.
3. Provide for accurate and timely maintenance and repair activity documentation.

02 FULL MAINTENANCE AND REPAIR SERVICES

A. The Contractor is responsible for performing all maintenance and repair work required to maintain equipment in the condition prescribed by the original equipment manufacturer’s recommended guidelines to include all items; belts fixtures, doors, lights, photo eyes, pulleys, receptacles, safety devices, security doors, switches, finishes, components, systems and subsystems.

B. The Contractor must maintain all equipment covered by this contract in compliance with all applicable local, state, federal and Airports Authority codes, laws and regulations and assure a safe and efficient system for all personnel who operate, maintain or have access to it.

C. The Contractor must provide all non-vandalism replacement parts which are required to maintain, repair and keep the maintained systems fully operational and free of deficiencies unless otherwise stated in the SOW.

D. The Contractor must remove from service immediately any piece of equipment covered by this Contract that is not operating in compliance with the manufacturer’s recommendations, or presents a safety hazard and must notify the COTR immediately.

E. Unit Down Time – If diagnosis of the cause of a unit’s failure cannot be accomplished within 2 hours, Contractor must retain outside professional services to diagnose and/or repair the unit(s) at Contractor’s expense.

F. When deficiencies are found, the Contractor must immediately proceed to repair and/or correct the deficiencies. If a piece of equipment is required to be removed from service for any reason other than a safety deficiency, the Contractor must coordinate the removal of the equipment from operation in advance with the Airports Authority/COTR.

G. In addition to the work encompassed by 02. A, B, and C, the following work items/repairs must be included as part of Base Services and must be performed at no additional cost to the Airports Authority:

1. Re-set activated safeties and E-stops
2. Clearing baggage jams
3. Respond to improper loading of baggage, etc.,
4. Respond to equipment running on arrival
5. Requests for unit shutdowns or restarts
6. Requests for access to equipment from MWAA
7. Removal of foreign objects from equipment

E. The Contractor is responsible for the procurement of all tools, material, supplies, lubricant, and any other items required to perform the services defined, except for excluded services.

F. Requests for service will be dispatched by the Airports Authority to the Contractor. However, the Contractor is also responsible for reporting, initiating and completing required repairs to correct all deficiencies that they discover while on the job site. The Contractor must not accept calls directly from the airlines or their Contractors, only the Work Order Desk, CO or COTR. If an airline or their representative calls the Contractor for a request for service, the Contractor must direct them to the Work Order desk for response.

G. The Contractor is responsible for cooperating, in all respects, with the airlines, the TSA and Airports Authority personnel. Preventive Maintenance and non-scheduled maintenance tasks must be coordinated with and scheduled around the requirements of the user airlines’.

H. The Airports Authority will purchase all replacement parts necessary under this contract with individual costs in excess of $500 (less shipping and taxes). The Contractor must install these parts under Base Services at no additional cost to the Airports Authority.

I. All metal materials removed from service which requires disposal will be placed in the MWAA metal recycling containers (located near Gate A).

J. The Contractor must provide company employed mechanics and project managers dedicated to this contract.

K. Inbound Bag Belt 3A must be monitored during all inbound flights until planned modifications (estimated to be completed summer 2019) are completed and jam points have been resolved (as deemed satisfactory by MWAA).

L. The Contractor’s project manager shall be provided with the usage of an MWAA Motorola two-way radio for use at all times while on-site. A second MWAA Motorola two-way radio will be issued to the Contractor for use by each shift’s mechanic.

M. The Contractor is responsible for providing and maintaining all necessary vehicles used in service of this contract. The vehicle may not be more than 10 years old. Inspection by Airport Operations will be required prior to AOA access.

N. The Contractor is responsible for storing and maintaining an adequate inventory of spare parts as required for the maintenance of the Maintained Systems. Maintain a stock of spare parts as specified in the manufacturer’s recommended spare parts list and as required to satisfy contract requirements.

O. The Contractor is responsible for the proper storage of the spare parts and maintaining a clean and organized area within the allocated spare parts storage space(s).

P. The Contractor must maintain an on-site (AOA inspected), well-equipped service truck with an on-board welder, Oxygen & Acetylene tanks, air compressor, generator (capable of powering equipment
required to fulfill contract), truck mounted flood lights, safety beacons, and equipped with adequate hand tools, along with electrical diagnostic equipment and job-site required safety equipment.

03 PREVENTIVE MAINTENANCE SERVICES

The reliability of the Maintained Systems highly depends on an effective maintenance program. The Maintained Systems must be thoroughly inspected at regular intervals and corrective measures must be taken to prevent equipment breakdowns. As part of Base Services, the Contractor must perform and maintain a detailed cyclic preventive maintenance program for the tasks specified in Appendix B of the SOW. The Contractor must be responsible for performing all daily inspections and cyclical preventive maintenance services required to maintain all equipment in the operating condition prescribed by the original equipment manufacturers recommended guidelines.

The preventive maintenance program must consist of the following three parts:

1. Schedule
2. Task and Frequencies
3. Corrective Action

1. Schedule

A. The Contractor must follow the Airports Authority’s CMMS generated preventive maintenance schedule. The Airports Authority will provide the Contractor with standing work orders for the scheduled preventive maintenance services at the beginning of each month for the Contractor to complete by the end of the month. The Contractor must perform these preventive maintenance work orders within plus or minus 2 days from the last cyclical date the maintenance was performed. Should the Contractor have recommended changes or additions to the preventive maintenance schedule, the Contractor must provide written notification and justification to the COTR within 60 (sixty) days after the effective contract date or as experience with systems indicates necessary changes.

B. During Contractor duty hours no unit must remain out of service for preventive maintenance services without the presence of technicians performing work.

C. Preventive maintenance must be performed as stated on the equipment listed below:

1. Daily inspections must be performed at the beginning of each shift.
2. Monthly, quarterly and semi-annual tasks must be scheduled and performed in coordination with the airlines’ operation. At no time must preventive maintenance impede airline operations. If the Contractor cannot accomplish scheduled PMs within the established contract duty hours, the Contractor must perform these tasks after-hours at no additional cost to the Airports Authority.

D. The Contractor must not schedule any equipment to be out of service for preventive maintenance the week preceding or the week following the Thanksgiving holiday, Christmas holiday or Presidential Inauguration unless approved in advance by the CO or COTR.

E. All information pertaining to accomplishment of the work must be documented on the work order. Documentation must include mechanic names; date of service, parts/materials used, and hours spent accomplishing the task and any comments necessary to explain corrective action or work performed. If any deficiencies or additional deficiencies are identified during a Daily Task, PM or CM (corrective maintenance) it should be documented on the work order and an
additional work order for the newly identified deficiency should be generated through the work control or work order desk(s).

F. Work orders must be turned back in to the Airports Authority no later than 2 business days after completion of work.

2. Tasks and Frequencies

The Contractor must follow the Airports Authority provided tasks and frequency guidelines shown in Appendix B to perform and accomplish the preventive maintenance for all equipment included in the SOW. Should the Contractor have recommended changes or additions to the information in Appendix B, the Contractor shall provide written notification and justification to the COTR within 60 (sixty) days after the contract award. Any approved change will be added to the SOW through a contract modification. The Contractor must post a copy of the resulting final approved tasks and frequency guidelines on the job site for the Contractor employees' information.

3. Corrective Action

The Contractor must request a corrective maintenance work order through the Work Order Desk for all deficiencies discovered during the performance of inspections and preventive maintenance. Contractor must provide for all repair parts and materials under $500 (excluding tax and shipping).

04 24 HOUR CALLBACK

A. The Contractor must provide a 24x7x365 dispatch desk with a single point of contact for all 24-hour call back requests for service. A person, not voice mail, must answer calls placed to the dispatch desk. Dispatch desk personnel must 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. The phone number to the dispatch desk must be provided to the COTR on the day of contract award.

B. As part of the Base Service monthly cost, the Contractor must respond to all requests for service and corrective action 24 hours a day, 365 days of the year. The Contractor may at a minimum initially dispatch one journeyman level mechanic to respond to the call for service. However, if the Contractor determines additional mechanics are required to complete the repairs and return the equipment to service, the Contractor must dispatch the additional mechanics at no cost to the Airports Authority. No repair shall be postponed or any unit placed out of service due to lack of Contractor resources. On-site response to all after hours’ service calls must be made within 1 hour of call.

05 PERFORMANCE INCENTIVES AND DISINCENTIVES

A. In the event of non-performance of work by the Contractor, the Airports Authority reserves the right to exercise one of the following options.

1. The Contractor must correct such non-performance upon notification by the Contracting Officer and the Authority must make no deductions for non-performance.

2. The Airports Authority, reserves the right to correct any and all deficiencies or areas of non-performance at any time throughout the duration of the contract term using an Airports Authority approved Contractor or in-house resources. The Airports Authority shall deduct any and all costs incurred by such action from the Contractor’s monthly invoice.
3. At the Contracting Officer's direction, the Contractor must reduce the monthly invoice as a result of nonperformance. When applicable, deductions shall be made in accordance with the following paragraphs:

a. BHS unit found to be in an unsafe operating condition and Contractor not immediately removing from service - $500 per occurrence.

b. Failure to respond to trouble calls and 24-hour callback requests in accordance with the contract requirements response time limits stated in Section IV Base Services (04) 24 Hour Callback and VIII General Requirements (07) Response Time - $500 per occurrence.

c. Failure to document and provide daily reports for each shift in accordance with the contract requirements as stated in Section VII- Documentation and Reporting, 03 Daily Activity Report - $100 per occurrence.

d. Failure to have proper amount of personnel on site for each shift in accordance with the contract requirements as stated in Section VIII – General Requirements, 02-Project Manager, 03-Contractor Personnel and 04-Contract Duty Hours. $500 per occurrence.

B. In the event of outstanding performance of work by the Contractor, the Airports Authority reserves the right to exercise the following incentive when applicable in accordance with the following paragraphs:

1. No system outages for unscheduled maintenance during Contract Duty Hours within a calendar month – Bonus $500 (shut-downs caused by vandalism, bag jams or abuse shall not be counted when determining whether the Contractor has earned this incentive).

06 EXCLUDED SERVICES

All items, finishes, components, systems and subsystems of the maintained systems are covered by this SOW with the following exclusions.

Baggage Handling Systems shall not include:

1. Inspection, testing, maintenance, repair and replacement of fire detection and fire alarm systems including automatic fire sprinkler heads/guards, smoke/thermal fire detectors, and local and remote annunciation systems.

2. Repair and/or replacement of primary electrical power service up to and including equipment disconnect switches.

3. Repair and/or replacement of heating, ventilating and air conditioning systems or equipment.

4. Fire extinguishers.

5. TSA baggage scanning equipment.
SECTION V - SUPPLEMENTAL SERVICES

01 DESCRIPTION OF SERVICES

A. The Airports Authority may, during the course of this Contract, request that the Contractor perform supplemental services which are outside the requirements of the Base Services Section of this Contract. Examples of a supplemental service are the cost of a replacement motor which exceeds $500 in cost or a request to perform BHS rehabilitation services. Contractor will receive a written Contract Services Call Order (Appendix C) for all supplemental services requested.

B. The Contractor must provide all supervision, labor, materials, supplies, parts, tools, and equipment necessary to perform these services. Such work must be compensated at the rates listed in the Schedule. There must be no interference with tasks and baseline responsibilities set forth in this SOW for Contractor personnel assigned to this Contract.

C. The Airports Authority shall incur no obligation for out of scope work that is not authorized in advance, in writing.

02 CONTRACT SERVICES CALL ORDER

A. All work performed under Supplemental Services will be requested and approved in advance in writing by the COTR using the “Contract Services Call Order” form. The Call Order will contain a detailed description of the services that are required from the Contractor. The Contractor must provide the COTR a detailed cost estimate, which includes an itemized breakdown for labor, parts and materials as well as a schedule with critical milestones for completing the Call Order.

B. Labor rates included on the Schedule for the Contract must be used in preparing these estimates. Both the cost breakdown and schedule must be made part of the Call Order. Unless otherwise directed by the Airports Authority, the Contractor must 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. These estimates are to be provided by the Contractor to the Airports Authority at least 48 hours prior to the Contractor initiating any work on a task. The Contractor must not proceed with any of the work described in such Call Orders until written authorization has been received from the COTR.

C. The Contractor must be reimbursed for the labor and materials to complete such tasks in accordance with the provision of this SOW entitled "Method of Payment". The Airports Authority incurs no obligation for out of scope work that is not authorized in advance, in writing. Replacement parts cost reimbursement is further defined in Section X – Contractor Furnished Resources, Sub-section 02- Replacement Parts, Sub-Set A.

D. All work directed by a call order must be completed within 30 days of receipt of parts unless otherwise approved by COTR.

03 VANDALISM/ABUSE REPAIRS

A. As a part of Base Services the Contractor must respond to all calls for suspected vandalism/abuse that involve the equipment covered by this contract. If the Contractor finds suspected vandalism/abuse damage to the equipment the Contractor must immediately notify the COTR and the WO desk.

B. The repair of validated instances of vandalism and/or abuse will be reimbursed by the procedures described in Section XIII Method of Payment.
C. The following work items shall not be considered vandalism/abuse under the terms of this contract and must be included as part of Base Services:

- Bag jams
- Activated safeties
- Running on arrival
- Requests for unit shut downs or restarts
- Worn/broken/missing devises, labels, numbers, plaques
- Removal of objects
SECTION VI - CONTRACT START UP

01  KEY CONTRACTOR PERSONNEL

The Contractor must identify and provide the COTR with a list of names and telephone numbers of its key personnel who are responsible for fulfilling all the requirements of this SOW. Contractor’s Key Personnel List must be provided to the COTR on or before the effective contract date and must be updated when changes are made.

The Contractor must provide well qualified staff as stipulated in Section III – Definitions to satisfy the following minimum staffing requirements:

1.  Onsite project manager from 7AM-3:30PM Mon-Fri.
2.  1 Mechanic(s) during duty hours (1 per shift)
3.  1 helper during duty hours (1 per shift)

02  PREINSPECTION OF EQUIPMENT

A.  The Contractor must perform a Condition Survey and assess all equipment covered under this SOW to establish a condition baseline. The Condition Survey must include observations of deficiencies in equipment condition, operation and/or performance and must provide a documented baseline report of deficiencies and serve as a “starting point” for Contractor to provide ongoing maintenance. The Contractor must be responsible for providing any additional resources necessary to complete this task as part of the Base Services portion of the contract.

B.  The Condition Survey report must identify and validate all deficiencies that the Contractor claims exist, together with a detailed breakdown of the estimated cost to repair each deficiency and a recommended priority to correct each. The Condition Survey report must be submitted to the COTR within sixty (60) calendar days after the effective contract date. The Airports 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 procurement as determined by the Airports Authority. Any Deficiencies found after the 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. If the Contractor fails to submit the condition survey report within thirty (30) calendar days after the effective contract date, any deficiencies found will be considered the Contractor’s responsibility and will be covered under Base Services or Supplemental Services depending on the circumstances.
SECTION VII - DOCUMENTATION AND REPORTING

01 MAINTENANCE REPORTING

The Contractor must document all maintenance work via Airports Authority generated work orders. Upon completion of work the Contractor must provide all relevant information data on the work order that relates to the work performed by the Contractor. This information data must include the name of mechanic(s), date of service, specific repairs accomplished, date completed, quantity of hours worked, cost of parts and materials and any comments necessary to explain corrective action or work performed.

02 EQUIPMENT RELATED ACCIDENTS/INJURIES

The Contractor must provide a formal report of all accidents and/or injuries, which occur and involve the equipment covered by this Contract via email, to the COTR or backup COTR, no later than two hours after the occurrence. This report must identify all parties involved, location, times and suspected cause of incident.

03 DAILY ACTIVITY EMAILS

A. The Contractor must send an email to the COTR each calendar day by 8 am for the previous day’s second shift and 3 pm for the current day’s first shift communicating information/work performed and planned work for that particular shift.

B. The Contractor must send a pictorial email to the COTR defined in the above paragraph communicating information on the Contractor’s accomplished work for that particular shift. This email must include pictures and information on all planned (PMs and scheduled CM) and unplanned (bag jams, equipment outages, etc.) work. All photographs must have the date and time embedded in the photograph for the daily reports.

04 VANDALISM INCIDENTS

A. The Contractor must immediately notify the COTR via email of each occurrence of suspected vandalism. This notification shall include electronic photographs of the damage along with a description of the damage; Police report number, probable cause and estimated cost or extent of damage.

B. The Contractor must in all instances of suspected vandalism provide the COTR within three (3) business days’ time; date stamped digital photographs, a complete statement of justification, a Police Incident Report Number, a CMMS Work Order Request Number, and an estimated cost break down to complete the repairs.
SECTION VIII - GENERAL REQUIREMENTS

01 CONTRACTOR

The Contractor must have a minimum of five years of demonstrable experience as an O&M Contractor for a similar size airport or in a manufacturing plant or distribution center with like equipment.

02 PROJECT MANAGER

A. The Project Manager must have full authority to act for the Contractor and serve at all times to carry out all the provisions of the Contract. The Project Manager must be in charge of and have overall responsibility for the work to be carried out under this contract and as such must devote their time exclusively to this task.

B. The name of the Project Manager and an equally responsible alternate who assumes the Project Manager’s duties when the primary Project Manager is absent must be designated in writing to the COTR on or before the effective contract date.

C. The Project Manager must be available for calls 24 hours a day, seven (7) days a week. The Project Manager must be available at all times to attend regularly scheduled and/or on-demand meetings, tours and inspections requested by the Airports Authority and/or user Airlines to discuss the Maintained Systems. The Project Manager must be onsite from the hours of 7 AM to 3:30 PM M-F.

D. The Project Manager must possess excellent computer skills to perform trending, queries and analysis of the Maintained Systems' performance histories. The Project Manager must also possess the ability to receive and send email, and have basic spreadsheet, word processing and database skills.

E. The Project Manager must possess skills relating to the operation and maintenance of the maintained systems and related sub-systems. The Project Manager must have a minimum of 5 years’ experience in maintenance and supervision of baggage handling/package conveyance equipment and maintenance crews.

F. The Airports Authority shall have the right, in its sole discretion, to approve or reject any Project Manager selected by the Contractor at any time.

03 CONTRACTOR PERSONNEL

MECHANIC/ OPERATIONAL SUPPORT LABOR

A. Contractor Mechanic (1 required per shift), including new hires, which will perform maintenance and repair and call back services, must have at least five (5) years’ experience in the business of installing, troubleshooting, diagnosing, repairing and maintaining the types of equipment covered by this contract. Resume to be provided to COTR for approval.

B. Operational Support Labor (1 required per shift), including new hires, which will perform maintenance and repair and call back services, must have at least general mechanical knowledge which will enable them to conduct the business of installing, troubleshooting, diagnosing, repairing and maintaining the types of equipment covered by this contract.

C. The Contractor’s personnel must conduct themselves in a professional, orderly and safe manner at all times while on the job site.
D. The Contractor’s personnel must present a neat appearance and be easily recognized as Contractor employees. All personnel must portray a professional image at all times. Clothing and shoes must be worn in accordance with OSHA standards.

E. 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.

F. Contractor must not subcontract personnel which will perform maintenance and repair and call back services. Contract service personnel must be employed directly by the Contractor and perform services on the DCA contract only.

04 CONTRACT DUTY HOURS

The on-site contract duty hours are 5:00AM – 12:00AM (midnight) 365 days per year, including holidays.

The Contractor must provide and utilize the MWAA provided biometric time clock to clock in and out during each shift. The Contractor must provide monthly attendance reports for all employees to the COTR. This report must be submitted within the first week of the following month.

05 QUALITY CONTROL PROGRAM

The Contractor must propose and implement an effective quality control program. This program must insure the Contractor fulfills all the requirements of this SOW.

06 AIRPORTS AUTHORITY’S QUALITY ASSURANCE SURVEILLANCE PROGRAM (QASP)

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 maintenance services rendered under this Contract is subject to Airports Authority inspections, both during and after completion of work. The Airports Authority’s QASP is NOT a substitute for adequate and consistent quality control by the Contractor.

The Airports Authority has the right, at all times, to inspect services performed, 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.

C. The Airports Authority has the right to arrange for a third party to conduct a condition assessment on the Maintained Equipment, to identify and analyze equipment failures and attest veracity of installations/maintenance.

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 cost to the Authority. 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 the monthly 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.

F. Typical Airports Authority QASP methods.


2. Random COTR inspections of the facility.

3. CMMS Queries for status of open CM & PM work orders.

4. Random reviews of Contractor’s employee payroll to ensure Contract manpower requirements are being met.

07 RESPONSE TIME

A. The Contractor must be available to respond to all BHS 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 must respond to all requests within **15 minutes** during contract duty hours and within **1 hour** at all other times.

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 the Airport and checks in with the Airports Authority.

08 CONTRACTOR CHECK-IN/CHECK-OUT PROCEDURE

A. The Contractor must, immediately upon arriving to the job site; check-in with the Airports Authority’s Work Order Desk (417-8972) and immediately prior to their departure from the job site must checkout with the Airports Authority’s Work Order Desk. During callback check-in the Contractor must inform the Work Order Desk as to the purpose of the visit. During call-back check-out the Contractor must apprise the Work Order Desk of the status of the unit(s) for which they responded. Check-in and checkout is defined as reporting in person or by utilizing an on-site Airports Authority owned non-cellular phone. All Contractor personnel must also check in and check out using the biometric system located in the Contractor’s break-room located in Terminal A upon arrival and before departure for their shift each work day.

09 COMMUNICATION AND COORDINATION WITH AUTHORITY AND AIRLINES

A. The Contractor must maintain an effective Communication and Coordination Policy with the Airports Authority and Airlines utilizing email, telephones, faxes, pagers, etc. to ensure the Airports Authority
and Airlines are kept abreast of current equipment status, planned outages, injuries, and vandalism etc. for the duration of the Contract.

B. The Contractor must be responsible for coordinating and cooperating in all respects with the airlines and the Airports Authority and/or their representatives to insure all maintenance tasks are scheduled around the requirements of the user airline’s operation.

C. The Contractor’s personnel must have cell phones with e-mail, texting and camera capabilities.

10 STATUS MEETINGS

The Contractor’s representative(s) must attend all meetings as required by the COTR to perform inspections, discuss, coordinate and evaluate the status and performance of services under this contract. These meetings will be held on a weekly basis or as frequently as the COTR deems it necessary.

11 ACCIDENTS

The Contractor must be responsible for promptly notifying the Airport Police and the COTR of all accidents relating to the Maintained Systems covered by this Contract that involve 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.

12 LOST AND FOUND PROPERTY

The Contractor must immediately turn in to the Airports Authority’s Lost and Found Department all property found on the job site. Any violations or disregard of the rules, regulations and/or policies may be cause for immediate termination.

13 DELIVERY OF SUPPLIES

The Contractor must schedule its own supply deliveries. The Contractor must arrange to have deliveries made during established loading dock hours.

14 SECURITY REQUIREMENTS

A. Contractor must be responsible for, at no additional cost to the Airports Authority, ensuring that all contract employees obtain an airport security badge prior to the effective contract date (or within 1 week for new hires). Airport security badges must be visibly displayed by all contract employees at all times while on the job site. The Contractor must provide the COTR with a photo-copy of all contract personnel security badges on the effective contract date or within 2 weeks of reissue/new hire date.

B. The Contractor must secure and safeguard all keys, key cards, and any other entry devices and codes provided by the Airports Authority. The Contractor must maintain a record of the key numbers issued to its employees. These prohibitions and requirements are applicable to all individuals with regard to access, removal, and/or possession of any information, confidential data, materials, supplies, or equipment. The Contractor must 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 must be returned to the Airports Authority when the Contract expires or upon termination of employee(s) or contract.

C. The Contractor must immediately report to the Airports Authority all keys and/or security badges issued to it by the Airports Authority that are lost or stolen.
D. The Contractor must ensure that, under no circumstances any of its employees shall enter an area not authorized for access by the Contractor.

E. Contractor employees are subject to, and must 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.

F. The Contractor is 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).

15 SAFETY

A. All Contract employees must 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. All Contract employees must comply with all OSHA lock-out/tag-out regulations (29CFR 1910.147, Subpart J) while on the job site.

C. The Contractor must provide and ensure that all personnel at the work site wear the safety devices/apparel described below as required.

- Approved back support and protective devices
- Hearing Protection
- Safety Shoes
- Hard hats
- Reflective vests
- Other safety devices/apparel as conditions warrant

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 must pay all additional expenses.

F. Aisles, passageways, alleyways, entrances, exits or right-of-ways to fire protection equipment must be kept unobstructed at all times.

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

H. Damage caused by the Contractor to any properties must be repaired and have any needed replacements made 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. The Contractor must, on the effective contract date, submit its own detailed safety and protection plan/program that must 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 must provide the following submittals for review and approval by the COTR.

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

16 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 must 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 must 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.

17 EQUIPMENT STORAGE - AOA

The Contractor must not store any equipment, lifts, tools, parts, etc. on the AOA.

18 SMOKE FREE ENVIRONMENT

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

19 FIXED IMPROVEMENTS AND OPERATING FACILITIES

A. During the period of performance of the Contract, title to the Fixed Improvements made by the Contractor on the job sites shall remain with the Contractor. “Fixed Improvements” includes any improvements, fixtures, additions, annexations or alterations to the job sites or a portion thereof which cannot be removed or changed without material damage to, or destruction of, either itself or the job sites or a portion thereof. All Fixed Improvements on the job sites must require the prior written approval of the Airports Authority. The Contractor has no right during the term of this Contract to demolish or remove, in whole or in part, any Fixed Improvements on the job sites except with the prior written consent of the Airports Authority, which may, at the discretion of the Airports Authority, be conditioned on the obligation of the Contractor to replace the same by a building structure or improvements,

B. Upon expiration of the contract, any fixed improvements become the sole property of and remain with the Airports Authority.
SECTION IX - SPECIAL REQUIREMENTS

01 PERMITS AND RESPONSIBILITIES

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

B. The Contractor must 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 must 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 is 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 must comply with all applicable Federal, state, local, Airports Authority and the Airports regulatory, code and procedural requirements. This includes but is not limited to the Contractor complying with the following Airports Authority requirements:

1. The Airports Authority's:
   - Construction Safety Manual
   - Orders and Instructions
   - Design Manual

2. The Airport's:
   - Advisories
   - Orders and Instructions
   - Security, Traffic and Parking Requirements
   - Safety Procedures including Lock-out/Tag-out, Confined Space Entry, Hazardous Materials, Material Safety Data Sheets etc.

B. The Contractor must 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. Terminal A was constructed prior to 1981, therefore, it should be presumed to have both Asbestos Containing Materials (ACM) and paint containing lead.

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

A. The Contractor must 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 the Airport site by the Contractor as required by law and at no additional cost to the Airports Authority.

B. The Contractor must 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 SOW.

05 VOC REQUIREMENT

The Contractor must 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 must initiate a Hazardous Waste Management training program for its employees and sub-Contractors on the proper disposal of hazardous materials. Contractor must ensure employees are aware that the domestic drains, and storm drains must not be used to dispose of gasoline, paint, thinners, oils, 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 must 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 must 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 Airports Authority shall provide this documentation upon request during periodic environmental inspections of the Contractor’s premises. The Airports Authority must 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 must apply for a Hazardous Waste Generator Identification Number. Hazardous waste must 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 must be required to submit an Annual Hazardous Waste Report to the State of Virginia Department of Environmental Quality.

E. The Contractor must 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 is responsible for notification and reporting required under SARA, Title III regulations.

G. The Contractor must, 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,
accordance with the Resource Conservation and Recovery Act (RCRA) and the Occupational Safety and Health Administration (OSHA) regulations.

H. In the event of the spill, the Contractor must notify the Airport Fire Department at (703) 417-8250. The Contractor must be responsible for all cleanups, site remediation and disposal costs including hazardous waste response teams that may be required at the site. All procedures must be in accordance with applicable Federal, state and local environmental and OSHA regulations. The Contractor must remove all hazardous waste materials from the Airport at the end of each workday. Hazardous materials that are temporarily stored at the job site must be placed in containment devices that are capable of containing 110 percent of the volume of the substance in the event of a spill.
SECTION X - CONTRACTOR FURNISHED RESOURCES

01 GENERAL

A. The Contractor must furnish all resources (i.e. supervision, labor, materials, tools, parts (under $500 ea.), 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. Should the Contractor’s standard equipment/tools be insufficient to fulfill the contract requirements, the Contractor must provide any additional resources at no additional cost to the Airports Authority.

B. Adequate Equipment (Appendix E) must be provided or available to permit the timely completion of all operations. The Contractor’s equipment must be of such type as to accurately and effectively perform the task(s) intended. The Contractor must 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. A well-equipped service Truck with an on-board welder, Oxygen & Acetylene tanks, air compressor, generator (capable of powering equipment required to fulfill contract), truck mounted flood lights, safety beacons, and equipped with adequate hand tools, along with electrical diagnostic equipment and job/job site required safety equipment. The Contractor’s trucks and/or trailers must 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 must remove all equipment and debris from the worksite.

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

02 REPLACEMENT PARTS

A. The Contractor must purchase all replacement parts necessary to maintain all equipment covered under this contract. Individual parts that cost less than $500 (exclusive of shipping and taxes) will be paid for by the Contractor as part of Base Services. Individual parts costing more than $500 will be reimbursed by the Airports Authority using the call order process. The Contractor must provide all labor necessary to install all parts at no additional cost to the Airports Authority.

B. The Contractor must maintain a sufficient amount of replacement parts to maintain the equipment in a safe and efficient operating condition. Parts requiring repair must be rebuilt to “as new” condition. No parts covered under this contract may be removed from the area without written approval from the Airports 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 Airports Authority.

The Contractor must provide a detailed list of spare parts that the Contractor must have on-site at the start of the contract. The Contractor must provide a list of the spare part vendors that the Contractor has established accounts that can supplement spare parts within 24 Hours.

C. The Contractor must provide and maintain sufficient parts and supplies on hand to correct the majority of all service callbacks.
03 SAFETY EQUIPMENT

The Contractor must provide all necessary safety equipment/devices, personal protective equipment and clothing as required for its employees.

04 COMMUNICATION EQUIPMENT

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

05 ONSITE OFFICE/COMPUTER EQUIPMENT

A. The Contractor is 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 must provide digital cameras capable of taking time/date stamped photos. The cameras must remain onsite at all times when the Contractor is performing work.

C. The Contractor must provide and use a biometric time and attendance system for employee clock-in and clock-out for each shift.

06 CONTRACTOR SUPPLIED/PROPOSED EQUIPMENT

A. All Contractor supplied equipment identified in Appendix E are included in the base services costs and must not be charged separately under any other line item

B. All equipment identified in Appendix E Proposed Equipment List must be kept in the designated service vehicle or on the airport in the location shown on the contract drawings and as specified by the COTR, no later than 5 days before start of contract and remain in place through the length of the contract.

C. If any equipment provided under this contract is subject to a delivery/manufacturing schedule that was incorporated into this contract at the time of award, and it is determined after the award of this contract that the equipment cannot be delivered and be made fully operational within 30 days of start of the contract, the Airports Authority may terminate this contract for convenience.

D. The Contractor must provide equipment that is in good condition. The Airports Authority reserves the right to evaluate the operational condition of each piece of equipment and reject any equipment deemed to be in poor condition. All equipment must be kept fully operational during the entire contract. If any equipment is found to not be functioning or operating properly, the Contractor must provide a replacement in good operating condition no later than the 30 days after equipment has been deemed non-functioning or inoperable. There will be an annual inspection by the COTR and a MWAA mechanic. The annual inspection will be held on the contract start-up anniversary or the next regular business day. The Authority reserves to right to conduct equipment inspections on more than just annually.

E. All automotive equipment on the airport must comply with Airports Authority issued Orders & Instructions (O & I), DCA 3-2-4K, titled “Airfield Vehicle Control Program” at all times. All equipment must be marked and numbered as required by the Airports Authority. Equipment must be equipped with appropriate safety devices to ensure safe operations (OSHA compliant). These devices may include, but not be limited to, front and back lights, horns, safety striping and/or triangles, and other safety devices as specified by the Airports Authority such as fire extinguishers and aerodrome lights.
SECTION XI - AUTHORITY FURNISHED RESOURCES

01 ON-SITE OFFICE SPACE

A. To facilitate fulfilling the requirements of this SOW, the Airports Authority will provide the Contractor office space and a fenced in location for parts and larger equipment storage at the Airport. The Contractor must use this space for Airports Authority work only.

B. The Contractor must keep such area clean and orderly at all times.

C. The Contractor must keep the on-site office door locked whenever unoccupied.

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

E. The Contractor must not store any items not related to the contract in the on-site office or fenced in storage area.

02 ON-SITE OFFICE COMPUTER

A. The Airports Authority will provide the Contractor the use of a computer system and access to Airports Authority’s Local Area Network for the sole purpose of fulfilling the requirements of the contract.

B. The computer systems and related equipment must remain on the jobsite at all times and must only be used for the purpose of fulfilling the requirements of this contract. The Airports Authority’s IT department to verify compliance of this requirement may monitor Contractors computer usage.

C. The Contractor must not allow unauthorized users to operate or use the Airports Authority provided computer.

D. The computer, related equipment and data must remain the property of the Airports Authority at the end of the contract. The Contractor is responsible for maintaining the equipment in good working order and the repair or replacement of any equipment that is damaged, lost or stolen.

03 ONSITE PARKING SPACE

A. The Airports Authority will provide at no cost to the Contractor one (1) parking space for an on-site service vehicle.

B. The Airports Authority will provide unreserved general parking spaces for the Contractors’ on-site employee’s private vehicles. The Airports Authority will charge the Contractor for these parking spaces at the same rate as the Airports Authority charges its tenants and concessionaires for similar parking.

C. Visitor parking spaces will be provided at no charge for the Contractor to attend meetings, conferences and conduct Contract related business at the East Building and Airports Authority Corporate Office Building. Visitor passes for this space must be obtained from the receptionist desk.

04 REPLACEMENT PARTS

The Airports Authority will purchase all replacement parts necessary under this contract with individual costs in excess of $500 (less shipping and taxes). The Contractor must install these parts under Base Services at no additional cost to the Airports Authority.
05 UTILITIES

The Airports Authority will pay the cost of utilities (electric, water, etc.) used in the operations and maintenance of the Maintained Systems as reasonable. The Airports Authority will not compensate, or will back charge, the Contractor for unreasonable utility charges.

06 AIRPORTS AUTHORITY MOTOROLA TWO-WAY RADIOS

The Contractor’s project manager shall be provided with the usage of an MWAA Motorola two-way radio for use at all times while on-site. A second MWAA Motorola two-way radio will be issued to the Contractor for use by each shift’s mechanic.

07 ON-SITE BIOMETRIC CLOCK

The Contractor shall be provided with the usage of a biometric clock for personnel to clock-in and clock-out for their shift. The project manager may request copies of the reports downloaded from the clock by MWAA personnel.
SECTION XII - DELIVERABLES

The Contractor is required to submit the following deliverables to the Airports Authority’s COTR for this Contract.

EFFECTIVE CONTRACT DATE

1. Contractor’s 24 Hour Dispatch Phone Number
2. Contractor’s Key Personnel List
3. Photo-copies of Employee Security Badges
4. Contract Manager and Alternate Information
5. Contractor’s Safety Plan
6. Project Manager and backup Resumes
7. BHS Mechanic Resumes
8. Well Equipped Service Vehicle – COTR to inspect for required equipment
9. Contractor Supplied/Proposed Equipment List (See Appendix E)
10. Spare Parts List
11. Vendor’s List (List of vendor’s to be used for supplies for contract)

DAILY

1. Completed Work Orders
2. Beginning of Shift Email
3. End of Shift Email

MONTHLY

1. Attendance Check In And Out Report

THIRTY (30) CALENDAR DAYS AFTER EFFECTIVE CONTRACT DATE

1. Lock-Out/Tag-Out Written Procedures
2. Safety Procedures (Reporting)

SIXTY (60) CALENDAR DAYS AFTER EFFECTIVE CONTRACT DATE

1. Recommended Changes to the Preventive Maintenance Program
2. Condition Survey Report
AS REQUIRED

1. Accident/Injury Report
2. Vandalism Incident Report
SECTION XIII - METHOD OF PAYMENT

The Contractor must submit one invoice on a monthly basis for services completed to the satisfaction of the COTR during the previous month. The Contractor’s invoice must be submitted to Accounts Payable MA-22B no later than the 10th day of the following month. The Airports Authority reserves the right to withhold a portion of the monthly/or call order payment to the extent the Contractor has not fulfilled the requirements of the SOW for the month in which the services were performed. Monthly invoices must be itemized to provide a breakdown of cost for all contract services according to the following:

01 BASE SERVICES

The Contractor must invoice the Airports Authority for operation, corrective maintenance and preventive maintenance services at the end of each calendar month in which the work was performed in accordance with the SOW, and shall be paid for actual services performed.

02 VANDALISM/ABUSE SERVICES

The Contractor shall be reimbursed for the labor and materials (including parts less than $500) required to complete validated Vandalism/Abuse services in accordance with the fully loaded labor rates specified in the Schedule. The Contractor shall be reimbursed for all materials used in the performance of vandalism repairs at Invoice plus 5 percent. There shall be no mark-up allowed for shipping/handling costs. The Contractor must not invoice the Airports 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. Invoices for Vandalism/Abuse Services must include a property damage number (DCAPDXXXXXX) that will be assigned by the COTR and must be submitted to Risk Management MA-450 for payment. The Authority incurs no obligation for work that is not authorized in advance, with a signed Call Order.

03 PARTS / MATERIALS

The Contractor must invoice the Airports Authority for the actual cost expended by the Contractor to purchase replacement parts and/or materials (for a single item) in excess of $500.00 (Five Hundred Dollars) to fulfill the requirements of the Statement of Work and which have been approved in writing by the CO and/or COTR. The actual cost of the replacement parts is excluding the price of shipping. Materials costing less than $500 will not be reimbursed, as they are part of base services (vandalism repair parts are excluded and will be reimbursed in full by the Airports Authority). No combining of cost for multiple replacement parts and/or materials is permitted. This cost must be invoiced to the Airports Authority at the end of the calendar month in which the Contractor incurred it. Original invoice of parts purchased must be submitted to the Airports Authority. The Contractor will be allowed a 5% mark-up for each part over $500.00. The Contractor must not mark-up shipping/handling costs.

04 SUPPLEMENTAL SERVICES

The Contractor shall be reimbursed for the labor and materials required to complete Supplemental Services in accordance with the fully loaded labor rates specified in Section III - Schedule. The Contractor shall be reimbursed for the materials used in the performance of Supplemental Services at invoice plus 5 percent markup. There is no mark up for shipping and handling costs. The Contractor must 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 all work described in the Call Order has been completed to the satisfaction of the COTR. The Authority incurs no obligation for work that is not authorized in advance, with a signed Call Order.
SECTION XIV - OPTIONS

01 OPTION ONE- TERMINAL B/C INBOUND SYSTEMS

In addition to the systems covered in Base Services, the Contractor must provide an incremental cost to expand Base Services to include any or all of the twelve existing flat plate claim devices located in Terminal B/C (Appendix F). If and or when these units are added to the contract, the Contractor shall be allowed to perform a condition assessment before assuming responsibility for the lines and any repairs will be covered under supplemental services as deemed necessary by the COTR. All contract requirements for systems listed under Base Services apply to the systems listed in Appendix F.
SECTION XV - CONTRACT CLOSE OUT

01 AIRPORTS AUTHORITY PROVIDED RESOURCES

Upon expiration/termination of the Contract, the Contractor must return to the Airports Authority, in good condition, less any reasonable wear and tear, all Airports Authority provided resources, computer hardware, communication devices, documentation, drawings, etc. loaned by the Airports Authority.

02 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 must be surrendered to the COTR.

03 RECORDS AND DOCUMENTATION

Upon Contract termination or the end of the Contract term all records and documentation, including, but not limited to, Databases, Drawings, O&M Manuals, Preventive Maintenance Schedules, Preventive Maintenance Records, Data etc. remain the sole property of the Airports Authority.
SECTION XVI - APPENDICES

A – TERMINAL A INBOUND AND OUTBOUND BAGGAGE HANDLING SYSTEM DESCRIPTIONS

B - BHS PM TASK AND FREQUENCY REQUIREMENTS

C - CONTRACT SERVICES CALL ORDER

D – TERMINAL A DRAWINGS

E – CONTRACTOR SUPPLIED EQUIPMENT LIST

F – TERMINAL B/C, INBOUND BHS SYSTEM DESCRIPTIONS & DRAWINGS
APPENDIX A

INBOUND AND OUTBOUND BAGGAGE HANDLING SYSTEM DESCRIPTIONS

NEW SYSTEM – TERMINAL A

As of the writing of this Statement of Work there is one baggage system (designated 4A) being designed for installation in Terminal A. The new system will be an inbound line feeding a claim device. It is anticipated that this new system will be operational by 2019. The new systems will be covered under a one-year warranty period by the installer of the systems. Upon expiration of the warranty period and once the new system is added to the contract; the maintenance Contractor assumes full responsibility for the systems to include performing the manufacturers recommended PM’s. During the warranty period however, the maintenance Contractor is responsible for all preventive maintenance tasks and is responsible for responding to all system issues. If an issue is discovered to be a warranty related item, the Contractor must immediately notify the COTR. The Contractor is responsible for all items not deemed by the COTR to be warranty issues.

Currently the new systems are expected to include the following:

**Terminal A - IB4A**

- Inbound Baggage Flat Plate Claim Unit #4
- Inbound BHS Line IB01  Load Belt 25’
- Inbound BHS Line IB02  Load Belt 25’
- Inbound BHS Line IB03  Transport Belt Incline 22’
- Inbound BHS Line IB03  Transport Belt Flat 20’
- Inbound BHS Line IB04  Transport Belt Flat 22’
- Inbound BHS Line IB05  Transport Belt Incline 30’
- Inbound BHS Line IB06  90° Power Turn Transport Belt
- Inbound BHS Line IB07  Transition Transport Belt 2.5’
- Inbound BHS Line IB08  90° Power Turn Transport Belt
- Inbound BHS Line IB09  Transport Belt Flat 17’
- Inbound BHS Line IB010 Transport Belt Flat 15’
**EXISTING SYSTEMS**

**Terminal A**

The inbound baggage handling system consists of two Sterns Maxi-II (old style) slope plate claim devices fed by conveyor belts originating from the baggage make-up area below. Baggage claim one is considered the oversize line and is fed by conveyor WI (West Inbound) which consists of five conveyor belt sections. Baggage claim two is fed by conveyor EI (East Inbound) and consists of ten conveyor belt sections.

**IB 1A (South Lobby)**

Inbound BHS West Line Load Belt (WI-1)
Inbound BHS West Line Transport Belt Incline (WI-2)
Inbound BHS West Line Transport Belt (WI-3)
Inbound BHS West Line Transport Belt (WI-4)
Inbound BHS West Line Transport Belt Incline (WI-5)
Inbound Baggage Slope Plate Claim Unit #1 (CD-1)

**IB 2A (South Lobby)**

Inbound BHS East Line Load Belt (EI-1)
Inbound BHS East Line Transport Belt Incline (EI-2)
Inbound BHS East Line 15 Degree Curve Portec (EI-3)
Inbound BHS East Line Transport Belt Flat/Declined (EI-4)
Inbound BHS East Line Transport Belt (EI-5)
Inbound BHS East Line 30 Degree Curve Portec (EI-6)
Inbound BHS East Line Transport Belt (EI-7)
Inbound BHS East Line Transport Belt (EI-8)
Inbound BHS East Line Transport Belt Incline/Flat (EI-9)
Inbound BHS East Line Transport Belt Incline (EI-10)
Inbound Baggage Slope Plate Claim Unit #2 (CD-2)

**OB (North Lobby)**

The outbound baggage handling system consists of one Sterns Maxi-II (old style) slope plate make-up device fed by two conveyor lines originating at the ticket counter.

Outbound Baggage Slope Plate Claim Unit (MU-1)
Outbound BHS T1 Line Load Belt (TC1-1)
Outbound BHS T1 Line 90 Degree Curve Transnorm (TC1-2)
Outbound BHS T1 Line 90 Degree Spiral Curve Portec (TC1-3)
Outbound BHS T1 Line Transport Belt Decline (TC1-4)
Outbound BHS T1 Line Transport Belt Discharge (TC1-5)
Outbound BHS T2 Line Load Belt (TC2-1)
Outbound BHS T2 Line 90 Curve Transnorm (TC2-2)
Outbound BHS T2 Line 90 Spiral Curve Portec (TC2-3)
Outbound BHS T2 Line Transport Belt Decline (TC2-4)
Outbound BHS T2 Line Transport Belt (TC2-5)
Outbound BHS T2 Line 90 Degree Curve Portec (TC2-6)
Outbound BHS T2 Line Transport Belt Decline (TC2-7)
Outbound BHS T2 Line 90 Spiral Curve Portec (TC2-8)
**IB 3A (North Lobby)**

Belt system placed into service in 2010.

- Inbound BHS Load Belt (IB-1)
- Inbound BHS Incline (IB-2)
- Inbound BHS Spiral curve, Portec (IB-3)
- Inbound BHS Slave (IB-4)
- Inbound BHS Transport Belt (IB-5)
- Inbound BHS Transport Belt (IB-6)
- Inbound BHS Transport Belt (IB-7)
- Inbound BHS Incline (IB-9)
- Inbound BHS 90 Degree Curve Portec (IB-10)
- Inbound BHS 90 Degree Curve Portec (IB-11)
- Inbound BHS Decline (IB-12)
- Inbound BHS Merge with Fixed Plow Diverter (IB-13)
- Inbound BHS Flat Plate Claim
- Outbound BHS Ticket Counter/Curbside (OB-1)
- Outbound BHS 90 Degree Curve (OB-2)
- Outbound BHS Transport Belt (OB-3)
- Outbound BHS 90 Degree Curve (OB-4)
- Outbound BHS Ticket Counter (OB-5)
- Outbound BHS Ticket Counter (OB-6)
- Outbound BHS Transport Belt (OB-7)
- Outbound BHS 90 Degree Curve (OB-8)
- Outbound BHS Decline (OB-9)
- Outbound BHS 90 Degree Curve (OB-10)
- Outbound BHS Transport Belt (OB-11)
- Outbound BHS Transport Belt (OB-18)
- Outbound BHS 90 Degree Curve (OB-19)
- Outbound BHS Transport Belt (OB-21)
- Outbound BHS 90 Degree Curve (OB-22)
- Outbound BHS Indexing Belt (OB-23)
## TERMINAL A

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APPENDIX B

BHS PM TASK AND FREQUENCY REQUIREMENTS
**BELT CONVEYOR**

**Note:** Follow appropriate safety procedures including Lock-Out, Tag-Out Procedures as established by the maintenance department.

### Daily PM

1. Walk through system and observe operation.
2. Listen for squeaks and/or grinding noise, which may indicate bearing failure.
3. Observe belt tracking.
4. Inspect for any safety hazards.
5. Check gearboxes for oil leaks.
6. Check for excessive drive vibration
7. Check for excessive movement of the drives.

### Monthly PM (to include daily requirements)

1. Inspect condition of conveyor belting.
2. Inspect conveyor belt tracking and adjust as necessary.
3. Inspect belting for proper tension and adjust as required.
4. Inspect belt lacing for broken or missing teeth and repair as necessary.
5. Inspect bearing locking collars for security and tighten as required.
6. Inspect bearing housing for cracks.
7. Check the security of all bearings and tighten as necessary.
8. Inspect pulley position on shaft to assure that the bushings are tight.
9. Check condition of lagging on lagged pulleys.
10. Inspect all Return Rollers, bearings and mounting plates
11. Check the security and alignment of conveyor side guards.
12. Check the security of supports and hangers.
13. Check all section fasteners.
14. Check the oil level in all gearboxes. Remove the plug located on the side of the gearbox, just below the output shaft, to check oil levels. The gearbox can be filled through the vent plug at the top of the unit. Fill until oil starts coming out of the plughole located just below the output shaft.
15. Clean oil out of drip pans and off of gearbox.
16. Check gearboxes for leaks.
17. Remove all debris from under and around the conveyors.
18. Use a shop vacuum to clean under and around conveyors.

### Quarterly PM (to include monthly requirements)

1. Clean all old grease from around the seals on all bearings.
2. Grease all bearings that are equipped with zerk (Alemite) fittings. Do Not over grease; most bearings will require only two or three pumps with grease gun.
3. Take and record motor amperage readings to check the motors condition.

### Annual PM (to include quarterly & monthly requirements)

1. Change gear box oil.
POWER TURN CONVEYOR

Note: Follow appropriate safety procedures including Lock-Out, Tag-Out Procedures as established by the maintenance department.

Monthly PM (to include daily requirements)

1. Inspect belting for rub marks and/or abrasions.
2. Inspect conveyor belt chain for looseness or damage.
3. Inspect belting for proper tension and adjust as required.
4. Check that all guards and safety devices are in place.
5. Inspect all fasteners for security.
6. Check the security of supports and hangers.
7. Check the oil level in all gearboxes. Remove the plug located on the side of the gearbox, just below the output shaft, to check oil levels. The gearbox can be filled through the vent plug at the top of the unit. Fill until oil starts coming out of the plug hole located just below the output shaft.
8. Clean oil out of drip pans and off of gearbox.
9. Check gearboxes for leaks.
10. Remove all debris from under and around the conveyors.
11. Use a shop vacuum to clean under and around conveyors.

Quarterly PM (to include monthly requirements)

1. Clean and lubricate the chain.
2. Lubricate the upper and lower chain plate.
3. Take and record motor amperage readings to check the motors condition.

Annual PM (to include quarterly & monthly requirements)

1. Change gear box oil.
SLOPE PLATE MAKE-UP UNITS

Note: Follow appropriate safety procedures including Lock-Out, Tag-Out Procedures as established by the maintenance department.

Monthly PM (to include daily requirements)

1. Remove a section of front trim from the drive section through which most inspections can be performed.
2. Inspect the main chain and cam followers for wear and security, at the drive section, by moving the unit in increments until the entire perimeter has been inspected.
3. Check drive chain tension and adjust as required.
4. Inspect sprockets for alignment and wear, and adjust or replace as required.
5. Inspect sprocket security.
6. Inspect bearing locking collars for security and tighten as required.
7. Inspect bearing housing for cracks.
8. Check the security of all bearings and tighten as necessary.
9. Check motors for security.
10. Check motor electrical connections.
11. Check the oil level in all gearboxes. Remove the plug located on the side of the gearbox, just below the output shaft, to check oil levels. The gearbox can be filled through the vent plug at the top of the unit. Fill until oil starts coming out of the plug hole located just below the output shaft.
12. Inspect support wheels for cracks, deterioration and/or worn bearings and replace as required.
13. Check tie straps for wear and security and replace or repair as necessary.
15. Inspect the bumpers and finger guard for wear and security and replace or repair as necessary.
16. Use a shop vacuum to clean under and around conveyors.

Quarterly PM (to include monthly requirements)

1. Clean and lubricate the drive chain.
2. Clean and lubricate pillow block bearings. Do Not over grease most bearings will require only two or three pumps with grease gun.
3. Check pallet chain tension and expand unit as required.
4. Inspect leveling pads and screws to insure they are contacting the floor and adjust as necessary.
5. Take and record motor amperage readings to check the motors condition.

Annual PM (to include quarterly & monthly requirements)

1. Change gear box oil.
CONVEYOR CONTROLS

Note: Follow appropriate safety procedures including Lock-Out, Tag-Out Procedures as established by the maintenance department.

Quarterly PM

1. Inspect control cabinets for contamination.
2. Inspect Motor Starters, Coils and Overload Heaters for signs of overheating.
3. Check controls for proper voltage.
4. Test all warning alarms and beacons.
5. Inspect all pilot lights to insure that they are lighting and that there is no damage to lenses. Replace bulbs and/or lenses as required.
6. Inspect all pushbutton stations to insure they are functional.
7. Check all pushbutton bulbs and/or lenses and replace as necessary.
8. Check the alignment and security of all photo eyes and reflectors.
9. Clean any dust or dirt from the photo eye lenses and reflectors.
10. Inspect junction box covers and mounting.
APPENDIX C

DCA CONTRACT SERVICE CALL ORDERS
# CONTRACT SERVICES CALL ORDER

**Prepared by:**

**Date Prepared:**

**Type of Work:**

**Requested By:**

**Contractor:**

**Contract Number**

**Address:**

**Contractor POC:**

**Office Telephone:**

**Emergency Phone:**

**WO #**

**Contractor Fax:**

**Account Code:** 10.2261.****.****.0000.2.82.000.00 (COTR to fill in)

**Description of work to be performed:**

## Work Estimates

**Date:**

**Site Visit Date:**

**MWRA Estimator:**

**Contractor Estimator:**

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**Estimated Cost:**

$0.00

## APPROVALS / ACCEPTANCE OF TASK

NOTE: By signing this Call Order, the Contractor acknowledges that he/she will only perform the work described herein after this Call Order is approved in writing up to $10,000.00 by the COTR. Service Call Orders exceeding $10,000.00 require both the COTR and CO’s signatures. Furthermore, the cost to the Authority for this work shall not exceed the “Estimated Cost” noted above.

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<th>Date:</th>
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<th></th>
<th></th>
</tr>
</thead>
</table>

| CO Date: |             |                     |                |                    |                |
APPENDIX D

TERMINAL A DRAWINGS
TERMINAL A, NORTH LOBBY - INBOUND

INBOUND SYSTEM

IB-3A Shared Claim Device

IB-4A is a future system denoted in Blue

Date: 04/24/2017
Location: Terminal A, North Lobby
Airlines: Air Canada, Frontier & Sun Country
APPENDIX E

CONTRACTOR SUPPLIED EQUIPMENT
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Equipment Type</th>
<th>Description</th>
<th>Capacity</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Condition*</th>
<th>Age/Hours on 11/01/2017</th>
<th>Warranty Remaining</th>
<th>To be Purchased?</th>
<th>Purchased Delivery Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Plow</td>
<td>8' Straight Blade</td>
<td>8'</td>
<td>Boss</td>
<td>Super-Duty</td>
<td>New</td>
<td>0</td>
<td>2 Yrs</td>
<td>N</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Condition Scale
- New - Still Under Manufacturer’s Warranty or Extended Warranty
- Used - Provide Age or Hours
- NP - Need to Purchase
- LS - Leased
- BR - Borrowed

For additional space, resave or reuse this form.
APPENDIX F –

TERMINAL B/C INBOUND BHS SYSTEM DESCRIPTIONS & DRAWINGS
## Terminal B/C Claim Devices

<table>
<thead>
<tr>
<th>Lines</th>
<th>Type of motor</th>
<th>Belt type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim Unit #1</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #2</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #3</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #4</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
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<tr>
<td>Claim Unit #5</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #6</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #7</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #8</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
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<tr>
<td>Claim Unit #9</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #10</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #11</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
<tr>
<td>Claim Unit #12</td>
<td>2 - 5HP Baldor Motors with SEW Gearboxes</td>
<td>Flat Plate</td>
</tr>
</tbody>
</table>