

**STATEMENT OF WORK
FOR
GLASS INSPECTION, REPAIR AND REPLACEMENT SERVICES
AT
RONALD REAGAN WASHINGTON NATIONAL AIRPORT**



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

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SECTION I - INTRODUCTION AND SUMMARY OF WORK

01 INTRODUCTION

The Metropolitan Washington Airports Authority (referred to herein as “MWA” or the “Authority”) is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (referred to herein as “DCA”). The purpose of this statement of work (SOW) is to provide for semi-annual inspection and assessment of glass and on-call glass replacement services at specified DCA locations.

02 SUMMARY OF WORK

This solicitation shall provide for glass inspection and replacement services at DCA. The base services section of this SOW provides for an initial site inspection of glass at DCA locations specified in Section I, (03) along with a follow-up report documenting identified deficiencies, cost to replace and priority (Appendix B format). Subsequently, there will be Semi-Annual inspections and reporting required. The supplemental services section of this SOW provides for the removal and reinstallation or replacement of glass, fastening systems, caulk, glazing, sealant and/or other hardware as necessary to properly retain and seal the glass surface.

The contractor shall furnish all necessary supervision, labor, materials, tools, equipment, transportation and supplies required to perform glass replacement services in accordance with the requirements contained herein. The contractor shall be responsible for performing necessary technical work to ensure all glass replacement services are performed at industry standards or higher.

The term of the contract is to consist of a one-year Base period with the option to extend the term for two additional one year periods.

03 GLASS LOCATIONS

Reference (Appendix C)

- | | |
|--|-----------------------------|
| 1 Bus Garage/Maintenance Facility | 17 Hangar #7 (GAT) |
| 2 Carpentry Shop Storage Sheds (3) | 18 North Sewer Pump House |
| 3 Central Plant | 19 Old Boiler/Chiller Plant |
| 4 East Bldg. | 20 Parking Garage A |
| 5 West Bldg. | 21 Parking Garage B |
| 6 DFS Bldg. | 22 Parking Garage C |
| 7 Exterior Electric Shop/Warehouse Annex/Air Cargo | 23 Pipe Shop |
| 8 Firehouse (ARFF) | 24 Shops Building |
| 9 Fuel Farm | 25 South Boathouse |
| 10 Grounds Equipment Shed | 26 South Sewer Pump House |
| 11 Hangar #2 | 27 Terminal A |
| 12 Hangar #3 | 28 Terminal B/C |
| 13 Hangar #4 | 29 TV 900 |
| 14 Hangar #5 | 30 Warehouse (Area 11) |
| 15 Hangar #5A | 31 Warehouse Main |
| 16 Hangar #6 | |

SECTION II - DEFINITIONS

ACTUAL HOURS WORKED – Billing shall be for “actual hours worked” onsite at Ronald Reagan Washington National Airport. Hours begin when technicians check-in with COTR to start job and end when technicians check out after job completion with COTR

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

AOA - Aircraft Operation Area - The portion of the Airport used or intended to be used for landing, takeoff or surface maneuvering of aircraft. This is a security area requiring a security badge for access. 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. Vehicles operated in this area are required to pass a safety inspection and meet the vehicle identification marking and equipment requirements for operating on the AOA.

AUTHORITY - The Metropolitan Washington Airports Authority.

AUTHORITY ADMINISTRATIVE WORK HOURS - The hours of 7:00 AM through 3:30 PM EST/DST, Monday through Friday, excluding weekends and holidays.

CALL ORDER – All supplemental services require a COTR signed call order. The call order contains a detailed description of the services to be provided, cost estimate, and schedule required from the contractor for any work performed under supplemental services. (Appendix A)

CLEAN – The absence of dirt, litter, debris, dust, surface marks, fingerprints, spills, oils, gum, grime, film, stains, streaks, spots, blemishes, chemical residue, and/or any other foreign matter or chemical residue that can be removed without permanently damaging the underlying surface.

CMMS - Computerized Maintenance Management System used to schedule and generate work orders for all maintenance and repair activities performed by the contractor.

CORRECTION – Elimination of a deficiency.

COTR – Contracting Officers Technical Representative (COTR).

DCA - Ronald Reagan Washington National Airport.

FULLY LOADED RATE – Labor Rate for time required for employee to conduct the job (as per Call Order), to include travel time.

INVOICE SUBMISSION – Invoices shall be submitted to MWAA (as directed by Purchase Order) within 7 business days of job completion. If invoice contain inaccuracies and correction is requested by COTR, corrected invoice should be re-submitted within 5 business days.

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

LITTER - Debris, waste paper, rags, dust, dirt, beverage containers, trash etc.

MA-126 - Contract Services Section, Engineering and Maintenance Department, Maintenance Engineering Division.

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

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

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

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

QUOTES FOR SERVICES – When quotes for a job are requested; the quote for the job shall be submitted to the COTR within 5 business days (provided the size/type of glass does not require outside source pricing) in which case, the COTR should be notified of the delay and reason for delay.

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

SOW – Statement of Work.

STATE - The Commonwealth of Virginia.

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

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

SECTION III - BASE SERVICES**01 DESCRIPTION OF SERVICES**

The contractor shall provide all supervision, labor, materials, supplies, parts, tools, transportation and equipment necessary to perform the requirements contained herein for Authority owned buildings specified in Section I (03), located at DCA.

02 GLASS CONDITION ASSESSMENT INSPECTION

The contractor shall perform an initial assessment inspection and report of glass in areas specified in Section I (03), Authority owned buildings, and then subsequently, semi-annual inspections and reporting. The DCA Site Map (Appendix C) shall be used to assist in the survey. The contractor shall visually inspect each piece of glass and shall report all deficiencies found on its survey and semi-annual report. All deficiencies shall be documented in a spreadsheet (Appendix B format) with pictures that contain digital date/time stamp. The initial assessment report will be the baseline from which the contractor will provide ongoing glass replacement recommendations and then continue the semi-annual inspections. All deficiencies shall be identified with the estimated cost, in accordance with the unit prices provided in the contract, and recommended priority (safety, aesthetics, etc.) to correct each. Report shall be submitted to the contracting officer's technical representative (COTR) within fifteen (15) working days after the start of contract or the semi-annual cycle.

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

- A. The Airports Authority may, during the course of this contract, request that the contractor perform on-call glass replacement services.
- B. Glass replacement work shall be authorized by means of a signed/approved Contract Services Call Order (**Appendix A**). The contractor shall not commence with any work until in receipt of the approved Call Order. Call Orders will be issued based upon the contractor provided survey report and/or Authority identified glass. Glass replacement work shall include the removal and reinstallation or replacement of glass, fastening systems, caulk, glazing, sealant and/or other hardware as necessary to properly retain and seal the glass surface.
- C. The contractor shall remove and dispose of any broken glass and the protective plywood that may cover each side of it. The glass shall be the same type, thickness, transparency and tint as the existing broken glass.
- D. The contractor shall provide all supervision, labor, administrative support, materials, tools, parts, supplies, equipment, and transportation necessary to perform these services. Such work shall be compensated at the rates listed in the contract price schedule.
- E. The Authority shall incur no obligation for out of scope work that is not authorized in advance, by a Call Order.

02 CONTRACT SERVICES CALL ORDER

- A. All supplemental services shall be requested and approved in advance by the COTR using the "Contract Services Call Order" form shown in Appendix A. The call order will contain a detailed description of the services that are required from the contractor. The contractor shall provide the COTR a detailed cost estimate including an itemized breakdown for all labor, parts and materials and shipping as well as a schedule with critical milestones for completing the work to be listed on the call order.
- B. Labor rates included on the contract price schedule for the contract will be used in preparing these estimates. Both the cost breakdown and schedule shall be made part of the call order. The contractor shall not proceed with any work described in such call orders until authorized in advance and in writing by the COTR.

SECTION V - GENERAL REQUIREMENTS**01 RESPONSE TIME**

The contractor shall be required to provide 24-hour emergency services at the airport, 365 days a year throughout the period of the contract. A response time of 2 business days upon notification from MWAAs of a need for a survey/estimate is required. After survey/estimate measurements have been completed, the contractor shall produce an estimate to COTR within 2 business days. The contractor shall take necessary action as directed by the COTR within 24 hours after receiving verbal or written notification of any glass replacement problems. A work order shall be provided that the contractor shall complete and return when the prescribed job is completed.

02 CHECK-IN/CHECK-OUT REQUIREMENTS

- A. Contractor's employees shall check in and check out with the Airports Authority each time the contractor is performing work at the job site. When there exists a conflict between the estimated Labor Hours listed on a quote, and the actual hours spent on-site performing the work, the invoiced Labor Hours shall be the actual hours worked on-site.
- B. During afterhours callbacks; the contractor employees shall check-in and inform the Work Order Desk (703-417-8063) as to the purpose of the visit, during check-out the contractor shall apprise the Work Order Desk of the work that was performed.

03 STATUS MEETINGS

The contractor's representative(s), including the project managers and the on-site mechanics shall attend all meetings as required by the COTR to perform inspections, discuss, coordinate and evaluate the status and performance of services under this contract.

04 QUALITY CONTROL PROGRAM

The contractor shall implement an effective quality control program. This program shall insure the contractor fulfills all the requirements of this SOW. This program shall include but not be limited to all elements of the quality control program described in the technical proposal that the contractor submitted in response to the Authority's solicitation for this contract.

05 COMMUNICATION AND COORDINATION

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

06 LOST AND FOUND PROPERTY

The contractor shall immediately turn in to the 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.

07 SAFETY

- A. The contractor and each of its employees shall comply with all applicable local, state, federal and Authority rules, regulations and practices.

- B. The contractor shall be held responsible for all injury to persons or damage to property that occurs as a result of the contractor's negligence and shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. The contractor shall be responsible for all materials delivered and work performed until completion and acceptance of the entire work.
- C. Contractor shall perform all its activities pursuant to this contract in a safe manner. The contractor shall assume responsibility on the job site for the actions of all its personnel and subcontractor(s) who are associated with performance on this contract. The contractor shall take adequate measures to prevent injury to the public or Authority property on the job sites.
- D. The contractor shall provide and ensure that all its personnel at the job site properly wear all applicable safety devices and apparel (as prescribed by OSHA Regulations). Safety devices and apparel shall be provided by the contractor at no cost to the Authority.
- E. The Authority shall have 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.
- F. Notwithstanding any provision to the contrary, the Authority shall not be obligated to make an equitable adjustment for any work stoppage that results from safety hazards created by the contractor.
- G. The operation of the contractor's vehicles or private vehicles by the contractor's employees on or about the property shall conform to regulations and safe driving practices. All vehicles that are to be operated on the AOA shall comply with FAA regulations and be subject to inspection. Operators of these vehicles shall be required to pass an AOA operators test administered by DCA Operations.
- H. It shall be the responsibility of the contractor to immediately notify the COTR if the job site is visited by an official authorized to enforce any regulatory requirements including but not limited to the occupational safety and health act.
- I. The contractor shall provide and use adequate barricades and signs to provide sufficient notice of potential safety hazards prior to, during, and after the performance of the services.
- J. The contractor shall inspect all powered equipment daily before operations for signs of wear as well as potential safety hazards. The contractor shall immediately remove from service all equipment which are potentially unsafe, damaged, inoperable and/or do not meet the manufacturers operational specification.
- K. The contractor shall at no time leave power equipment unattended without disconnecting it from the power source.
- L. The contractor shall provide, before commencement of work, equipment operation training certificates (issued by manufacturer or rental agency) for lifts, equipment, etc. used to perform jobs on MWAA property.

08 SECURITY REQUIREMENTS

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

- B. The contractor shall secure and safeguard all keys, key cards, and any other entry devices and codes provided by the Authority. The contractor shall maintain a record of the key numbers issued to its employees. These prohibitions and requirements shall also be applicable to all individuals with regard to access, removal, and/or possession of any information, confidential data, materials, supplies, or equipment. The contractor shall not duplicate and shall not allow any such issued items to be duplicated or removed from the job site. All keys and other entry devices used by the contractor's employees in the performance of the work shall be returned to the Authority when the contract expires.
- C. The contractor shall safeguard all the identification cards, issued its employees and subcontractors by the Authority to fulfill the requirements of this SOW. The contractor shall ensure these cards are visibly displayed by the respective individual at all times while employed on site at the Airport to fulfill this requirement.
- D. The contractor shall immediately report to the Authority all keys issued to it by the Authority that are lost or stolen. The contractor shall be responsible for all loss, damages and expenses that the Authority incurs as a result of the contractor's loss of Authority keys. These costs include the expense of changing all locks to which the lost keys provided access. The cost of changing locks or keys to the building rooms or areas accessible by the lost or stolen keys will be deducted from the contractor's invoice to the Authority for the services performed under the contract.
- E. The contractor shall ensure that, under no circumstances any of its employees shall enter an area not authorized for access by the contractor.
- F. The Authority will not issue keys for sensitive security areas. Instead, the Authority will require the contractor's employees to be accompanied at all times in this area by either Authority employees or the contractor's own employees who have authorized access to the area.
- G. The contractor, its subcontractors, and all its employees shall be subject to, and shall at all times, conform with any and all rules, regulations, policies, and procedure pertaining to security at the Airport. Any violations of the rules, regulations, policies, and procedures may be cause for immediate removal from the job site.
- H. The contractor shall be responsible for, at its own expense, obtaining the proper security clearance, fingerprinting, training, badges required to access the restricted areas of the Airport including the Air Operations Area (AOA), Security Identification Display Area (SIDA). Identification badges issued by the Authority must be visibly worn at all times while in the SIDA.
- I. The contractor shall be responsible for, at its own expense, compliance with the requirements and procedures to obtain approval of any motor vehicle to operate in the Air Operations Area (AOA).
- J. The contractor shall not leave any tools, parts and/or supplies unattended in the public area at any time while performing work at the Airport.

09 ACCIDENT NOTIFICATION

The contractor shall immediately notify in turn the Authority's police department and the COTR both verbally and in writing of any accident on the job site which is related to the performance of this SOW that involve bodily injury or damage to property. The COTR shall provide information necessary concerning whom to contact and the specific form of the follow-up written notice.

10 SMOKE FREE ENVIRONMENT

The Authority's facilities are smoke free. The contractor and its employees shall adhere to all applicable rules and regulations regarding maintenance of a smoke free environment on the job sites.

11 EQUIPMENT

Contractor shall provide, erect and disassemble all required equipment to facilitate the glass replacement services. Contractor shall be reimbursed for lift rental cost at contractor cost plus 10%. Contractor shall provide all other access equipment required to perform the services described herein at no additional cost to the Authority. Contractor shall ensure all necessary barricades, warning signs and other safety and protective gear are utilized while performing work at the job site to isolate or restrict public access to the worksite.

12 WORK HOURS

Performance of services shall occur between the hours of 7AM and 3:30PM Monday through Friday excluding holidays.

13 CLEAN UP

The contractor shall leave the service area in a clean, neat, and orderly condition satisfactory to the COTR. Glass shall be cleaned on both surfaces upon completion of work.

14 COMPLETION OF WORK

For call orders to replace glass on a door or window open to the outside of a building, all glass removed shall be replaced with new glass that same day. At no time shall any such window or door be left empty of glass at the end of the work day.

SECTION VI - REGULATORY REQUIREMENTS**01 PERMITS AND RESPONSIBILITIES**

- A. The contractor shall, without additional expense to the Authority, be responsible for obtaining and renewing all necessary licenses and permits. The contractor shall also be responsible for all damages to persons or property that occur as a result of the contractor's negligence and shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. In addition, the contractor shall be responsible for all materials delivered and work performed until completion and acceptance of the entire work.
- B. The contractor shall comply with all applicable revisions, additions, changes and/or upgrades to any Federal, state, and municipal laws, codes, and regulations which are in effect on the date of contract and which affect the performance of the work. The contractor shall also obtain and pay the costs of any royalties and licenses for any patented or copyrighted items used in the performance of the work.
- C. It shall be the responsibility of the contractor to promptly notify the COTR if an official in charge of compliance with the Occupational Safety and Health Act visits the work site.

02 ASBESTOS CONTAINING MATERIALS/LEAD BASED PAINT

- A. With the exception of Terminals B/C and Garages A/B/C, facilities at the Airport were constructed prior to 1981. Therefore, these facilities should be presumed to have both Asbestos Containing Materials (ACM) and paint containing lead in their construction.
- B. Prior to undertaking any activities that could disturb these materials the contractor shall obtain prior written approval from the Airports Authority to proceed with such activities.

03 HAZARDOUS/CARCINOGENIC MATERIALS

- A. The contractor, its employees, or subcontractors or their employees shall not bring, produce, use, or store on the job site any hazardous or carcinogenic products without prior written approval by the Airports Authority. All hazardous and/or carcinogenic waste transported or generated on-site at the Airport by the contractor must be properly disposed of the Airport site by the contractor as required by law and at no cost to the Airports Authority.
- B. The contractor shall provide the Airports Authority with complete, legible copies of all regulatory notices, violations, citations, etc. received by the contractor that pertain directly or indirectly to the fulfillment of this SOW.

04 VOC REQUIREMENT

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

05 HAZARDOUS WASTE

- A. The contractor shall initiate Hazardous Waste Management training and enforcement programs to ensure employees are aware that the domestic drains, and storm drains shall not be used to dispose of gasoline, paint, thinners, hydraulic fluid, solvents, concentrated cleaning agents and other toxic material.
- B. The contractor is responsible for collecting, accumulating, recycling, and/or offsite disposal of its hazardous and toxic waste off the Airport in compliance with Federal, state and local laws governing hazardous waste storage and disposal.
- C. The contractor shall provide the Contracting Officer and the COTR with documentation of hazardous materials or wastes that are accumulated, handled, generated, or disposed of by the contractor's operations. The documentation shall demonstrate the adequacy of the handling and disposal operations used by the contractor and will demonstrate that the contractor activities will not result in contamination of Airport property. The Airports Authority shall provide this documentation upon request during periodic environmental inspections of the contractor's premises. The Airports Authority shall be copied on all correspondence with regulatory agencies concerning the contractor's compliance with environmental regulations.
- D. If the contractor generates hazardous waste in an amount that makes it subject to state and EPA hazardous waste requirements, the contractor shall apply for a Hazardous Waste Generator Identification Number. Hazardous waste shall be shipped off the Airport using the contractor's Hazardous Waste Generator Identification Number documented on a complete and properly signed Uniform Hazardous Waste Manifest. The contractor shall be required to submit an Annual Hazardous Waste Report to the State of Virginia Department of Environmental Quality.
- E. The contractor shall be responsible for developing a Resource and Conservation Act Contingent (RCRA) Plan if the amount of hazardous waste generated places it into a category that requires a plan.
- F. The contractor shall be responsible for notification and reporting required under SARA, Title III regulations.
- G. The contractor shall, at start of contract, implement a written hazardous waste spill contingent plan listing materials used, spill prevention procedures, containment equipment and procedures to be used in the event of spill, personnel protective equipment requirements, notification procedures, in accordance with the Resource Conservation and Recovery Act (RCRA) and the Occupational Safety and Health Administration (OSHA) regulations.
- H. In the event of a spill, the contractor shall notify the Airport Fire Department at (703) 417-2400. The contractor shall be responsible for all cleanups, site remediation and disposal costs including hazardous waste response teams that may be required at the site. All procedures shall be in accordance with applicable Federal, state and local environmental and OSHA regulations. The contractor shall remove all hazardous waste materials from the Airport at the end of each workday. Hazardous materials that are temporarily stored on-site during normal working hours shall be placed in containment devices that are capable of containing 110 percent of the volume of the substance in the event of a spill.
- I. The contractor shall initiate a training program for its employees and subcontractors on the proper disposal of hazardous materials such as gasoline, paint thinners, hydraulic fluid, solvents, etc.

SECTION VII - CONTRACT START UP**01 CERTIFICATIONS**

The contractor shall, without additional expense to the Authority, be responsible for obtaining all licenses and permits which are necessary to fulfill the requirements of the SOW.

02 KEY CONTRACTOR PERSONNEL

The contractor shall identify and provide the Contracting Officer and COTR with a list of names and telephone numbers of the key personnel who shall be responsible for fulfilling all the requirements of this SOW including responding to emergency callbacks. Contractor's key personnel list shall be provided to the Contracting Officer and COTR fifteen (15) days prior to the start of the contract and shall be updated when approved changes are made.

03 SECURITY REQUIREMENTS

The contractor shall ensure all staff while on the job site visibly display at all times a valid Authority security badge. The contractor shall provide the COTR with a list of employees, a minimum of (2) two, who will be applying for security badges fifteen (15) days prior to the start date of the contract. All contractor employees working at the jobsite shall obtain a security badge, at the contractor's own cost, no later than thirty (30) days from the award of the contract. The contractor shall secure and safeguard all Airport security access devices (including but not limited to ID badges, security cards, keys, key cards).

04 GLASS CONDITION ASSESSMENT SURVEY

Upon contract award, the contractor shall perform an assessment inspection of glass in areas specified in Section I (03), Authority owned buildings. The contractor shall visually inspect each piece of glass and shall report all deficiencies found on its survey report. All deficiencies shall be documented in a spreadsheet (Appendix B) with pictures that contain digital date/time stamp. This report will be the baseline from which the contractor will provide ongoing glass replacement recommendations. All deficiencies shall be identified with the estimated cost, in accordance with the unit prices provided in the contract, and recommended priority (safety, aesthetics, etc.) to correct each. Report shall be submitted to the contracting officer's technical representative (COTR) within fifteen (15) working days after the start of contract.

SECTION VIII - DOCUMENTATION AND REPORTING**01 REPORTING**

The contractor shall provide the initial glass assessment report and then subsequently, the semi-annual glass condition assessment reports of the areas specified in Section I (03), Authority owned buildings. The format is provided as Appendix B.

02 VANDALISM/ABUSE REPORT

- A. The contractor shall immediately notify the COTR of each occurrence of suspected vandalism/abuse. This notification shall include the location and description of the damage and probable cause.
- B. The contractor shall in all instances of suspected vandalism/abuse provide the COTR within three (3) business days' time; date stamped digital photographs, a Police Incident Report Number, a Work Order Number and an estimated cost break down to complete the repairs.

SECTION IX - PERSONNEL**01 PERSONNEL**

The contractor shall utilize responsible, capable employees in the performance of all services of this contract. The contractor shall provide all the management, supervision, labor, and administrative support necessary to fulfill the requirements of the contract.

02 PROJECT MANAGER

The names of the Project Manager and alternates who shall assume the Project Manager duties when the primary Project Manager is absent shall be designated in writing to the COTR fifteen (15) business days prior to the contract start date. The Project Manager shall be available for calls 24 hours a day, seven (7) days a week. The Project Manager shall meet as promptly as possible with the COTR at the COTR's request to discuss the performance of the work or other provisions of the contract.

03 CONDUCT

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

SECTION X - DELIVERABLES

The contractor shall submit the following items to the COTR:

FIFTEEN (15) BUSINESS DAYS PRIOR TO CONTRACT START DATE

01 CONTRACTOR INFORMATION

After notification of the contract award but not less than fifteen (15) business days prior to the start of the contract the contractor shall submit to the COTR:

- A. A list of the names of all the contractor's employees as well as subcontractors and their employees who will fulfill any part of the requirements of this specification. This list shall include the job title, their duties, responsibilities and authority.
- B. A list of the cell phone numbers and pager numbers for the contractor's employees who will fulfill the requirements of this contract.
- C. Contractor's email address.
- D. Documentation that the contractor has received all required airport security badges and permits necessary to fulfill the requirement of the SOW. This documentation shall include legible photocopies of all AOA security badges and AOA operator's permits issued by the Airport.
- E. Alphabetical lists and copies of materials safety data sheets (MSDS) for all chemical products the contractor will use on the job site. This information shall be contained in a loose leaf binder in alphabetical order according to the common name of the chemical. The alphabetical lists shall be by (1) the common chemical and (2) trades names for each MSDS.

FIFTEEN (15) BUSINESS DAYS AFTER AWARD

02 GLASS CONDITION ASSESSMENT REPORT

Upon contract award, the contractor shall perform an assessment inspection of glass in areas specified in Section I (03), Authority owned buildings. The contractor shall visually inspect each piece of glass and shall report all deficiencies found on its survey report. All deficiencies shall be documented in a spreadsheet (Appendix B) with pictures that contain digital date/time stamp. This report will be the baseline from which the contractor will provide ongoing glass replacement recommendations. All deficiencies shall be identified with the estimated cost, in accordance with the unit prices provided in the contract, and recommended priority (safety, aesthetics, etc.) to correct each. Report shall be submitted to the contracting officer's technical representative (COTR) within fifteen (15) working days after the start of contract.

SEMI-ANNUAL

03 REPORTING

Contractor shall provide the COTR a Semi-Annual Report, Appendix B format, which indicates buildings/glass inspected and deficiencies found, no later than the 7th day of the subsequent month for each Semi-Annual Period. All deficiencies shall be documented in picture form with digital date/time stamp. The initial glass condition assessment report will be the baseline for the semi-annual reporting.

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

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

02 SAFETY EQUIPMENT

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

03 COMMUNICATION EQUIPMENT

- A. The contractor shall, at its own expense, provide fully operational cellular telephones to key personnel at all times that they are on the job site to fulfill the requirements of this SOW. The contractor shall provide the assigned telephone numbers for this equipment to the COTR at least fourteen (14) business days prior to the start of the contract. The contractor shall notify the COTR of any changes in these assignments.
- B. The contractor shall have email capability. The contractor shall provide its email address to the COTR no later than fourteen business days prior to the start of this Contract.
- C. The contractor shall provide and utilize on the job site a digital camera with date and time functions. Contractor shall submit a before and after picture of work performed.

04 SERVICE VEHICLE

The contractor shall provide at a minimum one (1) service vehicle, which is equipped, licensed, insured and AOA inspected. The service vehicle shall be on site anytime the contractor's employees are working at the Airport. The service vehicle is required to transport materials and supplies, contractor's employees and tools to various locations at the Airport.

SECTION XII - AUTHORITY FURNISHED RESOURCES

01 PARKING

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 Authority Corporate Office Building. Visitor passes for this space shall be obtained from the receptionist desk.

SECTION XIII - METHOD OF PAYMENT

The contractor shall submit an invoice on a monthly basis for all services completed to the satisfaction of the COTR at the end of the four week period in which the services were performed. The Airports Authority shall incur no obligation for supplemental services work that is not authorized with an executed call order. Invoices shall be accompanied by a copy of the call order(s) and work order(s) issued by COTR. Invoices shall be itemized to provide a breakdown of cost for all contract services according to the following:

01 BASE SERVICES

The contractor shall invoice the Airports Authority for the required glass condition assessment inspections at the end of the calendar month during which the work was performed in accordance with the provisions contained in the contractor's price proposal (schedule). The line item rates contained in the contractor's price proposal (schedule) shall be fully loaded rates inclusive of all labor, materials, parts and supplies necessary.

02 SUPPLEMENTAL SERVICES

- A. Supplemental services shall be invoiced to the Authority, in full, at the end of the calendar month in which the respective contract services call order is completed by the contractor. Unless approved in writing by the COTR, the contractor shall not invoice the Authority for supplemental services for an amount greater than the estimated cost given in the COTR approved contract services call order.
- B. Invoices for supplemental services shall be billed at the actual hours worked as documented by the check-in/check-out procedures specified herein. When there exists a conflict between the estimated Labor Hours listed on a quote, and the actual hours spent on-site performing the work, the invoiced Labor Hours shall be the actual hours worked on-site.
- C. Original invoices for supplies and materials not identified on the contract schedule that are requested by the Authority and purchased by the contractor shall be submitted to the Authority with contractor's invoice. The contractor shall make a reasonable attempt to pay only the lowest prices that can be obtained by the contractor for reimbursable items. The Contracting Officer shall have the option to require the contractor to obtain competitive bids from a minimum of three (3) sources on any single item or group of items that may exceed \$300.00 in total cost. The contractor shall not charge more than ten (10) percent markup for Authority requested supplies or materials. Contractor shall not invoice for any item that has not been requested in writing by the CO and/or the COTR.

03 VANDALISM/ABUSE SERVICES

The contractor shall be reimbursed for labor and materials required to complete Vandalism/Abuse Services in accordance with the fully loaded labor rates specified in Section III - Schedule. Materials used in the performance of Vandalism/Abuse Services shall be reimbursed at invoice plus 10 percent. There shall be no mark-up allowed for shipping and handling costs. The contractor shall not invoice the Authority for any work unless a Call Order signed by the COTR has been received or for any work described in a Call Order until after all work described in the Call Order has been completed to the satisfaction of the COTR. Invoices for Vandalism/Abuse Services shall include a property damage number (DCAPDXXXXXX) that will be assigned by the COTR and shall be submitted to **Risk Management MA-450** for payment. The Authority shall incur no obligation for work that is not authorized in advance, with a signed Call Order.

SECTION XIV - APPENDICES

APPENDIX A - CONTRACT SERVICES CALL ORDER

APPENDIX B – SEMI-ANNUAL REPORT FORMAT

APPENDIX C – DCA SITE MAP

APPENDIX A

CONTRACT SERVICES CALL ORDER

RONALD REAGAN WASHINGTON NATIONAL AIRPORT
MAINTENANCE ENGINEERING BRANCH, MA-126

CONTRACT SERVICES CALL ORDER

Prepared: _____ Date Prepared: _____

Type of Work: Glass Replacement/repair Requested By: _____

Contractor: _____ Contract #: _____

Address: _____ Contractor POC: _____

_____ Office Telephone : _____

Other Data: _____ Emergency Phone _____

_____ Contractor Fax: _____

Location and Description of Work: _____

Installer MUST check in with Brian Palmer (703-417-8123 ofc / 703-855-8171 cell) or Courtney Dillard (703-417-8173 ofc / 202-251-1771 cell) in the East Building upon arrival and check out. Proposal hours will be actual hours worked per contract.

Work Estimates

Estimate Date: _____ Site Visit Date: _____

MWAA Estimator: _____ Contractor Estimator: _____

Work Item(s): _____ QTY/UM: _____

Estimated Cost: **\$0.00** Notes: _____ \$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 by the COTR. Furthermore, the cost to the Authority for this work shall not exceed the "Estimated Cost" noted above.

_____ Call Order # _____

COTR: _____ Date: _____ Date Completed: _____

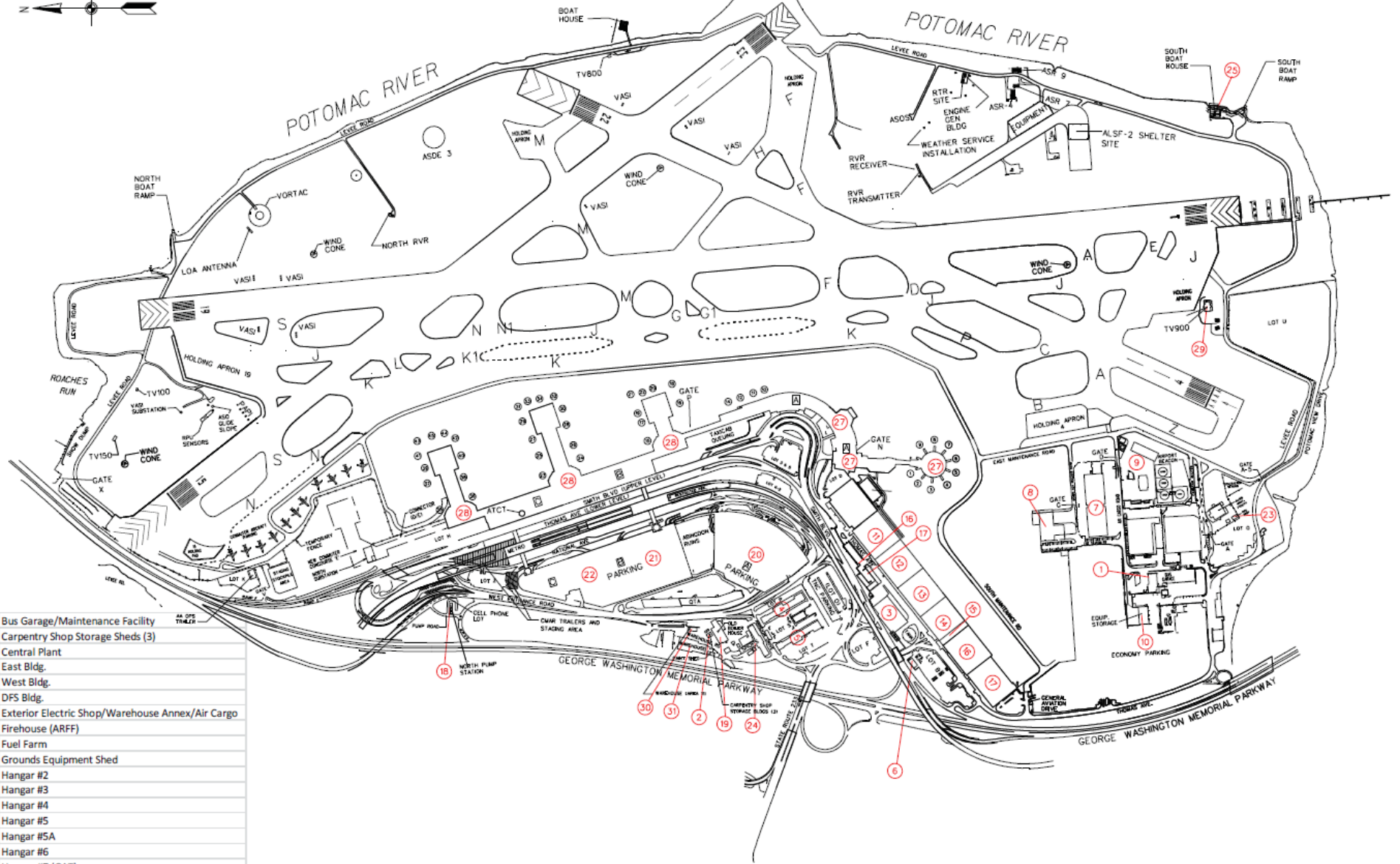
Contractor: _____ Date: _____ Invoice Amount: _____

Remarks: _____

APPENDIX B
SEMI-ANNUAL REPORT FORMAT

APPENDIX C

DCA SITE MAP 2015



- 1 Bus Garage/Maintenance Facility
- 2 Carpentry Shop Storage Sheds (3)
- 3 Central Plant
- 4 East Bldg.
- 5 West Bldg.
- 6 DFS Bldg.
- 7 Exterior Electric Shop/Warehouse Annex/Air Cargo
- 8 Firehouse (ARFF)
- 9 Fuel Farm
- 10 Grounds Equipment Shed
- 11 Hangar #2
- 12 Hangar #3
- 13 Hangar #4
- 14 Hangar #5
- 15 Hangar #5A
- 16 Hangar #6
- 17 Hangar #7 (GAT)
- 18 North Sewer Pump House
- 19 Old Boiler/Chiller Plant
- 20 Parking Garage A
- 21 Parking Garage B
- 22 Parking Garage C
- 23 Pipe Shop
- 24 Shops Building
- 25 South Boathouse
- 26 South Sewer Pump House
- 27 Terminal A
- 28 Terminal B/C
- 29 TV 900
- 30 Warehouse (Area 11)
- 31 Warehouse Main

