

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER F7CEOQ310703		PAGE 1 OF 7					
2. CONTRACT NO. FA3010-04-P-0042		3. AWARD/EFFECTIVE DATE 01-Oct-2003		4. ORDER NUMBER		5. SOLICITATION NUMBER F22600-03-T-0020		6. SOLICITATION ISSUE DATE 11-Aug-2003			
7. FOR SOLICITATION INFORMATION CALL			a. NAME MICHELLE A. BROWN			b. TELEPHONE NUMBER (No Collect Calls) 228-377-1825		8. OFFER DUE DATE/LOCAL TIME 03-Sep-2003 16:30			
9. ISSUED BY 81ST CONTRACTING SQUADRON MICHELLE BROWN 310 M STREET, RM 102 KEESLER AFB MS 39534-2147  TEL: 228-377-1825 FAX: 228-377-3298			CODE FA3010		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A)  SIC: 7629 SIZE STANDARD: \$6.0M			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  <input type="checkbox"/> 13 a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  13 b. RATING		12. DISCOUNT TERMS Net 30 Days	
15. DELIVER TO  <b>SEE SCHEDULE</b>			CODE		16. ADMINISTERED BY  <b>SEE ITEM 9</b>					CODE	
17 a. CONTRACTOR/ OFFEROR BGC NUCLEONICS INC RUDOLPH FINK N/A 102 ARBOR VISTA, PO BOX 99 OCEAN SPRINGS MS 39564  TEL. 228-875-4407		CODE 01AM7		FACILITY CODE		18 a. PAYMENT WILL BE MADE BY DFAS-SAVAFVD (1-888-478-5636) 500 MCCULLOUGH AVE SAN ANTONIO TX 78215-2100				CODE F60700	
<input type="checkbox"/> 17 b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					18 b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18 a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES				21 QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT			
<b>SEE SCHEDULE</b>											
25. ACCOUNTING AND APPROPRIATION DATA <b>See Schedule</b>								26. TOTAL AWARD AMOUNT <b>\$28,124.00</b>			
<input type="checkbox"/> 27 a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					
<input type="checkbox"/> 27 b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					COPIES	29. AWARD OF CONTRACT: REFERENCE F22600-03-T0020 <input checked="" type="checkbox"/> OFFER DATED 03-Sep-2003. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE					
30 a. SIGNATURE OF OFFEROR/CONTRACTOR					31 a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)						
30 b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30 c. DATE SIGNED		31 b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Steven W. Taylor / Contracting Officer			31 c. DATE SIGNED 02-Oct-2003			
32 a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR			
32 b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE			32 c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			37. CHECK NUMBER			
41 a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY			
41 b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			41 c. DATE		42a. RECEIVED BY (Print)						
					42b. RECEIVED AT (Location)						
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS					

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1449 (10-95)  
Prescribed by GSA  
FAR (48 CFR) 53.212

SECTION SF 1449 CONTINUATION SHEET

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
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0001		12.00	Months		
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Services Nonpersonal: Furnish all parts (valued at \$500.00 or less per part), equipment, labor, material and transportation necessary to provide pneumatic tube maintenance and all intervening service calls (excluding emergencies/spills, as contained in paragraphs 5 – 5.3 of the Statement of Work. Place of performance is the Keesler Medical Center, including the Satellite Pharmacy, Keesler AFB, MS. Period of performance is 01 Oct 03 through 30 Sep 04. All work shall be in accordance with the Statement of Work, dated August 2003.

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u> NSP*	<u>AMOUNT</u> NSP*
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0002					
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\*Emergency/Urgent Service (Respond within 1 hour after notification).  
 (Note: Contractor agrees to provide emergency/urgent service within a 1 hour timeframe, after notification, under CLIN 0001; therefore, this line item is Not Separately Priced, and is provided for informational purposes only.

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
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0003		1.00	Lot		
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Parts (exceeding \$500.00 per part and/or parts required due to government misuse or abuse). This line item is based on an estimated lump sum and pricing will be based on the manufacturer's suggested price list.

This line item shall not exceed \$3,500.00 without the written consent of the Contracting Officer.

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0004				NSP*	NSP*

Provide maintenance for the Diebold pneumatic tube system, located at the Satellite Pharmacy, Bldg 2302, for the period 01 Oct 03 – 30 Sep 04.

NOTE: Contractor's price for maintaining this system is included in CLIN 0001; therefore, this line item is Not Separately Priced and is provided for informational purposes only.

Deliver to: 81 CES/CEOE  
508 L Street  
Keesler AFB, MS 39534-2115  
POC: Connie Fountain, 228-377-3740

U.S. Department of Labor Wage Determination Number 94-2301, Rev 23, dated 05/30/2003, is incorporated and provided.

**INSPECTION AND ACCEPTANCE TERMS:** Services will be inspected/accepted at Keesler AFB, MS.

**ACCOUNTING AND APPROPRIATION DATA:**

AA: 9740130  
AMOUNT:

000000000000

**CLAUSES INCORPORATED BY REFERENCE:**

52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2002
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2003
(Dev)		
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001
252.232-7003	Electronic Submission of Payment Requests	MAR 2003
252.247-7023	Transportation of Supplies by Sea (May 2002) Alternate III	MAY 2002
Alt III		

**CLAUSES INCORPORATED BY FULL TEXT:****5352.242-9000 CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS (AFFARS)(JUN 2002)**

(a) The contractor shall obtain base identification and vehicle passes for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

(b) The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names and social security number of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or security police for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and a picture ID card to obtain a vehicle pass.

(c) During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with AFI 31-209, the Air Force Resource Protection Program, and AFI 31-501, Personnel Security Program Management, as applicable.

(e) Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

(f) Prior to submitting an invoice for final payment, the prime contractor shall obtain a clearance certification from the issuing office which states all base identification passes have been turned in, accounted for, or transferred to a follow-on contract. This certification shall be submitted to the contracting officer prior to submission of the final invoice for payment.

(g) Failure to comply with these requirements may result in withholding of final payment.

**ADDENDUM TO FAR 52.212-4, CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS**

The following paragraphs of this clause are tailored as follows:

a) Inspection/Acceptance. Inspection and acceptance of the services will be performed at Keesler AFB, MS, by 81 CES/CEOE.

c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties with the exception of administrative changes such as changes in the paying office, appropriations data, etc., which may be changed unilaterally by the government.

**SUBMISSION OF INVOICES:** The contractor will be paid monthly on the submission of proper invoices for the services performed or supplies furnished during the preceding month. Invoices shall be submitted on a monthly basis covering the items furnished the preceding month.

**CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS**

ATTACHMENT 1	STATEMENT OF WORK	August 2003	8 PAGES
ATTACHMENT 2	WAGE DETERMINATION No. 94-2301, Rev 23	05/30/2003	8 PAGES

**52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUN 2003) (DEVIATION)**

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of the basic clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(c) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

**52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee Class</u>	<u>Monetary Wage</u>
Pneudralic Systems Mechanic	WG-10, Step 2, \$16.81

Fringe Benefits:

- a. Total fringe benefit factor is 32.85 percent.
- b. Contribution of 24.0 percent of hourly rate for retirement, 5.7 percent for insurance (health & life), 1.7 percent for other fringe benefits, and 1.45 percent for Medicare.
- c. Ten paid holidays as follows: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
- d. Paid annual leave (vacation) as follows: (a) 2 hours of annual leave each week for an employee with less than 3 years of service; (b) 3 hours of annual leave each week for an employee with 3 but less than 15 years of service; (c) 4 hours of annual leave each week for an employee with 15 years of service. (In the foregoing clause, the basic hourly rate by classification above shall be Wage Board Pay Schedule step 2 for non-supervisory service employees and step 3 for supervisory service employees.)

**52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://farsite.hill.af.mil/>

**52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)**

- (a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.
- (b) The use in this solicitation or contract of any [Defense Federal Acquisition Regulation](#) (48 CFR [Chapter 2](#)) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

**252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (APR 2003) (DEVIATION)**

In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Order-Commercial Items (DEVIATION) clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014, Preference for Domestic Specialty Metals, Alternate I (MAR 1998) (10 U.S.C. 2533a).

252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

**ATTACHMENT 1**

**STATEMENT OF WORK  
FOR  
MAINTENANCE AND REPAIR OF  
PNEUMATIC TUBE SYSTEM**

**AUGUST 2003**

**1. DESCRIPTION OF SERVICES.** The Contractor shall provide all management, personnel, tools, supplies, paints, lubricants, cleaning supplies, equipment, and labor necessary to maintain and repair the pneumatic tube system at Keesler Air Force Base (AFB) Medical Center, MS.

**2. GENERAL INFORMATION:**

**2.1. Hours of Operation.** Keesler AFB utilizes a compressed work schedule (CWS) in which forty-four (44) hours are worked in one week and thirty-six (36) hours are worked the following week and thereafter repeating. The Contractor shall perform all maintenance and repair of the pneumatic tube systems, between the following hours, except for situations identified in paragraph 5. Any deviations from the below hours shall be first approved by the Contracting Officer or his/her authorized representative.

**7:00 a.m. to 4:45 p.m. - Monday through Thursday**

**7:00 a.m. to 4:00 p.m. - Every other Friday**

**2.2. FEDERAL HOLIDAYS.** The Contractor is not required to provide routine service on the following days:

New Year's Day

Martin Luther King's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

**Whenever a federal holiday falls on a Saturday, the preceding Friday is observed, and whenever a holiday falls on a Sunday, the following Monday is observed. Whenever a federal holiday falls on a CWS Friday, the preceding Thursday is observed.**

**2.3. POINT OF CONTACT.** The Contractor shall provide, in writing, to the Contracting Officer or his/her designated representative the name of the person responsible for responding to all service calls and a method of communication (i.e., phone number, cellular phone number, and/or pager number).

**3. MAINTENANCE AND REPAIR.** The Contractor shall provide maintenance and repair services on the installed pneumatic tube system in accordance with commercial practices and the pneumatic tube manufacturer's specifications and technical guidance. The contractor is responsible for solving any and all problems that the medical center maintenance personnel are unable to solve or are beyond their area of responsibility. The Contractor is also responsible for ordering and changing parts. The Contractor shall respond to routine calls (i.e., maintenance/repairs other than items listed in paragraph 5) within twenty-four hours of notification. The Contractor will provide the Contracting Officer, or his/her designated representative, an estimated cost of service for additional repair work, including the cost of parts, in excess of \$500, that may be required. The Contracting Officer, or his/her designated representative, will review the estimate prior to giving approval to the Contractor to perform any repair work.

**3.1. Maintenance.** The Contractor shall inspect and perform all maintenance tasks on the system, at least once per month, during the period of performance specified in the contract. Maintenance shall include, but not be limited

to, periodic inspections of the system, service lines, canisters and motors, replacing and cleaning of filters as needed, cleaning the overload optic, and performing all necessary repairs. During the monthly maintenance, the Contractor shall verify and update the carrier count in the computer. The Contractor shall document and perform all maintenance tasks on the maintenance inspection schedule in Appendix B. The Contractor may submit another maintenance checklist for use during the monthly maintenance (which is used in the industry or one provided by the manufacturer) for approval by the Contracting Officer or his/her designated representative. The Contractor shall submit a copy of the documented maintenance inspection schedule(s) with each monthly invoice.

**3.2. Repair.** After inspection of the system(s), the Contractor will make all repairs deemed necessary. The Contractor shall replace all defective or worn parts, not exceeding \$500.00 per part. The Contractor shall document all repairs on the Pneumatic Tube System Report (Appendix C).

**4. PARTS.** The Contractor will provide the Contracting Officer or his/her designated representative with a current parts price list. The price list will be in effect for the entire contract period, unless written consent, to make updates/changes, is approved by the Contracting Officer. The Contractor is responsible for ordering and changing parts and submitting a monthly invoice on all parts, including their cost. All parts used to repair the system and not exceeding \$500.00 per part, will be replaced by the Contractor and the labor involved in changing these parts shall be included in the monthly maintenance and repair (except for items listed in paragraph 5). Parts in excess of \$500.00 per part require the Contracting Officer's approval and are reimbursable, upon aforementioned approval, with a copy of the original invoice.

**5. LABOR COSTS EXCLUDED FROM MONTHLY MAINTENANCE/REPAIR.** The Contractor will bill labor charges at an hourly rate plus the cost of any parts used to restore the system to operational condition separately from the monthly maintenance and repair on the monthly invoice for the following services:

**5.1. Emergency/Urgent Calls.** Emergency/Urgent calls may be made twenty-four hours (24) a day, seven (7) days a week. Emergency/Urgent calls shall be responded to in a timely manner and shall not exceed one hour after notification. The Contractor shall document all emergency/urgent calls on the Service Report (Appendix C). Emergency/Urgent calls will be defined as:

**5.1.1.** Any malfunction of the system which affects the entire system.

**5.1.2.** A carrier is stuck or lost in the system that contains one of the following: specimen that cannot be easily replaced without causing great harm or discomfort to a patient; drug or controlled substance; or any blood product.

**5.1.3.** When two or more stations or any one diverter is affected.

**5.1.4.** Other calls which may include, but not be limited to, several tubes jammed at one time or other malfunctions of the system that are deemed as emergency/urgent calls by the Medical Center.

**5.2. Spills.** The Contractor shall perform further cleaning and/or make any repairs to the system necessary resulting from spills as outlined in paragraph 6.2. Contractor shall prepare and submit a written report that includes description of necessary repair(s), location, parts and labor hours required and their cost, and reason for the repair to the Contracting Officer or his/her designated representative.

**5.3. Misuse/Abuse of the System.** If the Contractor deems repairs or actions are necessary to repair the system due to misuse or abuse of the system, the Contractor shall submit a written report explaining exactly what type of abuse and why the Contractor feels it is abuse to the system. This report should include the date/time, location, type of abuse and breakdown of labor and parts and their cost.

**6. GOVERNMENT FURNISHED PROPERTY AND SERVICES.** The Government medical center maintenance personnel will:

**6.1.** Clear all alarms that can be cleared from the computer and change blown fuses at the workstation. Any fuse changed, that blows again in the same workday, will not be changed again until the Contractor has responded and verified why the fuse has blown.

**6.2.** Medical Center housekeeping staff will initially clean any bodily fluid spills within the system due to broken containers for the safety of Contractor personnel. After spills have been cleaned to the point that they no longer pose a health hazard to the Contractor, the Contractor shall perform further cleaning or make any repairs to the system resulting from the spill (see paragraph 5.2.). Spill cleanup shall be in compliance with the following OSHA Regulations:

**6.2.1.** 29 CFR Part 1010 Occupation Safety and Health Standards.

**6.2.2.** 29 CFR Part 1926 Safety and Health Regulations for Construction

**6.2.3.** 29 CFR Part 1925 Safety and Health Standards for Federal Service Contracts.

**6.2.4.** 29 CFR Part 1910. 1030 Occupational Exposure to Bloodborne Pathogens.

## **7. SECURITY REQUIREMENTS:**

**7.1.** The Contractor shall notify the servicing Security Forces Squadron (81 SFS/SFAI) at Keesler AFB thirty (30) days before on-base performance of the contract. The notification shall include:

**7.1.1.** Name, Address, and telephone number of company representatives.

**7.1.2.** The contract number and contracting agency.

**7.1.3.** The reason for the contract (i.e., the work to be performed).

**7.1.4.** The location(s) of contract performance and future performance, if known.

**7.1.5.** The date contract performance begins.

**7.1.6.** Any change to information previously provided under this paragraph.

**7.2.** The Contractor shall maintain a current list of employees. This list shall include each employee's name/aliases and social security number. This list shall be validated and signed by the Contract Manager and provided to 81 SFS/SFAI within one week after contract start date. An updated list shall be provided when an employee's status or information change. A copy of the updated list shall be provided to 81 SFS/SFAI no later than two (2) working days after the changes occur.

**7.3** The contractor is responsible for obtaining passes to enter the installation. Employees requiring passes shall report to Gate 3 (White Ave) and fill out AF Form 75 Visitor/Vehicle Pass to obtain a pass. The visitor's center should contact the government point of contact for validation.

**8. MONTHLY INVOICE.** The Contractor shall submit a consolidated monthly invoice to the appropriate Finance Office contained in the contract with a courtesy copy to 81 CES/CEOEQ, Attn: Pneumatic Tubes QAE, by the 6<sup>th</sup> working day of the following month. The monthly invoice will contain the following:

**8.1.** Monthly Maintenance and Repair Cost along with Maintenance Inspection Schedule(s) (Appendix B or approved checklist)

**8.2.** Parts costs (along with copy of original invoice)

**8.3.** Labor costs excluded from monthly maintenance/repair, if any.

**8.4.** All required service reports or written reports .

**APPENDIX A****ESTIMATED WORKLOAD DATA**

MAKE	BUILDING LOCATION	AGE	OUTLETS	CANISTERS
Pneumatic Tube Products Inc.	Keesler Air Force Base Medical Center, Bldg 0468, Room BG-G43 Zone 4	11 y/o	15	75

**APPENDIX B  
MAINTENANCE INSPECTION SCHEDULE**

**DATE/TIME:** \_\_\_\_\_ **SERVICE TECHNICIAN:** \_\_\_\_\_

**STATIONS**

Perform the following for status S1 through S15

Visual Inspection:

- 1 – All equipment installed \_\_\_\_\_
- 2 – Station power on \_\_\_\_\_
- 3 – Data cable test \_\_\_\_\_
- 4 – Diverter cable test \_\_\_\_\_

Maintenance Mode Test:

- 1 – Slidegate to open \_\_\_\_\_
- 2 – Slidegate to close \_\_\_\_\_
- 3 – Carriage to insert \_\_\_\_\_
- 4 – Carriage to dispatch \_\_\_\_\_
- 5 – Receive limit switch \_\_\_\_\_
- 6 – Magazine limit switch \_\_\_\_\_
- 7 – Overload limit switch \_\_\_\_\_
- 8 – Set carrier inventory \_\_\_\_\_
- 9 – Verify station address \_\_\_\_\_
- 10 – Test diverter normal \_\_\_\_\_
- 11 – Test diverter pulse \_\_\_\_\_

Transactions:

- 1 – Send 1 normal transaction \_\_\_\_\_
- 2 – Send 1 secure transaction \_\_\_\_\_
- 3 – Send 1 stat transaction \_\_\_\_\_
- 4 – Send 1 forwarded transaction \_\_\_\_\_
- 5 – Sign station on and off \_\_\_\_\_
- 6 – Resdribution an empty carrier \_\_\_\_\_

S1 \_\_\_\_\_ S2 \_\_\_\_\_ S3 \_\_\_\_\_ S4 \_\_\_\_\_ S5 \_\_\_\_\_  
 S6 \_\_\_\_\_ S7 \_\_\_\_\_ S8 \_\_\_\_\_ S9 \_\_\_\_\_ S10 \_\_\_\_\_  
 S11 \_\_\_\_\_ S12 \_\_\_\_\_ S13 \_\_\_\_\_ S14 \_\_\_\_\_ S15 \_\_\_\_\_

**DIVERTERS:**

Perform the following for diverters D1 through D20.

Visual Inspection:

- 1 – All equipment installed
- 2 – Verify alignment

D1 \_\_\_\_\_ D4 \_\_\_\_\_ D8 \_\_\_\_\_ D11 \_\_\_\_\_  
 D14 \_\_\_\_\_ D20 \_\_\_\_\_

**BLOWER:**

Blower B20

Visual Inspection:

- 1 – All equipment installed \_\_\_\_\_
- 2 – Pneumatic power on \_\_\_\_\_
- 3 – Data cable test \_\_\_\_\_
- 4 – Logic cable test \_\_\_\_\_
- 5 – Diverter cable test \_\_\_\_\_

Maintenance Mode Test:

- 1 – Blower to idle \_\_\_\_\_
- 2 – Blower to pressure \_\_\_\_\_
- 3 – Blower to vacuum \_\_\_\_\_
- 4 – Test diverter normal \_\_\_\_\_
- 5 – Test diverter pulse \_\_\_\_\_
- 6 – Test remote alarm \_\_\_\_\_

**COMPUTER:**

Central Computer

Visual Inspection:

- 1 – All equipment installed \_\_\_\_\_
- 2 – Screens normal \_\_\_\_\_
- 3 – Road map verified \_\_\_\_\_
- 4 – Equipment data entered \_\_\_\_\_
- 5 – UPS tested, on line and low power \_\_\_\_\_

Operational Test:

- 1 – Sign off diverter verify transactions will not pass \_\_\_\_\_
- 2 – Sign off a station verify that the station will not send or receive \_\_\_\_\_
- 3 – Operate all equipment \_\_\_\_\_

**PNEUMATIC TUBE SYSTEM SERVICE REPORT**  
**Keesler Air Force Base Medical Center**

SERVICE TECHNICIAN: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

IF EMERGENCY/URGENT CALL:

DATE	TIME OF NOTIFICATION	TYPE OF REQUEST	RESPONSE TIME	COMPLETION TIME	DOWNTIME
_____	_____	_____	_____	_____	_____

Description of Service (including location):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Discrepancies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Replacement Parts (attach copy of original invoice):

PARTS NUMBER	PARTS DESCRIPTION	QUANTITY	COST PER EACH