

Sample Vehicle Maintenance Statement of Work with Biobased Language

This is a sample Statement of Work that incorporates language on the purchasing of biobased products. The Statement of Work is provided for informational purposes. It may be revised to reflect additional or unique tasks peculiar to an activity's vehicle maintenance operation.

[Table of Contents](#)

[Scope of Work](#)

[Required Submittals and Reports](#)

[Product Demonstration](#)

[Quality Control Program](#)

[Quality Assurance](#)

[Operating Hours](#)

[Safety and Accident Prevention](#)

[Environmental Requirements](#)

Background.

Congress passed a law to encourage the purchase of biobased products: the Farm Security and Rural Investment Act, Section 9002. Federal agencies must purchase biobased products and will establish agency preferential biobased procurement programs. Benefits of biobased products are: enhance the nation's energy security by substituting domestically produced biobased products for fossil fuel based products derived from imported oil and natural gas; improve demands for biobased products to increase demand for agricultural commodities, which are the feedstock of biobased products; spur the development of value added agricultural processing and manufacturing in rural communities, which would create new jobs and income in rural regions; and establish an healthier environment for users.

1.0 Scope of Work.

1.1 Unless otherwise specified herein, the contractor shall provide all supplies, personnel, equipment, tools, materials, supervision, and other items or services necessary to perform the management and operation of motor vehicle maintenance functions as defined in this Performance Work Statement (PWS). All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards and, to the extent feasible and reasonable, include the exclusive use of biobased products. All supplies, materials, and equipment to be used in the performance of work described herein are subject to the approval of the Contracting Officer Representative (COTR).

1.2 The contractor must submit to the COTR a list indicating the name of the manufacturer, the brand name, and the intended use of each of the materials, proposed for use in the performance of its work.

1.3 The contractor shall not use any materials, chemicals, or compounds which the COTR determines would be unsuitable for the intended purpose or harmful to the surfaces to which applied.

1.4 The contractor shall utilize products and material made from biobased materials (e.g., biobased lubricants, biobased hydraulic fluids, biobased fuel additives) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user.

1.5 For the biobased content products evaluation, all products proposed for use under this contract must conform to the Department of Agriculture (USDA) Designated Biobased Products List (DBPL) whenever practicable. Contractors should provide data for their biobased lubricants and hydraulic fluids to document biobased content, and source of biobased material (i.e. particular crop or livestock). Any material which the COTR suspects does not meet Federal specifications or standards shall be tested at the Contractor's expense by an independent testing laboratory qualified to perform such tests as are required. A copy of the laboratory report giving the results of the test and a sample of each product, if requested, shall be submitted to the COTR. These products shall meet the requirements established by applicable Federal specifications and standards or be considered unacceptable for use.

1.6 The following is a list of products USDA requires for vehicle maintenance purposes. Each product submitted must be identified with one of these categories. It is desirable that vendors be able to supply the greatest number of biobased products listed meeting the health and environmental specifications. Labeling should be printed on all containers.

- | | |
|-----------------------------------|-------------------------|
| Hydraulic fluids | Penetrating lubricants |
| Diesel fuel additives | Multipurpose lubricants |
| General penetrants and lubricants | Transmission fluids |
| Bar and chain oil | Degreasers |
| Hydraulic lubricants | Air tool lubricants |
| Lube chain lubricants | Chrome polish/cleaners |
| Biobased gas conditioners | Glass cleaners |
| Chain bar lubricants | All purpose cleaners |
| Fuel conditioners | |

The offered products must meet the required consistencies as stated in the USDA Final Rule. Products which do not meet the mandatory specifications or for which the appropriate information has not been submitted will be disqualified from further consideration.

1.7 The contractor shall provide intermediate maintenance, preventive maintenance and scheduled inspections/tests; repair/replace unserviceable parts, assemblies, subassemblies and components; refinish, fabricate parts, make modifications; repair accessories and auxiliary equipment, and body and structural repair.

1.8 The contractor shall provide on-call response within 60 minutes for weekends, holidays, and after normal duty hours for emergency vehicle repair. This work shall be continuous 24 hours a day, 7 days a week until completed, unless approved by the COTR.

1.9 Not later than 30 days prior to contract start date, the contractor shall establish procedures to ensure on call personnel shall report for duty within 60 minutes of notification. The contractor shall furnish the USDA personnel an on call contact listing. This listing shall be updated to ensure personnel are available continuously throughout the contract period.

1.10 The contractor shall maintain all vehicles to the standards contained in USDA mandatory directives and manuals.

1.11 The contractor shall accomplish scheduled preventive maintenance, concurrent and special inspections, tests, and calibration.

1.12 The contractor shall be responsible for installation or transfer of vehicle accessories and special equipment as approved by the COTR. The contractor shall be responsible for repairs and parts after installation.

1.13 The contractor shall clean and service all vehicles, after performing maintenance repairs.

1.14 The contractor shall be responsible for accomplishing minor repairs estimated at two labor hours or less. Work Orders shall be used to document minor maintenance. Minor maintenance repairs shall begin NLT 15 minutes after receipt of vehicle for maintenance.

1.15 The contractor shall provide, issue, and add all replenishment fluids/ lubricants to Include; engine oils, transmission, brake and hydraulic fluids, gear lubricants, and coolants that meet the standards set forth in USDA directives and manuals.

1.16 The contractor shall provide on-site maintenance for vehicles and equipment which because of their design or immobility cannot economically be delivered to the vehicle maintenance facility. The contractor shall develop a list of these assets, by registration number, keep the list current, and provide the COTR a copy within 10 days after contract awarded and update changes as they occur.

1.17 The contractor shall provide unscheduled mobile maintenance to start or repair vehicles and equipment that are disabled. This service shall be provided ASAP, but dispatch shall occur NLT 15 minutes, after notification of the requirement. The contractor shall utilize a service call log. The log shall be provided to the COTR upon request.

1.18 The contractor shall provide repair and replacement of vehicle and equipment tires IAW USDA directives and manuals. Disposal of unserviceable tires shall be the contractor's responsibility IAW approved environmental procedures. Unserviceable tires shall be removed weekly.

1.19 The contractor shall maintain strict control of all accountable documents. This includes logs and registers required by USDA.

1.20. The contractor shall ensure that a Vehicle Maintenance Manager is responsible for the development and execution of a comprehensive base wide vehicle maintenance program. Program includes planning utilization of resources, managing facilities and equipment, analyzing operational problems and taking corrective action, and providing technical and administrative advice to vehicle/equipment using organizations. Determines/resolves technical matters/problems involved in the repair and maintenance of vehicles and equipment. Prepares and defines budgets for the operation of the vehicle maintenance program.

1.21 The contractor shall furnish in writing to the COTR the names of all contractor personnel not later than (NLT) the contract pre-performance conference. The COTR shall immediately be notified in writing whenever changes are made.

1.22 The contractor shall comply with Federal drug-free workplace and work force requirements IAW the Federal Acquisition Regulations.

1.23. Some classifications of work may require special protective clothing; coveralls, aprons, masks, face shields, reflective vests, back supports, gloves, and steel-toed safety shoes/boots IAW the regulations covering the job descriptions. The contractor shall be responsible for identifying those job classifications requiring protection equipment IAW OSHA standards.

1.24 The contractor shall insure that employees have the following current and valid professional certifications before operating Government vehicles. Vehicle Operations drivers must be commercially licensed by the appropriate State to operate vehicles used in the performance of this contract on federal, state, and local highway systems. Vehicle Maintenance technicians must possess a current USDA Motor Vehicle Operator Identification Card for the type vehicle/equipment that shall be operated prior to operating vehicles. All contractor employees operating Government vehicles must maintain a current commercial driver's license for the type vehicle being operated. Hazardous material endorsement shall be required by drivers to operate vehicles carrying hazardous material.

1.25 The contractor shall provide motor vehicle and equipment repair parts equal to or that exceeds the quality of replacement parts supplied by the original equipment manufacturer.

1.26 Commercially purchased or contractor rebuilt parts may be used if they equal or exceed the quality of the original parts.

[Return to Table of Contents](#)

2.0 Required Submittals and Reports.

2.1 Within thirty (30) days of contract award, the Contractor shall submit a Vehicle Maintenance Plan (“Plan”). This submittal shall be approved by the Contracting Officer in writing. The Contractor shall not commence work until this submittal is approved by the Contracting Officer in writing. The Contractor is responsible for making such revisions to the plan as are deemed necessary by the Contracting Officer. If the Plan requires any revisions or corrections, the Contractor shall resubmit the Plan within ten (10) days. No work will be allowed and no progress payments will be processed until the Plan is approved.

2.2 The Plan must be reviewed and updated annually, and as required by the Contracting Officer. The Plan must contain and define the following elements:

2.2.1 The Contractor’s written policy stating its commitment to the use of biobased products, employee health and safety, and sound environmental management practices.

2.2.2 Proposed biobased vehicle maintenance products which must be selected in accordance with the criteria included in this Solicitation. At a minimum, the Plan must identify products by brand name for each of the above product types.

NOTE: Contractors may propose more than one product within a product category and/or propose a product or products addressing more than one product category.

2.2.3 The product attributes for the proposed product brands in each of the above categories must be summarized. Once this list of products has been approved by the Contracting Officer, the Contractor is responsible for using only those approved products. If for some reason the product is found later to be ineffective, or the Contractor would otherwise like to propose an alternative product, either the Contractor or Contracting Officer may propose for consideration an “equal” product. The Contracting Officer is the final decision-maker for such substitutions and must approve each in writing;

2.2.4 Product Guides which define standard operating procedures for instructing staff in the proper use, storage, and disposal of biobased products; proper

maintenance of equipment; and other procedures/instructions to accomplish work under this contract;

2.2.5 The contractor shall define proper procedures for the storage of hazardous materials in conformance with good housekeeping practices, the National Fire Prevention Association (NFPA) Code, and applicable federal and municipal regulations. The Plan also must define proper procedures for the identification and disposal of hazardous wastes in accordance with Federal RCRA regulations.

2.2.6 The Contractor must implement a comprehensive Affirmative Procurement Program for the purchasing of biobased, products and products made with recovered materials to the maximum extent possible. The Contractor shall detail how it intends to keep abreast of the development and increasing availability of biobased products and how any new or improved products will be incorporated on an ongoing basis into contract performance. The Contract will also indicate how, at a minimum, it will conform to the Comprehensive Procurement Guidelines (CPG) published by EPA with respect to recovered material products. The Contractor must update its Program to accommodate all revisions.

2.2.7 The contractor shall provide data on the quantity and dollar values of biobased products and recycled content products used in this contract. The data will be submitted to the COTR monthly.

[Return to Table of Contents](#)

3.0 Product Demonstration, Employee Training and Technical Assistance.

USDA believes that a demonstration of how to use the products, free samples, an effective training program for the products selected, and technical assistance are central to the selection and eventual success of purchasing and using biobased products.

3.1 USDA will look for vendors who will 1) demonstrate their products and leave free samples and 2) when selected, offer effective training to all of the vehicle maintenance staff and be available with technical assistance to trouble shoot problems.

4.0 Quality Control Program.

4.1 The contractor shall institute and maintain a complete quality-control program to ensure that the requirements of this contract are provided, as specified. The overall goal of the program should be to identify and correct any problems that may exist before they are identified by or reported to the COTR and/or the vehicle maintenance staff. As a minimum, the program shall include:

4.1.1 An inspection system covering all the services required with a comprehensive checklist to be used to inspect contract performance during scheduled and unscheduled inspections, and the name(s) of the individuals who will be performing the inspections.

4.1.2 A system for identifying and correcting deficiencies and/or a pattern of deficiencies in the quality or quantity of services provided before the level of performance becomes unacceptable and/or Government inspectors point out the deficiencies.

4.1.3 A file of all inspections conducted by the Contractor and corrective actions taken. This should include follow-up inspections to ensure that corrective action was appropriate, complete, and timely. This documentation shall be organized in a logical manner, kept current, and made available to the COTR and the Contracting Officer during the term of the contract.

4.2. The contractor shall establish and implement key control procedures in the Quality Control Plan to ensure keys issued to the contractor by the Government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the Government.

[Return to Table of Contents](#)

5.0 QUALITY ASSURANCE.

5.1 The Government shall evaluate the contractor's performance under this contract. All surveillance observations shall be recorded by the Government. When an observation indicates defective performance, the COTR shall request the contractor's representative to initial the observation. All observations of incomplete or defective performance, or safety and health standards violated shall be recorded. Written notices issued by the CO shall require the contractor to reply, in writing, to the CO within five workdays after receipt, explaining reasons for the existing conditions, the corrective action, and procedures taken to prevent recurrence.

5.2 Government verification inspections of services shall not constitute acceptance, nor replace the contractor inspection or in any way relieve the contractor of any responsibility to take all actions necessary to assure highest quality of service rendered.

5.3 The contractor may be required to meet at least weekly with the COTR during the first month of the contract. Meetings shall be as often as necessary thereafter as determined by the COTR.

5.4. The contractor shall maintain a current listing of employees. The list shall include employee's name, social security number, and level of security clearance. The list shall be validated and signed by the Contractor and provided to the COTR. Updated listings shall be provided when an employee's status or information changes.

[Return to Table of Contents](#)

6.0. OPERATING HOURS.

6.1 Operating hours shall meet mission requirements.

6.2. Vehicle Maintenance normal hours of operation shall be continuously from 0630 to 1530 hours daily, Monday through Friday

6.3. Recognized Holidays. Except for work categorized as emergency, the contractor is not required to provide all services on the federal holidays

NOTE: Any of the above holidays falling on a Saturday or Sunday shall be observed on the date designated by the Federal Government.

6.4 Upon notification by the COTR, the contractor shall provide services to support weekend/holiday training schedule.

[Return to Table of Contents](#)

7.0 SAFETY AND ACCIDENT PREVENTION.

7.1. The contractor shall formulate and submit, within 30 days after the conditional contract award date, a written safety and health plan for acceptance by the Government. The written plan shall include the details of the contractor's safety organization, responsibilities, method of program implementation, and how hazards and deficiencies shall be identified and corrected. It shall detail employee's responsibilities for: protection of Government property and safety of others, employee's responsibilities for reporting all mishaps, and establish procedures for reporting or correcting unsafe conditions, hazards, or practices. The plan shall also contain mishap notification and reporting procedures. The contractor shall have a central POC for safety and health related issues. The POC shall be identified in writing to the COTR.

7.2. The contractor shall ensure employees have safety education when engaged in activities involving Government facilities, personnel, or equipment.

7.3 The contractor shall immediately notify USDA safety personnel of all accidents/incidents involving employee use of and/or damage/injury to facilities, equipment, or personnel.

7.4 The contractor shall require their personnel to wear safety shoes/boots IAW OSHA standards.

7.5 The contractor shall provide all required personal protection equipment, e.g. respirators, hearing protection, eye protection, gloves, steel-toed boots, aprons, masks, face shields, reflective vests, etc. IAW OSHA standards.

[Return to Table of Contents](#)

8.0. ENVIRONMENTAL REQUIREMENTS.

8.1 The contractor shall comply with all federal, state, and local environmental laws, and USDA policies and regulations to include but not limited to Resource Conservation and Recovery Act (RCRA), Safe Water Drinking Act (SWDA), the Clean Air Act (CAA), and Federal Facilities Compliance Act (FFCA).

8.2 The use, handling, storage, and disposal of all toxic, hazardous, special or radiological wastes/materials shall be IAW all local, state, federal, and USDA environmental regulations and procedures. Personnel shall be trained by the Government on proper procedures to include spill response and clean up.

8.3 The contractor shall provide a complete environmental plan to assure compliance with all environmental statutes and regulations. One copy of the plan shall be provided to the COTR at the pre-performance conference and as changes occur.

[Return to Table of Contents](#)