MOTORPOOL SUPPORT SERVICES
CLIN 2 ACTIVITY 3
PERFORMANCE WORK STATEMENT

1.0 REQUEST INFORMATION

1.1 Period of Performance: TBD
1.2 Type of Activity: The Motor Pool Activity is a firm fixed-price Activity.
1.3 Description: Motor Pool Support Service
1.4 Location: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
1.5 Travel: Local Travel is anticipated between the MGN and PGH sites in support of this Activity. Long distance travel is not anticipated.
1.6 Training: Training is anticipated related to maintaining licenses and certifications required to perform the requirements of this Activity. Drivers are required to maintain a valid driver's license in the state of residency (Pennsylvania or West Virginia).

2.0 GENERAL REQUIREMENTS

2.1 This Activity is to be performed at the ALB, MGN, and PGH NETL sites.

2.2 The Activity involves:
2.2.1 Operating the motor pool;
2.2.2 Providing motor pool vehicle reservation (ALB and PGH sites);
2.2.3 Operating, maintaining, and repairing the ethanol, gasoline, and diesel refueling stations (MGN and PGH sites)

2.3 The Activity does require on-call support based on approval by the Activity Contracting Officer's Representative (ACOR

2.4 This Activity is covered by the Service Contract Act.

3.0 SPECIAL INSTRUCTIONS

3.1 The historical data shown in the chart below is the average number of PMs and CMs performed each month on our on-site equipment and Fleet vehicles. The on-site mechanic(contractor) is to perform PM and CM tasks on our ground's maintenance equipment only (generators, john deer gator, electric carts, lawn mowers, and backhoe, front loader). Preventative Maintenance (PM) includes oil change, fluid inspections and replacements, tire maintenance, brake inspection, air filter replacement, and schedule maintenance services. By performing these preventative maintenance tasks regularly, equipment/vehicle user can prevent unexpected breakdown, prolong the lifespan, maintain fuel/energy efficiency, and ensure safe operation. Corrective maintenance (CM) includes parts replacement and damage repairs. They perform the work based on WO addressing issues that arise unexpectedly or as a result of wear and tear, ensuring the equipment/vehicle remains safe, reliable, and roadworthy. The PM and CM on our GSA fleet vehicles are performed by GSA approved mechanical shops. Contractor is to keep the vehicle schedule up to date and make necessary appointments for each vehicle's regular maintenance services as per GSA guidelines.

Historical Monthly Averages:

Work Order Type	Morgantown	Pittsburgh	Albany
Preventative Maintenance	10	15	3
Corrective Maintenance	10	15	3

3.1.1 Vehicle Reservations (Monthly Average): 100 vehicle reservations per month (all sites). Vehicle reservations are performed by via separate contract at the MGN site.

3.1.2 Refueling Operations (Monthly Averages): 16 MGN vehicles and 32 PGH vehicles are refueled with ethanol monthly. NETL pays for all fuel used in the refueling stations.

3.1.3 Refueling stations are available at the MGN and PGH sites, with tanks for gasoline and ethanol. Electric charging stations are also available at the MGN site (Parking Garage) and PGH site (R&D Plateau – near Building 65 and Administrative Plateau – near Building 920). Additional EV charging stations will be installed at MGN B-1, PGH B-95 and B-900 in FY 24.

3.1.4 Work includes the transportation of GSA vehicles to off-site vendors as required by GSA or the ACOR.

3.1.5 NETL pays for any equipment replacements when repair is not feasible or economical.

4.0 SCOPE

This Activity provides motor pool services including: operating the motor pool; providing motor pool vehicle reservation; operating, maintaining, and repairing the refueling stations. EV charging station will be maintained/ repaired by outside vendor (MGN and PGH sites). The contractor shall provide to NETL all supervision, labor, supplies, and materials (excluding those items identified as being furnished by the Government) to satisfactorily perform work in the areas identified in this PWS. All equipment needed in performance of this Activity shall be provided by the Government.

4.1 Motor Pool Support

4.1.1 Operating the Motor Pool

4.1.1.1 The Contractor shall coordinate and/or provide the preventive and corrective maintenance activities on General Services Administration (GSA) and station vehicles and station equipment, including: cars, pick-ups and heavy-duty trucks, material-handling equipment, tractors, tow motors, loaders, electric carts, etc., and miscellaneous portable items such as, pumps, welders, generators, compressors, pressure washers, grounds maintenance equipment (PGH site only), snow-removal blades, and salt spreaders. The rinsing of the site road salt spreader truck and associated equipment will be performed when needed at an approved location to help extend the life of the truck/equipment. The rinsing will also help in the more uniform spreading of the road salt. Any excess road salt will be brushed off before rinsing. The nearby catch basin(s) will be protected if necessary to prevent the rinse water from entering the storm sewer system. The contractor shall insure that GSA Fleet Vehicles are cleaned (ALB site

only) at least quarterly as part of the regular maintenance program. Wash all PGH and MGN vehicles at MGN site quarterly. Clean interiors of all GSA vehicles monthly Work includes the transportation of GSA vehicles to off-site vendors for maintenance as required by GSA maintenance schedules or the DOE ACOR. The maintenance documentation and record keeping shall be maintained and submitted to the NETL ACOR upon request. All equipment and vehicle maintenance shall be performed in accordance with the manufacturer's operating and maintenance manuals or GSA procedures. Types of government equipment being maintained by the Motor Pool are included in Attachment 1.

4.1.1.2 NETL is currently in process of upgrading number of electric vehicles (EV) for use in its GSA Fleet. Charging stations are installed at the MGN and PGH sites for use. Additional charging station will be installed at the ALB site in the future. As part of the PGH operation of the Motor Pool, the Contractor will provide preventative and corrective maintenance activities comparable to other vehicles in the Motor Pool but consistent to manufacturer and GSA recommended EV operation and maintenance schedules for this vehicle type.

4.1.2 Motor Pool Vehicle Reservation (ALB and PGH sites only)

4.1.2.1 The Contractor shall be responsible for processing reservation requests that will be received using the NETL Vehicle Reservation system. Processing reservation requests includes receiving the requests from the reservation system, checking availability of vehicles, notifying the requestor that their reservation has been confirmed, and provide the requestor with information on vehicle key pickup. If a Government Owned Vehicle (GOV) is available, the Contractor shall send e-mail verification to the requestor describing the vehicle and corresponding license number reserved for their use. This information shall be added to the vehicle logs on the NETL myPortal. If a GOV is not available, an e-mail shall be sent to the requestor indicating that a vehicle is not available and that Private Owned Vehicle POV) mileage reimbursement is authorized. Motor Vehicle Dispatch Logs shall be posted on the NETL myPortal on a daily basis. The Contractor shall be responsible for maintaining and operating the vehicle dispatch areas located in B-22 in ALB. Ensure electric vehicle range, any electric GSA vehicles will be charged overnight after each day of use. The contractor shall ensure scheduled motor pool vehicles are fully fueled and/or charged by 6:30 AM each morning. The Contractor shall be responsible for vehicle dispatching (ALB and PGH sites only), which shall include distributing keys to vehicles, maintaining vehicle logs on the NETL myPortal, collecting vehicle operating logs weekly, maintaining vehicle operating logs, and being the point of contact for issues with any vehicle. NETL Order 580.1, Personal Property Management, and the ES&H Handbook shall be followed in executing this Activity.

4.1.2.2 On the 15th day of each following month the Contractor shall be responsible for: 1) Reporting vehicle mileage to GSA through Drive-Thru Mileage Express from data received from the motor pool staff at ALB, MGN, and PGH sites for vehicles that do not have telematics installed; 2) Tracking, compiling, and generating a monthly detailed billing report from data received from the MGN and PGH motor pools and PACE (this billing report includes Maintenance costs; Ethanol, Unleaded, and Diesel fuel usage and

car washes performed).

4.1.3 Operating, Maintaining, and Repairing the Gasoline, Diesel, and Ethanol Refueling Stations. Electric Vehicle charging stations will be maintained/repaired by outside vendor. (MGN and PGH sites only)

4.1.3.1 The Contractor shall operate, maintain, and repair the gasoline, diesel fuel, and ethanol refueling stations, including all preventive and corrective maintenance activities. All equipment maintenance shall be performed in accordance with the manufacturer's operating and maintenance manuals or GSA procedures.

4.1.3.2 The Contractor shall be responsible for dispensing fuel and maintaining a log documenting the mileage and gallons used for each vehicle being refueled.

4.1.3.3 The Contractor shall monitor the diesel fuel, gasoline, and ethanol storage tanks at the MGN and PGH sites and be responsible for refilling the storage tanks when the tanks reach the 1/3 full level, including notifying the fuel suppliers when deliveries to the sites are required. Hours of operation for the refueling stations are to be between 7:00 AM-1:30 PM.

4.1.3.4 For Electric Vehicle charging stations installed at MGN and PGH sites, the contractor shall provide support and coordination with the manufacturer while the units are under manufacturer lease and warranty. Electric Vehicle charging station will be added at ALB site in the future.

5.0 SUPPORTING FUNCTIONS

5.1 Directives Support

5.1.1 The Contractor shall assist with reviewing and revising NETL directives to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.

5.2 Corrective Action

5.2.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

5.3 Consulting and Assistance

5.3.1 Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.

5.4 International Organization for Standardization (ISO) 14001/OHSAS 18001/ISO 45001 Certification Initiatives and Audits

5.4.1 The Contractor shall support NETL's efforts to maintain ISO 14001 and OHSAS 18001/ISO 45001 certifications as part of the ES&H Management System and shall participate in NETL's internal audits and assessments. Support activities including basic participation in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.

6.0 DELIVERABLES

6.1 The following table contains the deliverables associated with this Activity. In addition to the list identified below, ad hoc reporting will be expected as necessary for areas related to the Activity areas identified above. Specific instructions related to ad hoc reporting will be provided through technical direction. An electronic copy of each deliverable shall be provided to the ACOR, COR, CS, and CO.

DELIVERABLE	FORMAT	FREQUENCY
Detailed Billing Report	Format as specified by the ACOR	Monthly, on the 15th day of the following month
Vehicle data reports on per vehicle fuel consumption and mileage.	Format as specified by the ACOR Provide vehicle data to NETL RP quarterly for incorporation into the DOE Federal Automotive Statistical Tool (FAST) Validation and NETL EMP Report.	Quarterly by the 15th of the month following the end of each quarter.
Records pertaining to fuel deliveries at each site	Photocopies of all deliveries made to each site identifying the site delivery times and pertinent delivery information of the vendor.	Monthly, on the last day of each month.
Vehicle cost data reports	Format as specified by the ACOR	Annually by October 15th.
Records pertaining to vehicle clean at each site	Format as specified by the ACOR	Monthly, on the last day of each month – Interior Clean Quarterly, on the last day of month. – Exterior Clean