

## Scope of Work (SOW)

### Vendor managed Inventory (VMI) of Paint and Paint Supplies

**Rock Island Arsenal**

**Joint Manufacturing and Technology Center (RIA-JMTC)**

**Dated: 9 August 2012**

**1. PURPOSE:** To provide and maintain paint and paint supplies using a Vendor Managed Inventory System (VMI). VMI is defined as a managing contract account in accordance with generally accepted VMI practices, which optimize supply chain performance. This includes, but is not limited to the resupply of designated items by the vendor through regularly scheduled reviews of on-site inventory counts, removal of damaged or outdated goods, and the restocking of inventory to predetermined levels at their specific locations.

**1.1. SCOPE:** Vendor will purchase all items on the attached list(s) labeled in Attachment 0003, and maintain a minimum/maximum supply of each item at Rock Island Arsenal/Joint Manufacturing & Technology Center (RIA-JMTC) using a Vendor Managed Inventory (VMI) System. Vendors must provide Paint and Paint supplies as specified herein (Attachment 0003), to be stored in two (2) fire proof rooms, one (1) located in building 208 and one (1) located in building 299, at Rock Island Arsenal Joint Manufacturing & Technology Center (RIA-JMTC), Rock Island, IL 61299. The items will be placed on shelving supplied by RIA -JMTC. All items will be consumed from these shelves. The Supplier shall be required to maintain a minimum stock level of supply as detailed in Attachment 0003.

**2. PERIOD OF PERFORMANCE:** This will be a 5 year Indefinite Delivery/Indefinite Quantity (IDIQ) type contract.

**2.1 Hours of Operation:** The contractor is responsible for conducting business, between the hours of 0600 – 1430 (6:00am to 2:30pm) Monday thru Friday except Federal Holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor is authorized to work during normal business hours, Monday thru Friday, 0600 to 1430 (6:00am to 2:30pm). If work needs to be completed outside of these hours, the contractor must obtain approval from the Administrative Contracting Officer.

### **3. SAFETY AND ENVIRONMENTAL:**

**3.1. Safety:** The contractor is responsible for complying with all federal, state, and local safety and environmental regulations, including, but not limited to Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), Illinois Environmental Protection Agency (IEPA), and Army regulations. Contractor must adhere to all Rock Island Arsenal Safety requirements, policies, and statutes. The Contractor shall be responsible for obtaining any hot work/open flame permits required, and coordinating with the Rock Island Arsenal Fire Department in accordance with (IAW) RIAR 420-2, Chapter 7 – Special Operations, Welding, Cutting, and Tar Kettles, specifically Section 7-2, pages 27 and 28. To contact the Fire Department for flame permit, contractor shall call (309) 782-5948 or x-2911 if calling from on-post.

**3.1.1** Vendors are required to wear steel toed safety shoes, long pants and safety glasses when in buildings 208 and 299. If safety glasses are needed, a pair of disposable safety glasses will be available. The Government reserves the right to refuse any visitor who does not properly adhere to the safety requirements listed.

**3.2 Environmental:** All hazardous wastes, acid, and contaminated material generated by the execution of this scope of work will be disposed of IAW all applicable federal, state, and local laws and regulations. All transport and decontamination will be performed IAW all applicable interstate, federal, state, and local laws and regulations. Any materials and /or wastes generated from this effort shall be labeled with appropriate transportation/disposal documentation for off-site disposal to include but not limited to Hazardous Waste Manifest and Associated Land Disposal Restriction. Prior to discussing any environmental issues with the environmental agency of primacy, the contractor shall contact the Government Representative for direction.

**3.3 Ozone depleting Chemicals (ODCs):** The Contractor shall assure during execution of the tasks outlined in this SOW that none of the materials used contain Class I ODCs as defined by Public Law 102-484, Section 326.

**3.4 Security:** The RIA-JMTC is an Army installation subject to Department of Defense safe guards, various precautions, and plant protection measures. At all times during the execution of this SOW, the contractor will maintain adequate plant protection devices to minimize espionage, sabotage, and other malicious destruction and damage. The contractor shall comply with all security requirements of the Rock Island Arsenal.

#### **4. REQUIREMENTS:**

**4.1** Working in conjunction with RIA-JMTC personnel, the vendor shall commit to supplying, stocking, and managing paint and paint supplies in each designated storage rooms and shelving areas in accordance with the following:

**4.1.1** All items to be supplied, stocked, and managed can be found in Attachment 3.

**4.1.2** RIA-JMTC shall provide the supplier with the description of the supply (description with national stock number if applicable) required for inventory, with historical minimum and maximum stock levels, based on previous demands and forecasts, in cases where information is available. The Supplier shall be allowed adequate time to adjust stock based on Supplier phase in plan.

**4.1.3** A maximum quantity of one (1) month supply of all items on Attachment 3 will be stocked on designated shelves with the exception of long lead items.

**4.1.4** A minimum of two (2) weeks supply for all items on Attachment 3 must be stocked at all times.

**4.1.5** In cases where there is low consumption and the items are packed in larger quantities the lowest quantity of box or package will be allowed.

**4.1.6** Storage rooms and shelves shall be stocked no later than 8:00am CST/CDT Monday thru Thursday and no later than 3:00pm CST/CDT Fridays.

**4.1.6.1** Additional Deliveries: In the event that additional paint and supplies are needed, the COR will coordinate with the vendor.

**4.1.7** When an item becomes obsolete, the vendor shall notify the Government Representative as soon as possible in writing of the obsolete item, the item which will replace the obsolete item, price of the new item, and the new MSDS sheet (where required) for prior approval before stocking.

**4.1.8** The vendor will not substitute or “equal” items without express written permission of RIA-JMTC. RIA-JMTC reserves the right to remove and add items at any time during the period of performance. Authorization to add, remove, change items must come from the Administrative Contracting Officer in the form of a written modification. All Items are subject to and must pass in-house quality inspections, where required. New items will be reviewed for price fair and reasonableness.

**4.1.9** When the vendor has inventoried the shelves/bins, vendor shall provide a list of quantities to be restocked to the Government Representative for approval (Stockage Report) (Contract Data Requirements List (CDRL) A001). Upon delivery of items the vendor is required to have all items confirmed by the Government Representative. Also the vendor shall provide weekly reports on stocking and consumption to the Government Representative (CDRL A002).

**4.2** Material Safety Data Sheet (MSDS) sheets are required for all hazardous materials prior to being placed on shelf or in the storage rooms. Vendor is required to provide all MSDS sheets within 10 calendar days of contract

award for all hazardous products on Attachment 3 for approval (CDRL A003). Vendor shall send the MSDS's to the Contract Specialist listed on the first page of the contract award.

**4.2.1** When products are replaced or updated, new MSDS sheets must be provided to the Government Representative 10 calendar days prior to restocking for approval. Failure to do so will result in the product being rejected and returned at the vendor's expense.

**4.3** Vendor must ensure the appropriate levels are maintained at both locations.

**4.3.1** The stocking will be done in a fashion so that the oldest items are used first.

**4.3.2** When the items are of a large size RIA-JMTC will supply a Forklift and operator for loading and unloading. This must be coordinated with the Government Representative 24 hours prior to delivery.

**4.3.3** Vendor will provide RIA-JMTC with a "roadmap" that will consist of a diagram of where the items are placed on the shelves and in Stock Rooms to assist in quick location of paint and supplies (CDRL A004).

**4.4** RIA-JMTC assumes ownership of product when it is placed on the shelf or in designated storage area.

## **5. QUALITY REQUIREMENTS:**

**5.1** Quality of paint; RIA-JMTC will do a periodic viscosity test to assure that the paint is to MIL-DTL-0053022C(MR) standards. In the event that paint does not meet this standard the Administrative Contracting Officer will contact the Vendor and the paint must be replaced, along with an explanation of what corrective actions have been taken to prevent non conforming products.

**5.2** Quality of paint supplies; In the event that there are defects in the paint supplies the Government Representative will contact the Vendor for replacement of the item. These items must be replaced along with an explanation of what corrective actions have been taken to prevent non conforming products.

**5.3** To ensure accountability of items received, the Government Representative will monitor the vendor's supplied items by conducting random samples of each shelf or stock room.

**5.3.1** The vendor must provide the Government Representative with a weekly consumption report (CDRL A002) showing the paint and paint supplies used and stocked for each storage room and shelf area. This report shall be in Microsoft Excel format and should be sent electronically to the Government Representative. The report shall include the following information at a minimum: Location (including bldg. number), Material numbers/Stock numbers and short description of the item, total quantity stocked, total quantity used, and item price.

## **6. POINTS OF CONTACT AND NOTIFICATIONS:**

**6.1** The vendor must provide a comprehensive system of support for RIA-JMTC operations on a 24 hour a day/ 7 day a week basis (except Federal Holidays) to include:

- a. Point of Contact (POC) to include the point of contacts name, phone number, and email address;
- b. Guaranteed response within ½ hour in cases of emergency calls;
- c. Guaranteed physical on-site plant presence within 24 hours of emergency/expedited service request; and
- d. Guaranteed inventory refills/replacements within 24 hours of an emergency/expedited service request.

**6.2** A Government Representative will be assigned for this action. The Government Representative shall coordinate all work with the contractor's POC and the appropriate Rock Island Arsenal activities. If the contractor is unable to meet the requested /scheduled time frames described above, the contractor must immediately notify the Government Representative.

**7. ORGANIZATIONAL CONFLICT OF INTEREST:** The contractor and subcontractor personnel performing work under this contract may receive access to or participate in the development of proprietary or source selection information (e.g. cost or pricing information, budget information, or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interest (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The contractors mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

**8. FINAL ACCEPTANCE:**

**8.1** Performance under this scope of work will be monitored by the Government Representative on a weekly basis. The Government Representative will monitor contractor performance in accordance with the Scope of Work.

**8.2** Upon completion, the Contractor shall invoice thru the Wide Area Workflow (WAWF) electronic invoicing system. <http://www.wawf.eb.mil> See clause 52.0000-4942.

**8.3** If acceptable, the Government Representative will sign a Receiving Report, and inform the Contracting Officer that the supply inventory is meets the requirements and accepted.