**STATEMENT OF WORK**

**SECTION A - SUPPLIES OR SERVICES PRICES/COSTS:**

**A-1. Contract Period: May 1, 2024, through April 30, 2027 (36 months)**

**Item No. Description of Item/Services**

0001 Rental B/W Copy Machine **6 Each**

 Fuji Film ApeosPort-V 4070 **or equal**

with the following specifications:

Resolution: 1,200 dpi or more

Monthly Basic Volume: 25,000 sheets per month for the Marketing and 10,000 sheets for other locations.

Function: Copy

Copy Speed: 45 PPM

Basic Options: Duplex Unit, Auto Document Feeder, 90 Degrees Auto Sorting Function.

Six Locations: NAF Accounting Office Bldg. 937, Marketing Bldg. 937, Golf Course Bldg. 1774,

ITT Bldg. 924, Enlisted Club Bldg. 917, Osan Café’s Bldg. 1313.

0002 Rental B/W Copy Machine **5** **Each**

 Fuji Film ApeosPort-V 3065 CPS **or equal**

 with the following specifications:

Resolution: 1,200 dpi or more

Monthly Basic Volume: 5,000 sheets per month.

Function: Copy

Copy Speed: 35 PPM

Basic Options: Duplex Unit, Auto Document Feeder, 90 Degrees Auto Sorting Function.

Five Locations: Central Warehouse Bldg. 821, Bowling Center Bldg. 975, FSW Office Bldg.

937, Outdoor Recreation Bldg. 1304, NAF Training Office Bldg. 936

0003 Rental Color Copy Machine 1 **Each**

 Fuji Film ApeosPort-V C7785 CPS **or equal**

 with the following specifications:

Resolution: 2,400 dpi or more

Monthly Basic Volume: B/W 2,000 and color (A4) 6,000 sheets per month.

Function: Copy

Copy Speed: 70 PPM

Basic Options: Duplex Unit, Auto Document Feeder, 90 Degrees Auto Sorting Function.

 Location: Marketing Bldg. 937

0004 Rental Color Copy Machine 1 **Each**

 Fuji Film ApeosPort-VII 2273 CPS **or equal**

 with the following specifications:

Resolution: 1,200 dpi or more

Monthly Basic Volume: B/W 5,000 and color (A4) 2,000 sheets per month.

Function: Copy

Copy Speed: 25 PPM

Basic Options: Duplex Unit, Auto Document Feeder, 90 Degrees Auto Sorting Function.

 Location: Library Bldg. 921

**NOTE:** 1. See attached price list for each copy machine.

 2. Excess charges:

 a. B&W - 10 won over the basic monthly volume for each copy machine.

 b. Color copy machine – A3 W200 and A4 W100 won over the basic monthly

 volume for each copy machine.

**SECTION B - DESCRIPTION/SPECIFICATION/WORK STATEMENT:**

B-1. Scope of Service:

The contractor shall provide lease copy machines, including all labor, materials, tools, equipment, and transportation necessary to perform preventive maintenance and on-call repair services during the period of this order at the location and price indicated in the Schedule. The Contractor shall provide manufacturer's technical and maintenance manual of the copier to the Requiring Activity.

B-2. Preventive Maintenance:

Preventive maintenance shall include inspection, cleaning, adjustment, replacement of parts, and other services required to preserve and maintain the copier in operating condition, substantially equivalent to the original designed capacity and efficiency.

B-3. On-Call Repair:

On-call repair shall consist of minimum inspection, testing, disassembly, etc. necessary to ascertain the cause(s) of the malfunction of the copier and correction thereof only to that extent necessary to return the copier in proper operating condition.

B-4. Work Procedures for On-call Requests:

a. Contractor shall provide a telephone number for placing emergency repair service requests and shall have on duty, at all times, a person capable of receiving such requests and dispatching the necessary technicians to perform the services.

b. Contractor shall undertake and complete such emergency repair of inoperable equipment within four (4) hours after receipt of on-call request.

c. Records and Schedules:

The Contractor shall maintain records of preventive maintenance and on-call emergency repair services. The records shall include complete identification of the services performed, service calls received and work performed resulting from such calls, properly identified by times and dates.

**SECTION C - INSPECTION AND ACCEPTANCE:**

a. Inspection and acceptance of the services rendered by contractor will be conducted by the receiving officer or his authorized representative(s).

b. Final acceptance of the services rendered will be made by the NAFI Fund Manager or an authorized representative.

**SECTIION D - DELIVERIES OR PERFORMANCE:**

D-1. Contract Period:

The contract period of service shall be from May 1, 2024, through April 30, 2027. The total contract period will not exceed three (3) years.

D-2. Working Hours: Preventive maintenance and repair services shall be performed between the hours of 0800 and 1600, Monday thru Friday, except US and ROK legal holidays.

 a. US Government legal holidays are as follows:

1. 1 January (New Year’s Day)
2. 3rd Monday, January (Dr. King’s Birthday)

(3) 3rd Monday, February (President’s Day)

1. Last Monday, May (Memorial Day)
2. 4 July, Independence Day)
3. 1st Monday, September (Labor Day)
4. 2nd Monday, October (Columbus Day)
5. 11 November (Veterans’ Day)
6. 4th Thursday, November (Thanksgiving Day)

 (10) 25 December (Christmas Day)

 b. ROK legal holidays are as follows:

1. 1 and 2 January (New Year)
2. Lunar New Year (31 December, 1 & 2 January on the Lunar Calendar)
3. 1 March (Independence Movement Day)
4. 1 May (Labor Day)
5. 5 May (Children’s Day)
6. Buddha’s Birthday (8 April on the Lunar Calendar)
7. 6 June (Memorial Day)
8. 15 August (Liberation Day)
9. Chu-suk (15 and 16 August on the Lunar Calendar)
10. 3 October (National Foundation Day)
11. 25 December (Christmas Day)

D-3. Contractor Notice regarding Late Performance: In the event contractor encounters difficulty in meeting performance requirements or when he anticipates difficulty in complying with the contract delivery schedule or date, he will immediately notify the contracting officer, giving pertinent details; provided however, that this data will not be construed as a waiver by the Fund of delivery schedules or dates, or of right or remedies provided by law or under this contract.

 D-4. **Receiving Officer:**

 a. NAFI Representative, activity manager or his/her designee is the receiving officer for the receipt of item.

 b. The Receiving Officer is responsible for inspection and acceptance of services, and preparation of receiving reports (DD Form 250) through Internet Based Purchasing System (IBPS)no later than the last working day of the month.

**SECTIION F - CONTRACT ADMINISTRATION DATA:**

F-1. Consideration and payment: Payment will be made using a NAF purchase card (NAF P-card). The contractor shall submit an invoice including the contract/purchase order number, no later than five (5) days the end of each month.

F-2. Invoices shall be submitted by the contractor to the NAF P-card holder.

**SECTION G - SPECIAL CONTRACT REQUIREMENTS:**

G-1. Contracting Officer’s Representative:

The contracting officer may designate and authorize an individual to act as Contracting Officer’s Representative (COR). Such COR, as appointed, will be specifically designated by letter from the Contracting Officer. The COR will represent the Contracting Officer in the technical phases of the work. The COR will not be authorized to issue Change Orders, Supplemental Agreements, or direct contract performance contrary to the provisions of the contract. Only the Contracting Officer will make changes in the scope of work by a properly executed modification.

G-2. The Contractor is responsible for the performance of all inspection and tests required in the performance of the contract.

G-3. Records and Schedule: Contractor shall maintain records of Preventive Maintenance Inspections, required maintenance and on-call emergency repair services required under the terms of the order. The records will provide a complete identification of the services performed, service calls received and work performed as a result of service calls, and properly identified by times and dates.

G-4. Parts and Materials:

a. materials and parts required to fulfill this order will be furnished new by the offeror and will be standard products of the same characteristics equal to or exceeding the quality and function of the original item replaced.

b. Contractor shall not install parts in any piece of equipment without first obtaining the approval of the NAFI Fund Manager.

c. Contractor shall not remove equipment from the installation or the premises without the prior written approval of the NAFI Fund Manager.

H-5. Repair Instruction:

a. If contractor is unable to perform complete repair at a Fund premise and/or at the original location, contractor shall take the machine to its plant for complete repair after securing approval from the NAFI Fund Manager.

b. Unrepairable equipment and salvaged materials shall be returned to the Fund within five (5) days after equipment is determined to be unrepairable. Expenses for moving and transporting the machines shall be borne by contractor.

c. Maintenance: The maintenance of equipment shall include, but not be limited to, the recurring preventive maintenance work such as inspection, cleaning, replacement, adjustment, relocation and reinstallation required to preserve and maintain the equipment in an operating condition, substantially equivalent to the original designed capacity and efficiency.

H-6. Contractor's Vehicles on US government Installation:

a. Contractor shall provide the Requiring Activity with a list of only those vehicles (by type and quantity) to be required in the actual performance of this contract on U.S. Government installations. Decals will only be issued for the geographic area of the contract performance for example, a contractor performing in Osan AB, will not receive a decal for Yongsan.

b. Contractor requiring decals for use of personal vehicles on military installations will be required to provide the Requiring Activity with a written rationale substantiating why the vehicle is needed in connection with the satisfactory performance of the their contract.

G-7. Contractor's Responsibility:

a. This order does not cover labor or material necessary to repair damages caused by current changes, fire, water, accident or abuse, and replacement of missing or broken handles and keys.

b. Contractor responsibility ceases if the copy machine is repaired or tampered with by persons other than the offeror's representative.