

Statement of Work:**Summary:**

The Laser Interferometer Gravitational-Wave Observatory (LIGO) is sponsored by the U.S. National Science Foundation (NSF) and is managed jointly by the California Institute of Technology (Caltech) and the Massachusetts Institute of Technology (MIT). The mission of the LIGO Project is to research, develop and implement techniques for the detection of astrophysical gravitational waves. The Observatory network is currently taking data at its design sensitivity. Facilities include research and development sites on the Caltech and MIT campuses and laser interferometer observatories in Hanford, Washington and Livingston, Louisiana.

The Louisiana Observatory is convenient to the New Orleans and Baton Rouge metropolitan areas. As part of LIGO Operations and Maintenance program Operations will be performing a number of maintenance activities, preventive, corrective and regulatory in nature. LIGO is seeking bids for an "as needed" supply of light maintenance and labor personnel. More specifically, LIGO will contact the winning bidder when the maintenance labor force is needed, provide the desired number of workers, description of work to be performed and work dates to the winning bidder, to which the winning bidder will provide the requested labor force. When the specified work is completed, the winning bidder will then bill LIGO at the pre-determined hourly rate for the work performed. It is estimated that LIGO has approximately 2000-3000 man hours of work that will need to be performed over the next 24 months. Job lengths will range from 1 day to no more than 1 week in duration. The description of expected work is listed below. The period of the contract starts upon award of contract through September 30th of 2015 with an option for a 1 year renewal at the end of that period. If the job descriptions listed below require a separate hourly rate or a job modifier rate for additional task requirements, please include that rate as a separate hourly rate item. Additionally, contractor may be required to purchase or rent equipment or material for work to be completed, please include mark-up rates as a separate rate quote.

Job Duties:

- Under general supervision, works on semi-routine assignments where some judgment is required
- Applies basic knowledge of maintenance services to include, but not limited to: painting, pressure washing, installing fixtures, light carpentry, basic welding, various hand tools, power tool usage (drills, saws sanders, etc.), basic plumbing, light concrete work (pouring and finishing small equipment pads) and campus drainage repairs/improvements.
- Maintains and troubleshoots equipment and reports problems to the supervisor
- Performs setup and moving of furniture, exhibits, large shipping containers and other large items as needed.
- Uses parking lot sweeper for debris clean-up.
- Use of computer based software (office suite) to compile collected maintenance data.
- Assists in pest control measures for facilities
- Loading, unloading and storage of crated or palletized cargo in a warehouse environment.
- Perform various maintenance tasks at heights above 25' through the use of scaffolds, ladders, boom lifts or scissor lifts
- Able to perform work in clean room environments, where specialty garments and debris control measures will be employed.

Additionally, workers may be responsible for changing of light bulbs, emptying trash, wet mop, dry mop, technical cleaning, replacement of pest control measures and other various regulatory maintenance tasks in the Electronics Lab, Mechanical Lab, Vacuum Lab and Vacuum Equipment Area. This requires special care to assure the safety of highly technical equipment. In particular, the contractor personnel must be

extremely careful working around optic tables, electronic test equipment, electronic control equipment and computing equipment. Additional tasks as required. All workers are subject to initial interview and orientation before working at the LIGO site.

The estimated type and amounts of work are as follows:

-General maintenance/ repair work/ janitorial/ facility related labor	500-1000 manhours
-Painting	200-300 manhours
-Pressure Washing	200-300 manhours
-Technical cleaning	1000-1200 manhours
-Light Carpentry, concrete framing and finishing	100-200 manhours

The above figures are the ESTIMATED amounts for each job description.

Please provide the hourly rates for the following skill sets:

- General labor (loading/unloading of cargo, movement of items by either hand carry, hand truck or pallet jack)
- Painting
- Pressure washing
- Technical Cleaning (Careful cleaning of sensitive and specialized equipment and surrounding areas)
- Light carpentry (building, repair or modification of existing fixtures)
- Equipment operation (Forklift, backhoe, street sweeper, etc)
- Concrete framing and finishing
- Janitorial
- Light maintenance (including, but not limited to work involving hand tools and small power tools, wire feed welder, sump pumps, small engine power equipment.)
- Light plumbing (repair, addition or removal of plumbing fixtures, supply lines and sewer lines)

Requirements for Contractor personnel:

- High School education or equivalent
- Requires 1 - 3 years of relevant experience
- Valid drivers license
- Background checks are required, and must be provided.
- Must be able to adhere to LLO policies and procedures.
- Must complete LLO safety orientation before work can commence
- 10 hour OSHA industrial safety course for hazard recognition or equivalent

Desired Skills, Knowledge & Abilities:

- Extensive knowledge of practices and procedures of janitorial/custodial services.
- Self motivated person who follows through with plans/schedules
- Application of basic knowledge of policies and practices to assignments
- Contractor personnel should take responsibility and ownership of their own work
- Understanding that work results have some impact on quality and/or workflow within unit/department
- Prior experience operating forklifts, pallet jacks, and gantry cranes
- Prior experience using pressure washer and steam cleaner

- Prior experience using man-lift devices and fixtures
- Ability to interact daily with functional peer group and supervisor.
- Prior experience working in clean room environments.
- Performs routine support functions requiring application of standard techniques and/or procedures
- Contractor personnel should have previous work experience within a research facility similar to LIGO Livingston.