

**SECTION 01 00 00
GENERAL REQUIREMENTS**

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for Fargo VA Health Care System – Fargo VA Medical Site, project 437-14-104, Replace Fire Hydrants and Water Loop Valves as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Engineering Officer.
- C. Prior to commencing work, general contractor shall provide proof that an OSHA certified “competent person” (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the Contractor or subcontractors are present.
 - 1. Certified “Competent Person” shall have an OSHA certified Construction Safety course related specifically to trenching.
- D. Training:
 - 1. All employees of contractor or subcontractors shall have the 10-hour (Non-Supervisory Employees) or 30-hour (Supervisory Employees) OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA.
 - 2. Submit training records of all such employees for approval before the start of work. Failure to submit copies of OSHA cards or training records shall mean the contractor’s employee shall be sent home and not allowed to work at the Fargo VA site until such time as OSHA card copies or copies of training records (satisfactory to the Fargo VA) have been provided to the VA.

1.2 STATEMENT OF BID ITEM(S)

- A. **ITEM I, BASE BID:** Work includes general construction, alterations, concrete, excavation, grading, grass seeding and other work, and necessary removal of existing construction and certain other items. Work shall involve the removal of two fire hydrants and three gate valves and the installation of new fire hydrants and gate valves as noted in the contract documents at the Fargo VA Health Care System. Work shall include, but shall not be limited to, excavation, direct boring, utility locates, removal and reinstallation of water loop components as indicated, all concrete repairs and all grading/earthwork required for a complete installation and site repairs.
- B. **BID INSTRUCTIONS:** A single award will be made on Item No. I (Base Bid), but in the event the offer exceeds the funds available, a single award will be made on Item No. II or Item No. III, etc., in that order, based on available funding. Offerors should quote a price on each item listed.

1.3 BID SCHEDULE

Project: _____ **Contractor:** _____

ITEM #	DESCRIPTION	DEDUCT	TOTAL BID (including “deduct”)

I	Base Bid	N/A	\$
II	Alternate Bid No. 1	\$	\$
III	Alternate Bid No. 2	\$	\$

Note: The number of "Bid Alternates", if any, varies by solicitation. The above is provided as an example format and is not meant to imply that all solicitations include 5 Alternate Bids. Please adjust as needed per solicitation.

Example Completed Bid Schedule:

Contractor X has a Base Bid of \$105,200.00, and a "Deduct" for Alternate Bid No. 1 of \$5,000.00, as well as a "Deduct" for Alternative Bid No. 2 of \$3,000.00, and a "Deduct" for Alternative Bid No. 3 of \$4,000.00. The table immediately below is how their bid would be submitted.

ITEM #	DESCRIPTION	DEDUCT	TOTAL BID (including "deduct")
I	Base Bid	N/A	\$105,200.00
II	Alternate Bid No. 1	\$5,000.00	\$100,200.00
III	Alternate Bid No. 2	\$3,000.00	\$97,200.00
IV	Alternate Bid No. 3	\$4,000.00	\$93,200.00

1.4 STATEMENT OF BID ITEM(S)

- A. ITEM I, BASE BID: Work includes general construction, alterations, mechanical and electrical work, and necessary removal of existing construction and certain other items.
- B. ITEM II: Shall consist of BASE BID less work under DEDUCT ALTERNATE BID NO. 1.
- C. ITEM III: Shall consist of BASE BID less work under DEDUCT ALTERNATE BID NOS. 1 and 2.
- D. ALTERNATE BIDS:
 - 1. DEDUCT ALTERNATE BID NO. 1: DELETE all work associated with WORK AREA 3 noted in the contract documents.

2. DEDUCT ALTERNATE BID NO. 2: DELETE all work associated with WORK AREA 2 noted in the contract documents.

1.5 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, 0 sets of specifications and drawings will be furnished.
- B. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from files or prints downloaded from the FedbozOpps website (www.fbo.gov) for the project.
- C. NOT USED

1.6 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Procedures:
 1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
 2. No photography of VA premises is allowed without written permission of the Contracting Officer.
 3. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of an emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

1.7 FIRE SAFETY

- A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.
 1. American Society for Testing and Materials (ASTM):
 - E84-2009 Surface Burning Characteristics of Building Materials
 2. National Fire Protection Association (NFPA):
 - 10-2010..... Standard for Portable Fire Extinguishers
 - 30-2008..... Flammable and Combustible Liquids Code
 - 51B-2009 Standard for Fire Prevention During Welding, Cutting and Other Hot Work
 - 70-2011..... National Electrical Code
 - 241-2009..... Standard for Safeguarding Construction, Alteration, and Demolition Operations
 3. Occupational Safety and Health Administration (OSHA):
 - 29 CFR 1926 Safety and Health Regulations for Construction
- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc.

Documentation shall be provided to the Project Engineer that individuals have undergone contractor's safety briefing.

- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Project Engineer.
- F. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily.
- G. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- H. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30. Remove from job site when not being used.
- I. Existing Fire Protection: Water supply to sprinkler systems serving automatic sprinkler within buildings must be maintained.
- J. Fire Hazard Prevention and Safety Inspections: Inspect entire construction area daily and correct potential fire hazard situations.
- K. Smoking: Smoking is prohibited except in designated smoking rest areas, **even while doing exterior work on the VA Hospital site.**
- L. Dispose of waste and debris in accordance with NFPA 241. Remove from site daily.
- M. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.
- C. Working space and space available for storing materials shall be as indicated on the contract drawings.
- D. Workmen are subject to rules of Medical Center applicable to their conduct.

- E. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through building structures, are not permitted except as permitted by Project Engineer.
 - 1. Do not store materials and equipment in other than assigned areas.
- F. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Project Engineer. All such actions shall be coordinated with the Project Engineer:
- G. Phasing: To insure such executions, Contractor shall furnish the Project Engineer with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of site. In addition, Contractor shall notify the Project Engineer two weeks in advance of the proposed date of starting work in each specific area of site. Arrange such dates to insure accomplishment of this work in successive phases mutually agreeable to Project Engineer and Contractor.
- H. Buildings will be occupied during performance of work.
 - 1. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate work so that Medical Center operations will continue during the construction period.
- I. Construction Fence: Before construction operations begin, Contractor shall provide a construction fence, around the construction area. Provide access as required to enclose the construction site. Chain link fence is required, a minimum of five feet high.
- J. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. **Phasing of work areas shall be necessary so that domestic water is not shut off to the Medical Center buildings.** Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Project Engineer. Electrical work shall be accomplished with all affected circuits or equipment de-energized.
 - 1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Project Engineer.

2. Contractor shall submit a request to interrupt any such services to Project Engineer, in writing, 48 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 3. Contractor will be advised of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours at no additional cost to the Government.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the Project Engineer.
 5. In case of a contract construction emergency, service will be interrupted on approval of Project Engineer.
- K. Abandoned Lines: All service lines which are or are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged.
- L. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. Keep roads, walks and entrances to grounds, to parking and to buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.
 2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the Project Engineer.
- M. Coordinate the work for this contract with Project Engineer. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Project Engineer of areas in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list:
1. Existing condition of surfaces not required to be altered throughout affected areas.
 2. Shall note any discrepancies between drawings and existing conditions at site.
 3. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Project Engineer.
- B. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Project Engineer together shall make a thorough re-survey of the areas involved. The Contractor shall furnish a report on conditions then existing, of surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to such surfaces, despite protection measures; and, will form basis for determining extent of repair work required of

Contractor to restore damage caused by Contractor's workmen in executing work of this contract.

2. The report shall be signed by the Project Engineer indicating concurrence with the report or noting issues contained within the report.

C. Protection: Provide the following protective measures:

1. Temporary protection against damage for portions of existing grounds where work is to be done, materials handled and equipment moved and/or relocated.

1.8 DISPOSAL AND RETENTION

A. Materials and equipment accruing from work removed and from demolition shall be disposed of as follows:

1. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.

1.9 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. **If any trees or vegetation are required to be removed in the opinion of the Contractor to accomplish the required contract work they shall be removed at no additional cost to the government.** If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- B. **The Contractor shall either locate site utilities or hire a utility locating firm to determine the locations of all utilities in the construction areas. The VA shall not be responsible for locating utility systems on site. The Contractor may review site utility system drawings, records, files, etc (although there is no one complete or 100% accurate and comprehensive drawing, record, file, etc) to aid in determining utility system locations.** The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

(FAR 52.236-9)

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.
- D. Refer to FAR clause 52.236-7, "Permits and Responsibilities". A National Pollutant Discharge Elimination System (NPDES) permit is required for this project. The Contractor is considered an "operator" under the permit and has extensive responsibility for compliance with permit requirements. The apparent low bidder, contractor and affected subcontractors shall furnish all information and certifications that are required to comply with the permit process and permit requirements. Many of the permit requirements will be satisfied by completing construction as shown and specified. Some requirements involve the Contractor's method of operations and operations planning and the Contractor is responsible for employing best management practices. The affected activities often include, but are not limited to the following:
- Designating areas for equipment maintenance and repair;
 - Providing waste receptacles at convenient locations and provide regular collection of wastes;
 - Locating equipment wash down areas on site, and provide appropriate control of wash-waters;
 - Providing protected storage areas for chemicals, paints, solvents, fertilizers, and other potentially toxic materials; and
 - Providing adequately maintained sanitary facilities.

1.10 NOT USED

1.11 LAYOUT OF WORK

- A. The Contractor shall lay out the work from established base lines and bench marks, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work.

(FAR 52.236-17)

- B. Establish and plainly mark such lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for the work.
- C. Following completion of excavation and before any other permanent work is performed, establish and plainly mark sufficient additional survey control points or system of points as may be necessary to assure proper alignment, orientation, and grade of all major features of work.
- D. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article "Professional Surveying Services".

1.12 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any work, without approval of the Project Engineer. Existing work to be altered or extended and that is found to be defective in

any way, shall be reported to the Project Engineer before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

- B. Upon completion of contract, deliver work complete and undamaged. Existing work (lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing utility services or of fire protection systems and communications systems (including telephone).

1.13 AS-BUILT DRAWINGS

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the Project Engineer's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the Project Engineer within 15 calendar days after each completed phase and after the acceptance of the project by the Project Engineer.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.14 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

1.15 TEMPORARY TOILETS

- A. Provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.16 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The Contractor may, with VA approval, connect to existing utility systems for their use during the construction project at no additional cost to the government. The Contractor shall be responsible for removal of those same utilities and restoration of the VA utility system to pre-construction condition at no additional cost to the government. The Contractor shall carefully conserve any utilities furnished without charge; failure to do so shall result in the Contractor losing the privilege of utilizing the government utilities.

- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines at no additional cost to the government. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia to the satisfaction of the project engineer.
- C. Electricity (for Construction and Testing): Furnish all temporary electric services.
 - 1. Obtain electricity by connecting to the Medical Center electrical distribution system. Electricity is available at no cost to the Contractor beyond making the connection and removing the connection to the electrical system when the project is complete.
- D. Water (for Construction and Testing): Furnish temporary water service.
 - 1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer and obtain approval from the VA Project Engineer prior to making connection. Water is available at no cost to the Contractor beyond making the connection and removing the connection to the water system when the project is complete.
 - 2. Maintain connections, pipe, fittings and fixtures and conserve water usage so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Project Engineer's discretion) of use of water from Medical Center's system.

1.17 TESTS

- A. Pre-test systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.

1.18 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and Operating Manuals (four copies each) for each separate piece of equipment shall be delivered to the Project Engineer coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being

furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

1.19 RELOCATED EQUIPMENT ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated or shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Project Engineer.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.20 CONSTRUCTION MEETING

- A. Construction Meeting(s) may be held to coordinate the activities of the Contractors at the discretion of the Project Engineer or the Contractor.

1.21 PHOTOGRAPHIC DOCUMENTATION

- A. During the construction period through completion, provide photographic documentation of construction as per these specifications.
- B. Photographic documentation elements:
 - 1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.
 - 2. All documentation must be organized by both time (date-stamped) and location throughout the project.
 - 3. Condition of existing and As-Built utilities and site utilities shall be documented prior to placing concrete and/or backfilling.
- C. Provide digital copies to the VA Project Engineer of all photographs taken in a format that is usable and complies with VA software currently in use. Digital images shall be turned in at least weekly, if not more often. Each week there should be at least 20 digital images of each work area provided to the VA and looking at the project site(s) from different vantage points.

1.22 LOCAL FARGO VA HEALTH CARE SYSTEM CONSTRUCTION CONTRACTOR ORIENTATION AND POLICIES

- A. Contracts: The following staff or resource people will be working with you at the Fargo VA Health Care System. Please feel free to contact these individuals with any questions:

1. Chief Engineer: Shawn Bergan (701) 239-3700, ext. 93388 or (701) 239-3760.
 2. Project Engineers: Todd Dalzell (701) 239-3700, ext. 93362 or (701) 239-3760 or Dennis Langevin (701) 239-3700, ext. 93365 or (701) 239-3760.
- B. Vehicle Traffic Rules: All construction contractors shall park their vehicles in areas assigned by the Contracting Officer or Engineering Service representatives. All persons coming on the premises of the Fargo VA HealthCare System must obey the posted traffic and parking rules. Police Service will issue tickets to contractor vehicles parked in areas other than those assigned. Police Service may also have vehicles towed at the owners expense.
- C. Keys/ID Badges: VA ID badges must be worn while you are on Medical Center premises. Contact Engineering Service to obtain an ID badge and any necessary keys. Contract staff are responsible for the security of keys and ID badges issued to them and may be charged for replacement cost. You must notify Engineering (ext. 3361) personnel in Building 30 immediately to report any loss, theft or suspected reproduction of a Medical Center key or access card.
- D. Smoking: Smoking is prohibited except in designated smoking shelters or areas **including exterior work areas.**
- E. Use of Government Telephones and Fax Machines
1. Government telephones are for official Government business use. Contract staff may use telephones, for local calls only, to contact your place of employment or to address unforeseen events such as injury on the job, work schedule changes etc.
 2. The Government fax machine located in the Engineering M&R Shops area, may be used for local faxes with the approval of Engineering staff.
- F. Housekeeping
1. All construction sites shall be kept clean, orderly and in sanitary condition.
 2. All rags/cloth and rubbish soaked with flammable and/or combustible material shall be placed in a covered metal receptacle until being disposed.
- G. Storage
1. Any commodities that may be hazardous in combination with each other must be stored so they cannot come in contact with each other.
 2. Store flammable and combustible liquids and gasses in approved storage containers.
 3. Items stored in tiers will be stacked, blocked, interlocked and limited in height to prevent sliding or collapse.
 4. Storage areas will be kept free from accumulation of materials that constitute hazards.
- H. Hazardous Materials
1. Discovery of any suspected hazardous material or asbestos containing material shall result in the contractor stopping work in the area and reporting the discovery immediately to the Engineering Office (ext. 3361) in Building 30 or one of the contact persons indicated above. Engineering Service shall then evaluate the suspect material and if it is hazardous or contains asbestos shall arrange for the removal of the material.

2. Contractors shall maintain and provide to the VA Project Engineer MSDS's for products used during construction which shall explain the labeling system and all other required information. Report any discovery of an existing hazardous material to Engineering Service, Building 30 (ext. 3361).

I. Construction Safety

1. The Medical Center policy is to provide an environment for patients, visitors and staff that is free from danger. The Contractor shall observe and comply with all OSHA Standards and regulations applicable to construction activities, public and worker safety.
2. Exits – provide free and unobstructed egress.
3. Free and unobstructed access to emergency department/service for emergency forces.
4. Smoking is permitted only in designated smoking areas only, **this includes no smoking at all exterior work sites.**
5. Storage, and debris removal policies and procedures that reduce the flammable and combustible fire load are enforced.
6. Hazard surveillance is increased in construction areas.

J. Fire Safety

1. The contractors shall coordinate all construction activities with the VA Engineering Service to determine if fire alarm initiating devices are located within the construction area. Engineering Service shall disable the appropriate alarm initiating devices. Once work in the area is complete it is the contractor's responsibility to contact Engineering Service to have the fire alarm initiation devices enabled.
2. Fire alarm, detection and suppression systems are not to be impaired unless there is work on the system to be performed. If fire alarm, detection and suppression systems are impaired for more than four hours the contractor shall implement a fire watch, at no additional cost to the Government, in compliance with NFPA requirements and shall obtain VA Engineering Service approval.
3. Additional firefighting equipment is provided and employees are trained in its use.
4. Hot works permits and fire extinguishers are required when working with open flames, or hot items and for activities that may generate sparks. Contact Engineering Service to obtain a hot work permit.
5. In the event of a fire alarm, "CODE 5" and the location of a fire will be communicated. The "all clear" is authorized by the Fargo Fire Department or by the personnel conducting the fire drill and will be communicated by an overhead announcement. If a fire or fire drill is located in or adjacent to the construction area, construction contractor staff shall be responsible for the following:
 - a. Be alert to the Code 5 announcement.
 - b. Participate in fire drills.

- c. Follow the RACE Plan (Rescue, Alarm, Contain, Extinguish) if fire is discovered by a construction contractor.
- d. Evacuate the immediate area.

K. Utilities

1. Engineering (ext. 3361) is responsible for all utilities within the Medical Center. If there are problems or failures of the utilities, call extension 3361 during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). After hours and on weekends, contact the Police Service at ext. 3251 to report problems and failures. A utilities failure and its type/location will be communicated by a "Code 2 – Utility Failure" announcement.
2. **All utility service connections shall be reviewed with and approved by Engineering Service a minimum of two days in advance for minor connections or with two weeks' notice for major connections prior to the connection being made with the existing utility.** This condition shall apply to both temporary and permanent connections. This final utility system connection check is meant to ensure the following:
 - a. The Medical Center is prepared for the connection.
 - b. The contractor is prepared for the connection work, which shall include but not be limited to, all safety measures have been taken or are in place, backflow preventers are in place, hot work permits have been issued, fire watch is in place, fire alarm initiation devices have been disabled if necessary, etc.

L. Emergencies

1. Disasters ("Code 6"): The Medical Center has initiated a process that provides an "all-hazard" approach to disaster management. Construction contractor staff shall ensure corridors are free of obstructions and a foreman or representative shall report to the Engineering Service office for further instructions.
2. Hostage Situations – Immediately report to Police Service (ext. 3251), any incident in which the safety of any person is threatened by another.
3. Bomb Threats ("Code 7") - React calmly and evacuate. Notify Police Service (ext. 3251) if the threat poses immediate danger to a person or destruction of property. If you discover a suspicious object, do not touch or move the object
4. Severe Weather – In the event of a "Code 8 – Take Cover" overhead announcement, all personnel are expected to take cover in windowless interior corridors that are not on the top floor of the building.
5. "Code Black" – React calmly and evacuate. Avoid area(s) where it has been indicated an armed assailant is in the building or on the ground.

--- E N D ---