

STATEMENT OF WORK

A. GENERAL INFORMATION

1. Title of Project: **581-14-110 Install Emergency Electric Building 7 & 8**
2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. The project is to provide emergency power wiring, equipment and installation.
3. Background: This project is meant to complete emergency power wiring for buildings 7 and 8 and to provide office trailers with emergency power. Building 7 and 8 have some pre-wiring completed but not tied in to emergency power and the office trailers have recently been remodeled and are expected to be used for at least another 5 years. They would be provided temporary power that can be removed once the trailers are no longer needed.
4. Performance Period: The contractor shall complete the work required under this SOW in 90 calendar days or less from date of award, unless otherwise directed by the Contracting Officer (CO). If the contractor proposes an earlier completion date, and the Government accepts the contractor's proposal, the contractor's proposed completion date shall prevail.

B. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this SOW until the CO has conducted a kick off meeting, or has advised the contractor that a kick off meeting is waived.

C. GENERAL REQUIREMENTS

1. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
2. Where a written milestone deliverable is required in draft form, the VA will complete their review of the draft deliverable within 10 business days from the date of receipt. The contractor shall have 7 business days to deliver the final deliverable from date of receipt of the Government's comments.
3. If for any reason any written milestone deliverable cannot be reviewed by the COR and delivered back to the contractor within the scheduled time frame, the COR is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. If deliverable cannot be delivered within the scheduled time frame, compensation may be due to the contractor.
4. Work shall be accomplished during normal business hours (8:00 am - 4:30 pm, Monday through Friday). All power shutdowns or outages are to take place on weekends or non-business hours.

D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall complete emergency power wiring for buildings 7, 8 and to provide office trailers with emergency power.

The contractor shall provide 2 new panel boards and wire to be installed by VA personnel for Building 8.

The contractor shall provide Building 7 with an ATS (Automatic Transfer Switch), new wiring and conduit, rerouting of existing conduit and wiring, and relocation of a data port. The contractor shall use new and designated existing conduit to complete work. The contractor shall provide additional wiring and splicing from the ATS in building 7 to location of the backup generator at Building 15. This work will include all labor, wiring, automatic transfer switch, conduit and incidental materials to supply a complete operating product.

The contractor shall provide all parts and labor to provide emergency power to the existing office trailers that are located near the hospital and on the point. They will require 2 trailer mounted generators that are to be a 125 KW and 150 KW with weather proof casing, conduits and wiring from generators to ATS, conduits from trailers electric panel to exterior rated outlet near generator, concrete pad for trailer mounted generators, and 2 ATS's (Automatic Transfer Switch) with NEMA 3R rated exterior enclosures. This work will include all labor, wiring, generators, automatic transfer switches, conduit and incidental materials to supply a complete operating product.

All work described above shall be completed in accordance with the drawings and specifications for this project.

E. SCHEDULE FOR DELIVERABLES

1. The contract requires that the Contractor submit, within ten (10) calendar days of notice to proceed, a realistic schedule showing the order in which the work will be performed under this contract, including but not limited to, manpower and trade. The actual work elements to be accomplished will be shown as required on the reversed side of the form. Develop schedule using MS Project. The chart will be submitted to the Contracting Officer through the COR for approval.

2. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.

3. If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and

the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations. If deliverable cannot be delivered within the scheduled time frame, compensation may be taken from the contractor.

4. In the event the contract is modified, changing the work, adding or deleting work, or changing the completion date, a revised schedule will be submitted.

G. CHANGES TO STATEMENT OF WORK

Any changes to this SOW shall be authorized and approved only through written modifications to the contract by the CO. A copy of each modification will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor. Any discrepancy between the SOW, drawings and specifications, the specifications shall overrule the drawings and SOW, and the drawings shall overrule the SOW.

H. REPORTING REQUIREMENTS

1. The contractor shall provide the COR with daily written progress reports (daily logs). These are due to the COR by the second workday following the end of each work week, throughout the project's duration. The COR is required to provide quarterly progress reports to the Contracting Officer by the fifth workday of the new quarter.

2. This report shall also identify any problems that arose, along with a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved, with an explanation.

I. TRAVEL

Contractor shall be responsible for their own travel costs, as well as all subcontractors.

J. GOVERNMENT RESPONSIBILITIES

Government shall furnish (1) transformer that is located in Building 7. It is currently not being used and in the electrical room of Building 7. Coordinate access and testing of the transformer with COR.

K. CONTRACTOR EXPERIENCE REQUIREMENTS

- The contractor must inform the VHA COR when personnel are removed from the contract for any reason.
- If a key person becomes unavailable to complete the contract, proposed substitutions of key personnel shall be made to the COR and CO.

L. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

1. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been generated by the contractor in the performance of this contract, are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the contract.
2. The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the contractor. Any request for information relating to this contract, presented to the contractor, shall be submitted to the CO for response.
3. Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.