



# Department of Veterans Affairs

Network 11 Contracting Office  
5500 Armstrong Rd.  
Battle Creek, MI 49037

April 17, 2015

Nora Contracting, LLC  
3633 Michigan Avenue, Suite 260  
Detroit, MI 48216

Subject: Notice of Contract Award, Install Pharmacy IV Urethane Flooring, Contract VA251-15-C-0055

Dear Mr. Brinker:

Acceptance is hereby made of your offer for the entire project dated 2/27/15 submitted in response to Solicitation No. VA-251-14-B-0102 for Install Pharmacy IV Urethane Flooring at the Department of Veterans Affairs Battle Creek VA Medical Center, Battle Creek, Michigan. Award is for consideration of Nineteen Thousand Three Hundred Eighty Dollars and Zero Cents (\$19,380.00), in strict accordance with the contract terms, project specifications, and drawings. A fully executed copy of the contract is enclosed herewith. The contract allows O Twenty-One (21) calendar days for completion of the project after issuance of the Notice to Proceed. Contract number VA251-15-C-0055 and Purchase Order number 506C50215 have been assigned to this contract. Please reference both of these numbers on all correspondence, submittals, and invoices.

A current insurance certificate showing evidence of workers compensation, general liability, and automotive liability must be furnished prior to start of work in accordance with FAR Part 52.228-5.

You're also required to obtain a PIV Badge for your Job Superintendent. The PIV Badge Steps as follows:

Complete and submit VHA Service Center (VSC) Security Request packet within (5) business days. Please follow the instructions provided carefully as they explain how to fill them out and where the forms shall be sent. The top-portion of Form No. 1 has been completed by the Contracting Officer. (Not Signed) You will need to complete the bottom of Form No. 1. Please return completed forms to Contract Specialist Carol Lewis. The forms can be sent through regular mail, by fax or encrypted email to the following address:

Department of Veterans Affairs, 8888 Keystone Crossing, Network 11 Contracting Office, Suite 1100, Indianapolis IN 46240, fax 317-988-1537, or encrypted email at Carol.Lewis15@va.gov.

Once the VSC reviews the submitted forms, an e-mail will be sent to your employees with further instructions. Your employee will be required to complete form OF306 and be fingerprinted at a local VA Medical Center. You can use any VA Medical Center, but the

appointment will need to be arranged through the Facility COR. The Contract Specialist can assist if needed. Attached is a National List of PIV Contacts.

In an effort to streamline this process, your employee should be fingerprinted at the same time forms are submitted, if at all possible. Your employee getting badged (Job Superintendent) is required to have the completed VSC Security Forms (specifically Form No. 2), two forms of identification (not expired. See the attached PIV Proofing Criteria which provides the identification requirements. Two forms of identification will be required when the prints are taken, when the picture is taken, and when badge is issued.

Fingerprints review is conducted by the VSC.

After the employee is favorably adjudicated, the VSC will request the employee complete additional documents for a Federal Background Investigation. The VSC will acknowledge receipt of the Federal Background Investigation Forms and provide me a message that I may issue NTP to the contractor, while the investigation is on-going.

If at any point, the employee's investigation results are not-satisfactory, the CO may request your firm replace that employee. The new employee will be required to follow the process above for a PIV badge.

The employee deemed unsatisfactory shall turn the PIV badge into the issuing office.

The PIV badge is good for the Period of Performance of the original Contract, which means the badge has an expiration date.

All time extensions shall be handled with VSC Security Office. All expired PIV badges shall be turned in to the issuing office.

The contractor shall contact the CO/COR to make arrangements to acquire new badges.

A preconstruction meeting will be scheduled with your company. Also, a Notice to Proceed will be issued at this time which is necessary before any work begins or materials are ordered. Please acknowledge receipt of this letter. Questions may be directed to the undersigned at (269)-223-6075.

Sincerely,

Scott D. Brennan  
Contracting Officer

Enclosures  
Contract VA251-15-C-0055 (Copy)