



VETERANS CONSTRUCTION TEAM

VISN 1

Order Identification (Transaction) Number: 518-15-4-666-0444

STATEMENT OF WORK (SOW)

COMMODITIES ONLY CONTRACT

MONTHLY RENTAL OF PORTABLE STORAGE CONTAINER, 8'X8'X10'

DATE: (07/09/2015)



1.0 General. Lease of General Purpose Steel Dry Cargo Storage Containers

1.1 Introduction. The Veterans Construction Team, (VCT), in order to continue to provide vocational rehabilitation services to its participants, requires the lease of storage containers for equipment, tools, and materials.

1.2 Background. The vocational rehabilitation program Veterans Construction Team has purchased, through revenue generated from construction and renovation activities, an extensive inventory of tools and equipment for use on various jobsites. To properly store and maintain this inventory, additional storage is necessary beyond that which is available at its base of operation, ENRM VA Medical Center.

1.3 Objectives. Establishment of an indefinite delivery contract which shall provide for the annual lease of ground level storage containers, with additional option periods available of up to four years.

1.4 Scope. Provide ground level storage containers to be delivered to a site or sites to be specified by VCT, at various facilities within a sixty (60) mile radius of ENRM VA Medical Center, Bedford, MA. The containers shall be approximately ten (10) feet long by eight (8) feet wide by eight (8) feet six (6) inches high, with either one or both ends having doors which swing outward, providing access to the full width and height of the container. Each container shall be of steel construction, weather tight, with capacity for padlock security. The containers will be clean, usable, and absent any defect which significantly affects designed use. Cost of the lease of containers shall include all equipment and labor necessary to deliver, pick up, and properly site the units on solid, level ground.

1.5 Contract Type. Indefinite delivery, indefinite quantity annual contract with provision for up to four additional option years. Options to be exercised based on the needs of the government at the end of each period.

1.6 Place of Performance/Hours of Operation. All deliveries shall be within a sixty (60) mile radius of Edith Norse Rogers Memorial VA Medical Center, 200 Springs Road, Bedford, Massachusetts. Delivery hours shall be between 0700 and 1500 hours, Monday through Friday unless alternative times are agreed to by both parties in advance.

1.7 Period of Performance. Contract shall consist of one or more delivery orders, one for each container, each with a period of performance of from one calendar month to one calendar year from date of delivery. Vendor shall anticipate not less than one (1) drop off and one pick up or more more than ten (10) within any one calendar year.

1.8 Privacy Act. Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

1.9 Security. This project is "Unclassified".



1.10 Key Personnel.

1.10.1 The client shall identify an Ordering Contracting Officer (OCO) under points of contact.

1.10.2 The contractor shall identify key personnel in the technical proposal regardless of the type of task. NOTE: Key personnel may not be removed from the task without express approval of the OCO. The OCO will attach a copy of the request and determination to the project files.

1.11 Quality Control. All equipment delivered under this contract shall be inspected by a representative of Veterans Construction Team. No equipment will be accepted which is not complete, clean, serviceable, weather tight, and securable. Padlocks to be provided by the government.

1.12 Records/Data. All equipment deliveries will be accompanied by receiving documentation which will be signed by VCT representative after inspection.

1.13 Packaging/Packing/Shipping Instructions. All equipment will be shipped via truck capable of safe off-loading in the desired location. Vendor will stipulate the site conditions, in advance, necessary for safe drop-off.

1.14 Applicable Documents. Provide a listing of all documents cited in the SOW including Government directives, formal specifications and standards, and other documents cited. Identify each by title, number, and the date of edition or revision.

Containers provided under this contract will comply with ISO Size Type Code 42U6 and U.S. FHWA weight guidelines for containers of specified dimensions.

1.15 Points of Contact.

Ordering Contracting Officer

Bing Chen
940 Belmont Street
Brockton, MA 02301
Bing.chen@va.gov

VCT Representative

John Bowers
200 Springs Road
116B-3

U.S. Department of Veterans Affairs
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Bedford, MA 01730

781-687-2785

john.bowers@va.gov

Alternate VCT Representative

David DiRienzo

Edith Norse Rogers VA Medical Center

200 Springs Road

Bedford, MA 01730

781-687-3154

dave.dirienzo@va.gov

2.0 Government Furnished Items. The contractor shall specifically identify in their proposal the type, amount, and time frames required for any government resources, excluding those listed below.

The Government will provide the following: Site, on firm, level, well drained ground, for delivery of each container and access to such sites on the premises of VA Medical Center.

Means by which items stored in said containers shall be secured.

Responsibility for security of stored contents for the entire period of performance of this contract.

Standard Operational Procedures, applicable regulations, manuals, texts, briefs and other materials associated with the project and the hardware/software noted throughout this SOW.

Initial familiarization / orientation will be provided on site.

Training to be provided by the Government specific to this task.

4.0 Contractor Furnished Items. All items the contractor is to furnish during the contract.

All material, labor, equipment and coordination necessary to deliver, for annual lease to the government, a minimum of one (1), and a maximum of ten (10) general purpose corrugated steel dry cargo storage containers and removal of said containers, as required by the government. Period of performance for each delivery order under this contract shall be for not less than one (1) month or more



than twelve (12) months. All containers shall be ten (10) feet by eight (8) feet, by eight (8) feet six (6) inches.

Written lease conditions for said containers.

5.0 Specific Requirements.

5.1 Task Description. Provide, within five (5) business days of receipt of delivery order, storage containers as described above, under lease to the federal government, and delivered to sites specified by Veterans Construction Team representative.

5.2 Proposal Submission. The Government will request proposals for this task. To receive a potential Request for Quotes (RFQ), the potential offerors shall register their organization and their authority to submit quotes at www.gsa.gov/connectionsii

The contractor shall submit a written cost and technical proposal for consideration before the due date and time for this RFQ. The contractor shall submit a payment schedule as part of the cost proposal. In addition, the contractor shall submit these proposals electronically.

5.2.1 Travel. As part of the Cost Proposal, the contractor shall provide any anticipated travel costs, if known, to include: origination; destination; number of trips; number of persons; and a breakdown of lodging, meals, transportation and related costs. Actual expenses are limited by the Government Travel Regulations and must be pre-approved by the client.

5.2.2 (Un-priced CLINS). The contractor shall provide a breakdown of any other direct costs (ODCs) in the Cost Proposal. The breakdown shall include an identification of any "open market items" or the contracting vehicle used for the Un-priced CLINS.

5.3 Deliverables and Reports. In addition to the applicable requirements, the contractor shall provide the following deliverables and reports:

Storage containers with receiving documentation, in duplicate, to be signed by receiving representative of Veterans Construction Team, under condition specified above.

Once monthly invoicing, in arrears, of costs incurred under lease of said equipment, which will include the unique container number assigned to each container by the vendor.

5.3.1 Status Reports. Status reports must be submitted monthly to the OCO

5.3.2 Failure to provide reports correctly will cause resubmission by your company.

5.3.3 Other Reporting Requirements. In addition to the monthly status reports, the contractor shall provide the following:



5.3.3.1 The contractor shall inform the OCO in writing of the actual task starting date on or before the starting date.

5.3.3.2 The contractor shall bring problems or potential problems affecting performance to the attention of the OCO as soon as possible. Verbal reports will be followed up with written reports when directed by the OCO.

5.3.3.3 The contractor shall notify the OCO when 75 % of the amount of the task has been expended (for time-and-materials task orders).

5.3.3.4 Additional written reports may be required and negotiated.

5.3.4 Delivery Instructions. All deliverables shall be delivered to the client no later than the date specified in the SOW. Deliverables are to be transmitted with a cover letter, on the prime contractor's letterhead, describing the contents.

5.4 Inspection and Acceptance. In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the OCOs findings within 5 work days of normally scheduled review.

5.5 Procedures for Payment. Billing and payment shall be accomplished in accordance with the contract. The contractor shall have the invoice certified by the OCO. The contractor's invoice will be for one month for services performed in the previous month. The contractor may invoice only for the hours, travel and unique services ordered by GSA and actually used in direct support of the client representative's project. Invoices submitted for payment must be accompanied by a copy of the government's document(s) (i.e. DD250 or similar form) accepting the covered services. Failure to comply with the procedures outlined above may result in your payment being delayed.