

**VA Portland Health Care System (PVAMC) Vancouver Access Lease  
Statement of Work for Space Buildout/Tenant Improvements**

1. The following general improvements are necessary for occupancy by the PVAMC in Vancouver, WA. The building owner working in conjunction with VA engineering staff shall provide Architectural, Engineering, and Construction services for the infill of the existing space for the following space requirements:
  - Lessor shall utilize and incorporate Patient Aligned Care Team (PACT) Facility Design concept model into existing or new space design and provide required tenant improvements that meet PACT model requirements.  
<http://www.va.gov/health/services/primarycare/pact/index.asp>
  - Provide twenty-one (21) medical exam rooms approximately 3150 NSF.
  - Provide four (4) multipurpose examination/treatment approximately 740 NSF.
  - Provide one (1) medical procedure rooms approximately 300 NSF.
  - Provide one (1) staff lounge/break room approximately 500 NSF.
  - Provide two (2) reception area approximately 750 NSF.
  - Provide one (1) LAN/WAN closet approximately 120 NSF (VA provided, VA installed equipment for network and VoIP system). Lessor to provide 24/7 ventilation to closet. Closet must be lockable for security.
  - Provide two (2) staff toilets/locker rooms approximately 140 NSF.
  - Provide two (2) patient restrooms approximately 140 NSF each.
  - Provide one (1) patient waiting area approximately 1000 NSF.
  - Provide two (2) open design cubicle work areas approximately 3500 NSF.
  - Provide three (3) clean/soiled utility areas approximately 700 NSF
  - Provide three (3) general storage areas approximately 300 NSF.
  - Provide adequate parking for employees and patients
  - Each office and room will be lockable, have side door light switches, and have transom relights.
  - Exam/treatment room, offices, group rooms, meeting room and classroom will be equipped with a minimum of two (2) wall outlets (quads), two (2) data outlets (duplexes)
  - Locate the reception areas immediately inside the main entrance of the space.
  - Provide eleven (11) offices for CBO approximately 120 NSF.
  - Provide one (1) conference room for CBO approximately 180 NSF.
  - Provide one (1) toilet for CBO.
  - Provide one (1) storage room for CBO approximately 60 NSF.
  
2. Additional Space Requirements:
  - Space must be on one floor and all in the same building.
  - Building entryway and sidewalks to be ADA compliant. Provide ADA auto-door operator for entry door.
  - All offices and other work spaces are to have adequate phone, data, and power (details to be determined during design).
  - Provide adequate lighting, plumbing, HVAC, power, data, and phone for spaces.
  - Provide casework, chair rails, handrail, window shades/blinds, flooring, and carpeting.
  - All door openings shall meet ADA specifications.
  - Provide builders' hardware approved for ADA use. Building and office spaces must be lockable. Building must be alarmed.
  - Preventive maintenance of building existing systems such as HVAC, domestic water heaters, and electric panel boards will be completed prior to occupying the space.
  - Building owner to provide exterior building/lot/marquee signage (building signage shall be designed to meet VA signage standards). VA provided, contractor installed interior signage.
  - Building owner to provide carpet, flooring, cove base, paint, and window covering samples to VA interior designer for color selection).

- Clean entire space prior to VA occupying space.
  - Patient restrooms (men's and women's) should be conveniently located near the entrance to the space.
  - All interior walls for offices and conference rooms will be insulated to reduce disruptions and maintain a level of confidentiality and privacy.
3. The following general improvements are necessary for occupancy by the PVAMC. The building owner working in conjunction with VA engineering staff shall provide Architectural, Engineering, and Construction services for the infill of the existing space for the following space requirements:

The space must be compliant with the Americans with Disabilities Act. Parking, both handicapped and regular must be readily available. Convenient access to public transportation is required. All utilities including gas, electric, water, sewer and janitorial service shall be included in the lease. Lessor shall provide 1 parking space per 200 rentable square feet of leased space.

4. Davis Bacon Act Wages:

Davis-Bacon Act wages must be utilized for the build out of the lease space. The current Davis-Bacon wage rates for Vancouver, WA - Clark County are available at: <http://www.wdol.gov/dba.aspx> (Hard copies are available upon request).

The following general improvements are necessary for occupancy by the PVAMC.

Functional Area	Net Sq. Ft.	Room No.	Floor	Base	Wall Finish	Ceiling
<b>Vancouver, WA Clinic space</b>						
Medical Exam Room (21)	3150		VCT	Rubber	Paint	Acoustical
Multipurpose Exam/Treatment Room (4)	740		VCT	Rubber	Paint	Acoustical
Medical Procedure Room (1)	300		VCT	Rubber	Paint	Acoustical
Staff Lounge/Break Room (1)	500		VCT	Rubber	Paint	Acoustical
Reception Area (2)	750		Carpet	Rubber	Paint	Acoustical
OIT/Network Equipment Closet (1)	120		VCT	Rubber	Paint	Acoustical
Staff Rest Rooms (2)	140		VCT, tile, or sheet vinyl		Tile and paint	Gypsum
Patient Rest Rooms (2)	140		VCT	Rubber	Paint	Acoustical
Waiting Area (1)	1000		Carpet	Rubber	Paint	Acoustical
Cubicle Open Design Office/Work Space (2)	3500		Carpet	Rubber	Paint	Acoustical
Clean/Soiled Utilities (3)	700		VCT	Rubber	Paint	Acoustical
General Storage Space (3)	300		VCT	Rubber	Paint	Acoustical
Mechanical Space	100			Rubber	Paint	Acoustical
Circulation/Common Space	500		Carpet or VCT	Rubber	Paint	Acoustical
Offices (CBO) – 11 Offices	120		Carpet	Rubber	Paint	Acoustical
Offices (CBO) – 1 Conference room	180		Carpet	Rubber	Paint	Acoustical
Toilet (CBO) – 1	70		VCT, tile, or sheet vinyl	Rubber or tile	Tile and paint	Gypsum

Storage room (CBO) – 1	60		VCT	Rubber	Paint	Acoustical
Offices (VISN 20) – 20 Offices	2,630		Carpet	Rubber	Paint	Acoustical
<b><i>*All wall partitions MUST be sound insulated.</i></b>						
Total (NSF)	15,000					

## VA's Special Requirements

### 1.0 General Intent

#### 1.0.1 Audio Visual Systems for Conference/Group Rooms

Lessor shall provide commercial grade state-of-the-art multi-media audio/visual systems with teleconferencing capability. Independent audio visual systems shall be provided on each side of rooms where room partitions are provided. The audio-visual systems shall include screens, projectors, camera's, monitors, speakers, overhead microphones, and cabling for a complete and operational audio-visual system.

#### 1.1 Architectural

Lessor shall provide architectural design and tenant improvements in accordance with VA Architectural Design Manual, August 2011. <http://www.cfm.va.gov/til/dManual/dmARhosp.pdf>

#### 1.1.2 Building Envelope

Building envelope shall meet the latest edition of the Architectural Design Manual for New Hospitals refers to ASHRAE 189.1-2009, Standard for the Design of High-Performance Green Buildings. The complete standard has not been adopted by the VA, but the Architectural Design Manual requires compliance with the building envelope requirements. The prescriptive assembly maximum U-values and insulation minimum R-values stated in ASHRAE 189.1-2009 shall be incorporated into the opaque elements of the building envelope of new facilities.

#### 1.1.3 Furnishings

The lessor shall provide new furnishings such as welded sheet flooring, carpeting, ceilings, painting, office/exam drapery tracks and accessories, and window shades. Lessor shall provide upper and lower manufactured wood casework and counter tops for conference, group (classroom), exam, and procedure rooms in accordance with VA Master Construction Specifications Division 12, Furnishings. Lessor shall provide upper and lower manufactured metal casework for Lab. Lessor shall provide build-in bookcases for nurses station, offices and conference room.

#### 1.1.4 Accessibility

The offered space must meet or be able to economically meet Americans with Disabilities Act medical care facility requirements. Refer to VA Barrier Free Design Guide PG-18-13 for further accessibility requirements. <http://www.cfm.va.gov/til/accessibility.asp>

The offered facility should be on a public bus transportation route and located no further than 440 feet from a public bus transportation stop. The VA prefers CBOC sites, including sidewalks and parking lots that are level with the main building entrance for patient access. Building entrances shall be ADA accessible with automatic door operators and door operator buttons.

In addition, the building must have or be able to economically be modified to have 44 inch wide doorways.

### 1.2 Parking

The offered building must include 1 parking space per 200 rentable square feet (including adequate handicapped spaces). All parking shall be in accordance with VA Parking Design Manual, and Demand Model, April 2013. <http://www.cfm.va.gov/til/dManual/dmParking.pdf>

### 1.3 Restrooms

Restroom facilities shall either be contained within the space or shall be readily available within the common areas of the building.

### 1.4 Fire Protection

Lessor shall provide fire protection systems in accordance with VA Fire Protection Design Manual, Sixth Edition, September 2011, <http://www.cfm.va.gov/til/dmanual/dmfpfire.pdf>; NFPA 13 Fire Sprinkler, latest edition; NFPA 101 Life Safety Code 2012; and VA Master Construction Specifications, Division 21 Fire Suppression, and Division 26 Electrical Systems.

### 1.5 Physical Security

VA Community Based Outpatient Clinics shall meet VA Physical Security Design Manual for VA Facilities, January, 2015 "Life Safety Protected Facility". Requirements are at <http://www.cfm.va.gov/til/PhysicalSecurity/dmPhySecLS.pdf>

Lessor shall provide Security Systems to include Intrusion Detection System (IDS), Physical Access Control System (PACS), Video Surveillance (CCTV), Electronic Personal Protection System (EPPS), Nurse Call, and Intercom / Public Address Improvements. Systems shall be designed and install in accordance with VA Design Manuals, VA Master Construction Specifications Division 27 Communications, Division 28 Electronic Safety and Security, and VA Handbook 0730/4 Security and Law Enforcement.

Physical Access Control System: Compliance with Federal Standards. New installations or retrofitted access control systems will be compliant with technology described in Federal Information Processing Standard (FIPS) Publication 201, Personal Identity Verification of Federal Employees and Contractors, and the document "PACS Implementation Guidance, Version 2.2 (July 30, 2004), published by the Physical Access Interagency Interoperability Working Group of the GSA Government Smart Card Interagency Advisory Board. This requires that such systems will meet the ISO/IEC 14443 a, Parts 1-4 standard for contactless (proximity) card systems, or the ISO/IEC 7816 Standard for contact-type cards. Lessor to provide Andover Quantum, or equal.

### 1.6 Seismic

The building must meet or be able to economically meet the seismic requirements for High Risk buildings in Very High Seismic activity area as defined in American Department of Veterans Affairs Handbook H-18-8 references to American Society of Civil Engineers 7 Section 1.5. Offers of existing buildings will be evaluated according to the procedures in ASCE 31-02 for the Immediate Occupancy Performance Level. <http://www.cfm.va.gov/til/seismic.asp>

Earthquake-resistive design for the HVAC equipment and piping shall comply with H-18-8 (VA Seismic Design Handbook), ASCE-7, SMACNA Seismic Restraint Manual, and the International Building Code (IBC). Structures assigned to Seismic Design Category C, D, E, or F, permanent non-structural components and their attachments, and the structure-supported attachments of permanent equipment shall be designed to resist total design forces prescribed in ASCE-7.

## 2.0 HVAC Requirements

Lessor shall provide a dedicated all-air air handling unit to supply conditioned air to occupied spaces by fully ducted air distribution system for all new facilities and major renovations of existing facilities where above ceiling clearance is available to accommodate HVAC air distribution systems. Design of all-air systems shall be based on admitting minimum outdoor air, or 100% outdoor air, with variable air volume (VAV) or constant volume (CV) configuration. Refer to Table 1 below for special room requirements.

### 2.0.1 Patient Examination, Treatment, and Procedure Rooms

In this category all patient care rooms are described. The list includes clinics, treatment, and procedure rooms, including Class A Operating Rooms, Special Procedure Rooms, and Treatment

Rooms. Air handling units serving these rooms shall be provided with two pre-filters (MERV 7 and MERV 11) and an after-filter (MERV 14).

## 2.1 AHU Configuration

(a) Air handling units shall be AHRI certified (either independently or in-house, dependent on fan system selection), factory-fabricated, and the standard product of one manufacturer. All air-handling units shall be constructed in modular, vertical or horizontal, and draw-through configuration. Use of blow-through air-handling units is not permitted, as fully saturated air leaving the cooling coil causes damage to the downstream filters and sound attenuators. See Figure 3-1 for a typical air handling unit configuration.

(b) Each air-handling unit shall be installed as a standalone entity without any physical interface with another air-handling unit. Selection of stacked (one on the top of another) air handling units is not permitted. Use of a common return air fan for two or more air-handling units is also not permitted.

### 2.1.2 Common (Non-Dedicated) Air-Handling Units

These air-handling units serve multiple functions consisting of patient care (clinics, treatment, and procedure rooms) and non-patient care common. For small projects, such as standalone clinics, where the scope of work is limited involving only a few rooms of a specific medical function, and not a full-fledged department, the common air-handling units can serve such rooms otherwise covered by the dedicated air-handling units in large projects.

It is important to note that when the rooms of differing requirements are grouped together, the serving common air-handling unit shall be selected to meet the most stringent room requirements as outlined in ASHRAE Standard 170-2008.

### 2.1.3 Filtration

Each air handling unit shall be provided with two pre-filter sections. Pre-filters shall be located upstream of the coil sections. Filter face velocity shall not exceed 500 fpm [3m/s]. After-filters and final-filters (terminal filter) shall be provided. Pre-Filter (PF-1) Upstream of All Coils, MERV 7, 2-inch throw-away; Pre-Filter (PF-2), Downstream of PF-1, MERV 11, 6-inch Thick Rigid Cartridge. Final filters shall be provided. After-Filter (AF), Downstream of Cooling, MERV 14, 12-inch Thick Rigid Cartridge. Provide side-access filters for final filter applications.

### 2.1.4 Perimeter Spaces

A single air terminal unit can serve as many as three offices or patient examination rooms located on the same exposure and with identical load characteristics. Do not combine spaces located on different zones to form a common temperature controlled zone. **Exception:** A perimeter corner space with at least two exposures shall be equipped with a dedicated room temperature control.

### 2.1.5 Interior Spaces

A single terminal unit can serve as many as three interior office or patient examination rooms with identical load characteristics.

### 2.1.6 Open Spaces

Open spaces with an exposed perimeter shall not be combined with interior spaces to form a common temperature control zone. A perimeter zone is defined as an area enclosing an exposed length and 12 to 15 ft [4 to 5 m] width. An interior zone does not have exposed walls.

### 2.1.7 Air Terminal Units

All terminal units shall be pressure-independent type and equipped with DDC controls. All air terminal units (constant volume or variable air volume) serving perimeter or interior spaces shall be equipped with integral reheat coils and Heating hot water with modulating control. The maximum



and minimum air volume settings shall be factory set, but field adjustable. The minimum setting shall satisfy the following:

- Provide make-up air for exhaust
- Meet minimum ventilation air needs
- Limit the supply air temperature to 95 F [35 C] in heating mode. Increase the supply air airflow as required if more heat is required.

### 2.1.8 Air Balance

Positive air balance, designated as (+) in the Room Data Sheets, occurs when the supply air volume is 15% more than the return and/or exhaust air volumes. 15% supply air is used to pressurize the space.

Negative air balance, designated as (-) in the Room Data Sheets, occurs when the supply air volume is 15% less than the return and/or exhaust air volumes. 15% make-up air is introduced into the space from adjoining areas. Double negative air balance, designated as (- -) in the Room Data Sheets, occurs when the supply air volume is 30% less than the return and/or exhaust air volumes.

## 2.2 DDC Controls

The Lessor shall provide a complete Building Energy Management System in accordance with VA Master Construction Specifications Division 23, Specification 23 09 23 Direct-Digital Control System for HVAC. All new control devices shall be equipped with electric actuators.

## 2.3 Duct Design

Air distribution system shall be designed in accordance with applicable ASHRAE and SMACNA Standards. Parameters listed below shall govern in the event of discrepancies from the ASHRAE or SMACNA Standards. Use applicable sections of the SMACNA Standard to select the air distribution ductwork pressure classification. Ductwork shall be fabricated from galvanized steel, aluminum, or stainless steel depending upon applications. Fiber board ductwork is prohibited.

**Table 1 - Special HVAC Requirements**

Room Name	Indoor Temperature		Indoor Relative Humidity		Min Total ACH	Min OA ACH	Room Air: Return, Exhaust General (G)	Max Noise Level NC	Room Air Balance	Individual Room Control	
	Cooling (°F)	Heating (°F)	%RH Max	%RH Max						Temp	Flow
<b>Multi Purpose Procedure Rm</b>	75	70	60	20	6	4	Return	35	(+)	Yes	CV
Notes:											
<b>Examination Rooms</b>	75	70	60	20	4	2	Return	35	(0)	Yes	VAV
Notes: The design parameters are applicable to all examination rooms not involving treatment and/or procedures. Individual Room Temperature Control - Refer to perimeter and interior zoning requirements.											
<b>Blood Draw Rm</b>	75	70	60	20	6	2					
Notes: None											
<b>Admit &amp; Main Waiting</b>	75	70	60	20	6	2	Exhaust (G)	40	(-)	Yes	CV
Notes: Exhaust the designated waiting area by drawing supply and transfer air towards the space. Provide a dedicated exhaust air system, if feasible. ASHRAE recommends a dedicated air-handling unit, where the admission and waiting areas can be physically separated from the space, such as, entrance lobby. The dedicated air handling unit shall be designed to operate from 100% outdoor air to minimum outdoor air on demand.											
<b>Conference Rm</b>	75	70	60	20	4	2	Return	35	(0)	Yes	VAV
Notes: Energy Conservation Initiative - Evaluate the feasibility of using a carbon-dioxide (CO2) and/or occupancy sensors to conserve energy during part load conditions. The control sequence shall be project-specific.											
<b>Locker Room without toilets</b>	75	70	60	20	6	N/A	Exhaust (G)	40	(-)	Yes	CV
Notes: Room Air Balance - Maintain locker rooms under negative air balance with respect to the adjoining spaces.											
<b>Lounge</b>	75	70	60	20	4	2	Exhaust (G)	40	(-)	Yes	CV
Notes: Room Air - Return air is permitted if the lounge is not equipped with vending machines, microwave, refrigerator, etc.											

<b>Medication Rm</b>	75	70	60	20	4	2	Return	40	(+)	Yes	VAV
Notes: None											
<b>Multipurpose Rm</b>	75	70	60	20	4	2	Return	40	(0)	Yes	VAV
Notes: Energy Conservation Initiative - Evaluate the feasibility of using a carbon-dioxide (CO2) and/or occupancy sensors to conserve energy during part load conditions. The control sequence shall be project-specific. Folding Partitions: Where the room is equipped with folding partitions, provide individual room temperature control for either side of the partition.											
<b>Offices</b>	75	70	60	20	4	2	Return	40	(0)	Yes	VAV
Notes: Room Temperature Control - Refer to perimeter and interior zoning requirements.											
<b>Toilets - Public</b>	N/A	N/A	N/A	N/A	10	N/A	Exhaust (G)	40	(- -)	No	CV
Notes: Perimeter Heating - For toilets with an exterior wall subject to heat loss, provide thermostatically-controlled (closed-loop, local control) terminal heater(s) to maintain set point 68°F heating.											
<b>Clean Utility / Storage Rm</b>	72	72	60	20	4	4	Exhaust (G)	40	(+)	Yes	CV
Notes: Spaces will house Omnicells for clean supply storage and requires temperature/humidity control.											
<b>Housekeeping Aid Closet HAC</b>	N/A	N/A	N/A	N/A	10	N/A	Exhaust (G)	40	(- -)	No	CV
Notes: None											
<b>Soiled Utility &amp; Storage Rm</b>	N/A	N/A	N/A	N/A	6	N/A	Exhaust (G)	40	(- -)	No	CV
Notes:											
<b>Dry Laboratories</b>	75	70	60	20	6	2	Return	40	(0)	Yes	CV
Notes: None											
<b>Tele-com Rm</b>	86	40	N/A	N/A	N/A	Note 2	Return	45	(0)	Yes	CV
Notes: Mechanical Cooling - Provide a dedicated mechanical cooling unit using chilled water or refrigerant direct expansion (DX) as the cooling medium. Cooling shall be available on demand. Provide a DDC sensor to monitor the space temperature and initiate local and remote alarms in the event space temperature exceeds 95 F [35 C]. Provide a DDC sensor for monitoring and alarm with local control loop.											

### 3.0 Electrical

Lessor shall provide electrical systems design and tenant electrical system improvements in accordance with VA Electrical Design Manual, December 2010; NFPA 70 National Electrical Code (NEC), latest edition; and VA Master Construction Specifications, Division 26, Electrical Systems. <http://www.cfm.va.gov/til/dManual/dmELhosp.pdf>

#### 3.0.1 Receptacles

All receptacles shall comply with NEMA, NFPA, and UL. Duplex Receptacles shall be hospital-grade, single phase, 20 ampere, 120 volts, 2-pole, 3-wire, NEMA 5-20R, with break-off feature for two-circuit operation. Wall plates for switches and receptacles shall be type 302 stainless steel.

Ground Fault Circuit Interrupter (GFCI) Duplex Receptacles shall be provided at locations within three feet of a water source such as a sink and provided at all outdoor locations. Outdoor receptacles shall be weatherproof. GFCI's shall be an integral unit, hospital-grade, suitable for mounting in a standard outlet box, with end-of-life indication and provisions to isolate the face due to improper wiring.

Lessor shall provide two duplex (QUAD) outlets and adequate data drops for each computer work station and central printer locations.

#### 3.1 Communications

Lessor shall provide telecommunications systems design and tenant Communications improvements in accordance with VA Master Construction Specifications, Division 27 Communications, and VA Electrical Design Manual, December 2010. Lessor shall coordinate with VA Communications point of contact (POC) for equipment and telecommunications room requirements.

The Lessor shall furnish, install, certify, test, and guaranty a complete and operating Voice and Digital Cable Distribution System (here-in-after referred to as “*the System*”), and associated equipment and hardware to be installed in the VA Out Patient Clinic here-in-after referred to as “*the Facility*”. The System shall include, but not be limited to: equipment cabinets, interface enclosures,

and relay racks; necessary combiners, traps, and filters; and necessary passive devices such as: splitters, couplers, cable "patch", "punch down", and cross-connector blocks or devices, voice and data distribution sub-systems, and associated hardware. The System shall additionally include, but not be limited to: telecommunication closets (TC); telecommunications outlets (TCO); copper and fiber optic, and analog radio frequency (RF) systems coaxial distribution cables, connectors, "patch" cables, and/or "break out" devices.

At a minimum, the System shall be able to support voice and data and analog RF operations for Category 6 Certified Telecommunication Service. Refer to VA Master Construction Specifications, Section 27 15 00 Communications Horizontal Cabling for further minimum system performance requirements, TCO, and cabling requirements.

### **3.2 Wireless Network**

The Lessor shall furnish, install, certify, test, and guaranty a complete and operating wireless Cable Distribution System. The System shall include, but not be limited to: equipment cabinets, interface enclosures, and relay racks and necessary passive devices such as: cable "patch", "punch down", and cross-connector blocks or devices, wireless distribution sub-systems, and associated hardware. VA will provide and install wireless access point field devices.

### **4.0 Plumbing Fixtures**

Lessor shall provide plumbing design and tenant plumbing fixture improvements in accordance with VA Master Construction Specifications, Division 22, Section 22 40 00 Plumbing Fixtures.

Lessor shall provide emergency shower/eye and face wash stations in Lab in accordance with ANSI Z358.1-2009 In-Depth Compliance Guide, and latest ANSI Eyewash Standards. Locate eyewash stations on the same level as the hazard and the path of travel shall be free of obstructions. Lessor shall provide Thermostatic Mixing Valves (TMV) or water tempering valves to deliver tempered water to eye wash stations (range 60°F to 100°F) per ANSI Z358.1-2009. Refer to ANSI Standard for Minimum Performance and Installation requirements. Provide Eyewash Signage as required.

Lessor shall provide (P-609) Electric Water Coolers in lobby/waiting and in clinic area: Mechanically cooled, self contained, wheel chair, bubbler style fully exposed dual height stainless steel fountains, recessed in wall refrigeration system, stainless steel grille, stainless steel support arm, wall mounting box, energy efficient cooling system consisting of a hermetically sealed reciprocating type compressor, 115v, 60 Hz, single phase, fan cooled condenser, permanently lubricated fan motor. Set highest bubbler 1016 mm (40 inches) above finished floor.

### **5.0 Wood Doors**

AA Grade Face Veneer in accordance with WDMA I.S.1-A. One species throughout the project. For transparent finishes Premium Grade, rotary cut, white oak veneer. Match face veneers for doors for uniform effect of color and grain at joints. Door edges shall be same species as door face veneer. See VA Physical Security Design Guide for additional security requirements.

Lessor shall provide hollow metal doors and door frames in accordance with VA Master Construction Specification Section 08 11 13 Hollow Metal Doors And Frames.

Sound Rated Doors such as offices, conference rooms, and group meeting rooms: Fabricated as specified for flush wood doors with additional construction requirements to meet specified sound transmission class (STC). Lessor shall provide door accessories such as Frame Gaskets: Continuous closed cell sponge neoprene with stop adjusters, and Automatic Door Bottom Seals: Steel spring operated, closed cell sponge neoprene metal mounted removable in extruded aluminum housing with a medium matte 0.1 mm (4.0 mil) thick clear Anodized finish. Concealed or Surface Mounted.

### **5.1 Door Hardware**



All hardware shall comply with UFAS, Uniform Federal Accessible Standards. Hardware for application on metal and wood doors and frames shall be made to standard templates. Furnish templates to the fabricator of these items in sufficient time so as not to delay the construction. The following items shall be of the same manufacturer: Mortise locksets, Hinges for hollow metal and wood doors, Surface applied overhead door closers, Exit devices, and Floor closers.

The Lessor shall provide door hardware in accordance with the VA Physical Security Design for Life Safety Protected Facilities. Refer to appendix for further door hardware specifications and placement requirements.

The Lessor shall provide armor plates, kick plates, mop plates and door edging as required conforming to ANSI Standard A156.6. Kick plates, mop plates and armor plates of metal, Type J100 series.

## **5.2 Locks and Latches**

Conform to ANSI A156.2. Locks and latches for doors 45 mm (1-3/4 inch) thick or over shall have beveled fronts. Lock cylinders shall have not less than seven pins. Cylinders for all locksets shall be removable core type. Cylinder shall be removable by special key or tool. Construct all cores so that they will be interchangeable into the core housings of all mortise locks, rim locks, cylindrical locks, and any other type lock included in the Great Grand Master Key System. Disassembly of lever or lockset shall not be required to remove core from lockset.

**5.2.1 Mortise Lock and Latch Sets:** Conform to ANSI/BHMA A156.13. Mortise locksets shall be series 1000, minimum Grade 2. All locksets and latchsets shall have lever handles fabricated from cast stainless steel. Provide sectional (lever x rose) lever design for VA approval.

### **5.2.2 Keying**

Keying: All cylinders shall be keyed into existing manufacturer "BEST" patented Great Grand Master Key System. Provide removable core cylinders that are removable only with a special key or tool without disassembly of knob or lockset for all doors. Cylinders shall be 7 pin type. Keying information shall be furnished at a later date by the Contracting Officer's Representative (COR).

## **6.0 Services, Utilities, Maintenance**

### **6.1 Services, Utilities, Maintenance: General**

Services, utilities, and maintenance shall be provided by the Lessor as part of the rental consideration. The Lessor shall have a building superintendent or a locally designated representative available to promptly correct deficiencies or to correct deficiencies within four (4) hours of written or oral notice of such deficiency. If no substantial attempt has been made to correct within the specified time, action will be taken by the VA to correct such deficiency and the cost of those repairs will be deducted from the next month's rental payment.

### **6.2 Normal Hours**

Services, utilities, and maintenance shall be provided daily, extending 0600-1900 except Saturdays, Sundays, and federal holidays.

### **6.3 Overtime Usage**

- A. The Government shall have access to the leased space at all times without additional payment, including the use, during other than normal hours, of necessary services and utilities such as elevators, toilets, lights, and electric power.
- B. Reimbursement to the Lessor for overtime heating or cooling will be at the hourly rate established in the contract.

### **6.4 Utilities**

The Lessor shall ensure that utilities necessary for operation are provided and that all associated costs are included as part of the established rental rate. All utilities including gas, electric, water,

sewer, shall be included in the lease. Additional services such as trash disposal, 24/7 Security monitoring, and cable television shall be included in the lease.

## 6.5 Janitorial Services

**Scope:** The Lessor shall provide all labor, tools, materials, supplies, appropriate equipment, and supervision necessary to professionally clean and maintain the space the Government leases at an acceptable level of cleanliness that meets industry standards and JCAHO (Joint Commission on Accreditation of Healthcare Organizations) requirements for a medical clinic. Location is TO BE DETERMINED, SITE OF AWARD.

- 1) Cleaning shall be accomplished as specified in Frequency Cleaning Schedule.
- 2) The Lessor shall be responsible to the Government for acts and omissions of employees and/or contractors.

**Supplies:** Lessor shall provide all cleaning and janitorial supplies for the exam rooms, offices, lobby, bathrooms, etc. within the Government Leased space, and an appropriate dispenser for these items (with the exception of Medical Waste containers and locked containers for patient confidential material). This includes, but is not limited to:

- non-medical trash bags,
- receptacle liners,
- paper goods such as paper towels, hand soap, toilet tissue and toilet seat covers , and
- non-refillable containers for hand soap dispensers (*Medicated, Antimicrobial Soap with skin emollients*)

- 1) Cleaning will be accomplished as specified in **Frequency Cleaning Schedule**.
- 2) Lessor shall disinfect all exam rooms and all other surfaces that may have been soiled with blood or other potentially infectious body fluids using EPA-registered, hospital grade germicides which kills HBV, HIV-1, MRSA, VRE, Herpes Simplex II and other pathogens.
- 3) Lessor will provide the VA Site Manager the current MSDS data sheets for all chemicals used or stored on site.

**Access (Key):** The Lessor is responsible for safeguarding and controlling all keys they provide to employees and/or contractors for access Government leased space.

### **Patient Confidentiality:**

The contractor shall ensure the confidentiality of all patient information and will be held liable in the event of breach of confidentiality. The contractor shall comply with the provisions of the Federal Privacy Act of 1974 (Public Law 93-579), the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1972 (Public Law 93-282), and the Drug Abuse Office and Treatment Act of 1972 (Public Law 93-255), and any other statutes regarding confidentiality of patient information.

### **Personnel Screening Compliance**

1. The Contractor's records/documents must show that they appropriately screen individuals requiring access to the Medical Center's information and information systems prior to authorizing access.
2. The Contractor must maintain records or documents that show that the personnel screening control responsibility has been assigned and specific actions taken to ensure the implementation of this control.
3. The Contractor documents/records must show that they consistently conduct personnel screening for positions within their working unit on an ongoing basis.
4. When anomalies or problems are encountered by the Contractor in the implementation of the personnel screening control, these are documented and the resulting information is used to improve the control.
5. VA requires that all personnel be subject to an appropriate background screening prior to permitting permanent access to VA information and information systems, in accordance with requirements contained in VA Directive and Handbook 0710, *Personnel Suitability and Security Program*, and VA Directive 0735, *Personal Identity Verification (PIV) of Federal Employees and Contractors*.

**Investigative Process for Contract Personnel:**

- a. For suitability and security eligibility determinations within VA, contract personnel will be subject to the same investigative requirements as those for regular VA appointees and employees. When appropriate, exemptions may be applied as described in VA Directive 0710, paragraph 2c, Exemptions. The Security and Investigations Center initiates and adjudicates background investigations of contract personnel for Low, Moderate, and High Risk position designations. Non-citizen contract personnel appointed to Low Risk or Non-sensitive positions will be subject to a NACLC investigation, to be initiated by the Security and Investigations Center within 14 calendar days of appointment.
- b. Contract personnel may be provided brief or one-time access to non-national security VA information in the performance of their contract requirements without requiring a background screening or investigation. All such contract personnel will be escorted or overseen by a suitable VA employee designated by the facility or organization's ISO.
- c. A risk assessment will be conducted by the requesting office and reviewed by the Information Security Officer using Appendix A and Information Technology Risk Assessments to determine the level of access required for the performance of the contractor's work. This risk assessment will examine the need and urgency of the contractor's performance, balanced against the possible harm that could result from the loss, misuse, or unauthorized access to or modification of VA information; including the potential for harm or embarrassment to an individual who is the subject of the information. The Information Security Officer will then make a written determination as to the appropriate safeguards required to protect VA information. These safeguards can range from intermittent to continuing oversight by a suitable VA employee. Such a risk assessment will also ensure that consistent procedures are taken in the protection of VA information that is non-national security in nature.

**HIPAA:**

The contractor will have to complete a standard Business Associate Agreement (BAA) in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) after award.

**Security:** The Lessor, their employees and or contractors shall:

1. Keep all entry doors, elevators, are to be kept locked while cleaning the Government leased space.
2. Close windows and turn off lights and other electrical appliances when not in use, or as directed.
3. Ensure doors, windows and elevators are secured prior to exiting the Government Leased space upon completion of work.
4. Turn-in all lost and found articles to the VA Site Manager.
5. Report potentially hazardous conditions, items needing repairs, plugged toilets, etc. to VA Site Manager.
6. Report fires, hazardous conditions and items in needing repair such as leaky faucets, plugged toilets and broken light fixtures.

**Hours:**

- 1) The Lessor shall accomplish the Janitorial tasks outside the normal hours of Clinic Operation. Work shall be planned, so as to minimize interference with the functions of the Clinic.
- 2) Normal hours of Clinic Operation are; Monday through Friday, 7:00 a.m. to 6:00 p.m. except Federal Holidays.
- 3) Federal Holidays are legal public holidays observed by the Federal Government:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

or any other day specifically declared by the President of the United States.

**GEMS:**

The Portland VA Medical Center has a Green Environmental Management System (GEMS). The Medical Center is committed to protecting and improving the environment. Our goals are:

- Taking a leadership role in environmental stewardship by providing a clean and safe environment in our community

- Conserving natural resources and supporting their sustainability by upgrading our environmental systems
- Reducing the use of hazardous products and the generation of wastes
- Purchasing renewable, reusable, recyclable and recycled products
- Working to constantly improve the immediate and long term environmental impacts of the products, services and processes used by the PVAMC Medical Center.

The Medical Center Contractor must follow the spirit of Portland VA Medical Center GEMS program and recycle all applicable material and use environmentally preferable products. The Contractor will follow the GEMS guidelines provided by the Medical Center GEMS coordinator.

**PERFORMANCE REQUIREMENT SUMMARY**

<b><u>Required Service</u></b>	<b><u>Standard</u></b>
Cleaning of building	Compliance with tasks and frequencies as per the Frequency Cleaning Schedule included below.
Removal of material and equipment	Materials and equipment shall be stored in assigned areas at the end of each workday. All solid waste, boxes, etc., are to be removed to a designated receptacle for disposal: <b>excluding</b> medical waste, and confidential material. Arrangements will be made by the Government for transportation and disposal of confidential patient material, and regulated medical waste.
Safety, preparation and use of supplies and equipment	All materials and supplies shall be stored and prepared according to the manufacturer's recommendations. Equipment shall be used for the purpose it was primarily intended.
Warning signs and protective barriers	Signs shall be placed in all directions to warn others in the area(s) of performing work, when work could cause possible harm to those who are unaware of such work.
Adherence to VA policies, procedures, and mandatory directives, safety and fire regulations	Lessor shall follow all VA policies, procedures and, mandatory safety and fire regulations.
Wearing apparel, identification devices, and personal hygiene	All Lessor's employees and/or contractors: <ul style="list-style-type: none"> <li>• Shall wear readily visible identification.</li> <li>• Wearing apparel must be neat, clean and free from body odor.</li> <li>• Employees personal hygiene shall be neat and clean.</li> </ul>

**FREQUENCY CLEANING SCHEDULE**

FREQUENCY - **DAILY**  
 AREA – **Rest Rooms**



1. Sweep Floors.
2. \*Mop with approved floor care detergent.
3. Clean Toilets inside & out with Disinfectant Detergent. Damp wipe & polish Chromium Fixtures, Piping & Valves.
4. Clean Urinals inside & out with Disinfectant Detergent. Damp wipe & polish Chromium Fixtures, Piping & Valves.
5. \*Clean all Wash Basins & Lavatories with non-abrasive cleaner.
6. Damp wipe & polish dry all Mirrors.
7. Damp wipe & polish dry all Shelving.
8. Damp wipe & polish dry all Soap Dispensers.
9. Damp wipe & polish all Sanitary Napkin Dispensers.
10. Damp wipe & polish dry all Paper Towel Dispensers.
11. Empty Paper Towel Waste Receptacles.
12. Restock Paper Towel Dispensers.
13. Restock Toilet Paper Dispensers.
14. Restock Hand Soap Dispenser.
15. \*Spot Clean Stall Partitions & Adjacent Wall Surfaces with Germicide Detergent.
16. Restock Toilet Seat covers.
17. Clean Utility Sinks.
18. Clean & wipe dry all Countertops.
19. Spot clean Wall Surfaces as necessary.
20. \*Clean Showers with a non-abrasive cleaner. (if applicable)

**FREQUENCY - DAILY**

**AREA – Entrance, Lobby, Corridors and Common Areas**

1. Vacuum Carpets - Fully (This includes Entrance Mats)
2. Dust All Surfaces from the Ceiling to the Floor
3. \*Clean Drinking Fountains with Non-abrasive Cleaner
4. Empty Waste Baskets, Garbage Cans & Remove Trash collected to Main Disposal Area
5. Clean Public Telephone Booths
6. Clean & Polish Entrance Doors
7. Clean & Polish Entrance Door Glass
8. Spot clean Wall Surfaces
9. Lock all Exterior Doors at designated time
10. Clean Display Cases
11. Wipe/Clean Waiting Area Furniture with EPA Approved Hospital germicide/detergent
12. All Plastic Liners must be removed and replaced with new liners
13. Clean Glass Portions of Reception Counter (if applicable)
14. Restock Purell hand sanitizer
15. Remove all tape residue on walls

**FREQUENCY - DAILY**

**AREA – Employee Areas**

1. Empty Waste Basket & remove Trash to Main Disposal Area. (Restrooms, Lunchrooms, Conference Rooms and Coffee Areas - all plastic liners must be replaced)
2. Vacuum Carpets
3. Clean Countertops.

4. Clean Conference Tables.
5. Clean Door & Adjacent Areas.
6. Clean All Restrooms & Sinks with a Non-abrasive Cleaner.
7. Clean All Lunch Room Countertops and Tables.
8. Damp wipe & polish dry all Soap Dispensers, Towel Dispensers, Mirrors.
9. Spot clean Wall Surfaces as necessary.
10. Spot clean Carpets as necessary.
11. \*Sweep and Damp Mop resilient with approved floor care detergent Empty Recycling Bags to designated area at designated times.
12. Empty Recycling Containers and remove to Main Disposal area.
13. \*Clean Drinking Fountain with a Non-abrasive Cleaner.

**FREQUENCY – DAILY**

**AREA – Exam Rooms**

1. Clean & disinfectant Countertops
2. Clean & disinfectant Exam Tables
3. Spot clean Wall Surfaces as necessary
4. Clean Door
5. \*Sweep and Damp Mop Resilient Floors with Floor Care Disinfectant
6. Clean sink with a Non-abrasive Cleaner
7. Empty Waste Basket & remove Trash to Main Disposal Area, all plastic Liners must be removed and replaced with new liners.
8. Damp wipe & polish dry all Soap Dispensers, Towel Dispensers, Mirrors & Glove Dispensers
9. Damp dust all high surfaces
10. Restock Paper Towel Dispenser
12. Restock Soap Dispenser
13. Restock Hand Sanitizer
14. Damp wipe & polish dry Mirror
15. Restock Paper Towel Dispenser, Cup Dispenser, Hand Sanitizer, Soap & Paper Towel Dispenser
16. Clean Door & Kick plate
17. Change visibly soiled cubicle curtains

**FREQUENCY - DAILY**

**AREA – Outside Entrance**

1. Sweep Landings and Steps.
2. Clean and Refill all Ashtrays and Sand Urns.
3. Empty all Trash Receptacles and Remove Trash Collected to Main Disposal Area.

**FREQUENCY - WEEKLY**

**AREA – Employee Areas including office space**

1. Clean and Dust Open Desk Areas, Telephone and Computer Screens.
2. Dust File Cabinets
3. Dust Window Sills

**FREQUENCY - WEEKLY**

**AREA – Emergency Stairwells and exits**

1. Sweep Stairs and Landings.

2. Spot Mop Stairs and Landings
3. Dust All Edges, Doors and Windows sills and Remove Cobwebs

**FREQUENCY - MONTHLY**  
**AREA – All Areas**

1. Clean Window Treatment.
2. Clean all Exhaust Fan Grills, Supply Air Diffusers and Return Air Diffusers.
3. Edge Vacuum Carpets, this includes under and around furniture.

**FREQUENCY - MONTHLY**  
**AREA – All Areas**

1. Sweep, Damp Mop and Buff Resilient Floors.

**FREQUENCY - MONTHLY**  
**AREA – All Waiting Rooms, Lobbies, Entry Areas, and High Traffic Corridors**

1. Extract or Steam Clean Carpets in a Professional Manner.

**FREQUENCY - QUARTERLY**  
**AREA – All Areas**

1. Clean all Light Fixtures Inside and Outside of Lenses.
2. Clean Window Treatment.
3. Clean All Exhaust Fan Grills, Supply Air Diffusers and Return Air Diffusers.

**FREQUENCY - QUARTERLY**  
**AREA – Exam Rooms**

1. Change all cubicle curtains.

**FREQUENCY - SEMI-ANNUAL**  
**AREA - All Areas**

1. Wash and Clean by Professional Methods of Vendors Choice the Inside and Outside of all Exterior Windows.

**FREQUENCY - SEMI-ANNUAL**  
**AREA - All Areas**

1. \*Strip and Apply Non-slip Floor Finish per Manufacturer's Instructions and Buff Resilient Floors.

**FREQUENCY - SEMI-ANNUAL**  
**AREA – All Areas**

1. Extract or Steam Clean All Carpets in a Professional Manner.

**\* Note:** IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS

**6.5.01 Grounds**

Properly maintain plants and lawns. Remove snow and ice from entrances, exterior walks, and parking lots of building. Maintains parking lot lighting, striping, markings, pavements, and markings. Provide and supply installation, and replacement of light bulbs, tubes, ballasts, and starters. Lessor is responsible to properly dispose according to EPA code standards. Replace worn floor covering and building finishes (this includes the moving and returning of furnishings). Control pests as appropriate, using Integrated Pest Management techniques.

#### **6.6 Schedule of Periodic Services**

Within 60 days after occupancy by the Government, the Lessor shall provide the Contracting Officer with a detailed written schedule of all periodic services and maintenance to be performed other than daily, weekly, or monthly.

#### **6.7 Landscape Maintenance**

Performance will be based on the Contracting Officer's evaluation of results and not the frequency or the method of performance. Landscape maintenance shall be performed during the growing season on a weekly cycle and shall consist of watering, mowing, edging, weeding, and policing the area to keep it free of debris. Pruning and fertilization shall be done on an as needed basis. In addition, dead or dying plants shall be replaced.

#### **6.8 Flag Display**

The Lessor shall be responsible for flag display on all workdays and federal holidays. The government will provide instructions when flag shall be flown at half-staff.

#### **6.9 Security**

The Lessor shall provide a level of security which is reasonably deters unauthorized entry to the space leased during non-duty hours and deters loitering or disruptive acts in and around the space leased. The Lessor shall ensure that security cameras and lighting are not obstructed.

#### **6.10 Maintenance and Testing of Systems**

- A. The Lessor is responsible for the total maintenance and repair of the leased premises. Such maintenance and repairs include site and private access roads. All building service equipment and systems shall be maintained in accordance with industry standards and the manufactures recommendations to provide reliable, energy efficient service without unusual interruption, disturbing noises, exposure to fire and safety hazards, uncomfortable drafts, excessive air velocities, or unusual emissions of dirt or fumes. The Lessor's maintenance responsibility includes initial supply and replacement of all supplies, materials, and equipment necessary for such maintenance. Maintenance, testing, and inspection of appropriate equipment and systems shall be done in accordance with applicable codes, and inspection certificates shall be displayed as appropriate. Copies of all records in this regard shall be forwarded t the VA Field Office Manager or a designated representative.
- B. Without any additional charge, the Government reserves the right to require documentation of proper operations or testing prior to occupancy of such systems as fire alarm, fire sprinkler, emergency generator, physical security systems, nurse call/code blue, etc. to ensure proper operation. These tests shall be witnessed by a designated representative of the Contracting Officer.