

STATEMENT OF WORK
Fire Alarm and Fire Suppression Systems Testing, Inspection, Maintenance, and Repair
SOUTH TEXAS VETERANS HEALTH CARE SYSTEM - KERRVILLE

1. GENERAL

1.1 General: This is a non-personal services contract to provide fire alarm and fire suppression systems services. The Government shall not exercise any supervision or control over the service providers providing the services described herein.

1.2 Description of Services/Introduction: The Contractor shall provide all personnel, transportation, equipment, supplies, facilities, supervision, other items and non-personal services necessary to perform fire alarm, fire suppression monitoring, inspection, testing, maintenance and repair services as defined in this Statement of Work. The Contractor is to provide as-built CAD drawings for all fire alarms and fire suppression systems by the completion of the option period of the contract. The Contractor assumes all liability risks for work performed under this contract. The Contractor must assume total liability for all contract employees. The Contractor shall perform to the standards of the contract.

1.3 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information and property provided to Contractor personnel while performing the services described herein.

1.4 Period of Performance: Base Period of Performance: To Be Determined (Option Year POP: To Be Determined)

1.5 Type of Contract: The government will award a firm fixed-priced contract

1.6 Service Contract Act: The Service Contract Act applies to this contract. Current Service Contract Act Wage Determinations for the service areas will be attached to the contract. Employees performing under this contract must be paid at least the pay and fringe benefits described therein.

1.7 Contracting Officer Representative (COR): The COR will be identified by a separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which will be provided to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.8 Contract Administration: The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect price, quantity, or quality of performance in this contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modification in writing from the Contracting Officer to the Contractor.

1.9 Invoices: Invoices are to be submitted electronically; quarterly, upon completion of the services that are performed, or upon completion of non-scheduled services. Electronic invoices can be submitted at no additional cost at the VA Vendor Information System (VIS) website

<https://www.vis.fsc.va.gov/login.aspx?ReturnUrl=%2fDefault.aspx>, or at <http://www.tungsten-network.com/us/en/veterans-affairs/>. Invoices must include the IFCAP obligation number (Finance Purchase Order) that is provided on the order in order to ensure

timely payment. The COR is responsible for acceptance of services and/or the processing of receiving reports for the services provided to the government.

2. BACKGROUND

The South Texas Veterans Health Care System (STVHCS) Kerrville Division (KD) campus is comprised of several buildings encompassing multiple fire alarm components that require fire alarm and fire suppression system monitoring, maintenance, and support. The Kerrville Hospital operates a **FCI 7100 Fire Alarm System**. The STVHCS KD requires a Contractor with the ability to perform fire alarm and fire suppression system monitoring, preventative maintenance, inspection, testing and repair of all devices across the campus. The Contractor must be able to provide database management of all inspection, testing, and repairs as required. Likewise, the ability to produce comprehensive printed and electronic reports of all data is required of the same Contractor for all campuses and systems. Additionally, the STVHCS requires the Contractor to provide, or sub-contract, the services of the appropriate elevator technician(s) for any inspection, testing, and repair activities involving any of the elevator systems at the listed facilities.

3. CONTRACTOR QUALIFICATIONS

3.1 Technician/Dealer/Contractor Certifications: The Contractor must be qualified and experienced in accordance with NFPA requirements. The Contractor must be able to perform all duties defined within this scope on the **FCI 7100 Fire Alarm System**. Certifications for each system must be submitted as part of the original proposal and annually thereafter. The **FCI 7100 Fire Alarm System** may be supported by sub-contractors at the cost of the prime Contractor. The requirement for proof of certifications will apply to all sub-contractors.

3.2 Risk Control: Prior to the performance of services the Contractor must:

- 3.2.1** Contractor employees must attend a 1 hour Infection Control Training class.
- 3.2.2** Contractor employees must attend a 1 hour Interstitial and Fall Prevention Training.
- 3.2.3** Contractor must provide proof of tuberculosis (TB) testing for each Contractor employee working onsite. Testing results must be less than one year old.
 - Labor and/or technician costs for Contractor employees to obtain a TB test, attend safety and infection control trainings are the responsibility of the Contractor.
 - The cost of the TB test is the responsibility of the Contractor and/or Contractor employees and is not administered by the VA.

3.3 Safety and PPE equipment must be provided for each Contractor employee by the Contractor.

4. TASK SPECIFICATIONS

4.1 Fire Alarm and Fire Suppression System Inspection, Testing, and Maintenance (ITM): Contractor must be able to inspect, test, maintain, and repair 100% of all fire alarm and fire suppression system devices in accordance with National Fire Protection Association (NFPA) and Joint Commission (JC) standards.

4.2 Fire Alarm Monitoring Locations: Contractor shall provide monitoring and notification to first responders of the campus Fire Alarm System 24 hours/day, 7 days per week for the following location:

- a) STVHCS Kerrville Campus
3600 Memorial Blvd.
Kerrville, TX 78028

The Kerrville campus is composed of several buildings encompassing multiple fire alarm components. Buildings 1, 2, 11 (a 7 story Hospital with mixed occupancies), 18, 19, 20, 22, 29, 40, 41, 44, 46, 47, 84, 86, 90, 96 (2 story Nursing Home), 97, 98a, 98b, 114, 115, and 119 contain fire alarm components and are all included within the scope of the services.

4.3 Inspection & Testing Schedules: Contractor must be able to meet the following schedule:

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-----|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | A/S/Q | | | Q | | | S/Q | | | Q | |

A/S/Q = All devices tested Annually, Semi-annually, and Quarterly as defined in the most current edition of the Joint Commission and/or NFPA.

S/Q = All devices tested Semi-annually and Quarterly as defined in the most current edition of the Joint and/or NFPA.

Q = All devices tested Quarterly as defined in the most current edition of the Joint Commission and/or NFPA.

4.4 Fire Alarm

Contractor shall provide 100% ITM and repair service for all fire alarm devices. Types of devices are listed below:

- Duct Detectors
- Smoke Detectors
- Heat Detectors
- Combination heat/smoke detectors
- Pull Stations
- Audible Devices (Speakers)
- Visual Devices (Strobes)
- Water Flow Devices
- Tamper Switches
- Electromagnetic Releasing Devices
- CO Detectors
- Horn/Strobe Devices
- Combination Speaker/Strobe Devices

- Voice Evacuation Devices
- Fire Alarms Control Panels
- Power Supply Devices
- Batteries
- Fan Shutdown Devices
- Communicator Device
- Initiating Device
- Annunciating Devices (Main Panels)
- Supervisory Devices

- 4.4.1 The fire alarm panel's sensitivity self-diagnostic report will be reviewed during the inspection. Any detectors reported to be outside of the allowable range will be repaired or replaced.
- 4.4.2 In addition to fire alarms testing, the Contractor shall also test to ensure that access control doors with fire alarm interface release upon operation of the fire alarms.
- 4.4.3 All fire dampers shall be physically tested to ensure proper electrical and mechanical operation of motor, linkage and dampers.
- 4.4.4 The Contractor shall provide all necessary test equipment and labor to perform required inspection, testing, maintenance, and repairs.
- 4.4.5 During all onsite work, the Contractor will provide a daily in-brief prior to any work completed and out-brief prior to departure to the COR (or representative) at the respective station.
- 4.4.6 All devices of the fire alarm system shall have a Unique Identifier (UID) number. Vendor will provide a UID for every device in the fire alarm system. All inventories and inspection reports shall be organized by the UID. UID numbers shall never change over the lifetime of the device (cradle to grave data maintenance). UID numbers must never be re-used or re-issued to new devices from a previously retired device. ****If the facility or campus is already using an establish UID system (e.g. EE#'s) – the Contractor will use the provided UID's.***

4.5 Fire Suppression

Contractor shall provide 100% ITM and repair service for the following fire suppression devices. Approximate current types of devices are listed below. Devices change periodically as devices are placed in and out of service:

- Sprinkler Heads (all types)
- Dry Systems
- Wet Systems
- Pre-Action Systems
- Fire Hydrants
- Fire Pumps
- Valve Tamper devices
- Standpipes
- Risers/Drains
- Water Flow devices

5. REPAIRS AND PARTS – FIRE ALARM AND FIRE SUPPRESSION SYSTEMS

- 5.1 Contractor must be qualified to complete all repairs to include programming of the Fire Alarm Control Panel. Contractor shall identify any and all needed repairs and modifications needed during onsite ITM. All deficiencies identified by the Contractor shall be repaired and documented immediately by the Contractor while on site (pending parts availability from the VA), and at the time of discovery with VA-supplied parts. In the event that the VA does not have a part on hand, the government may ask the Contractor to see if a part may be obtained more expeditiously. For those instances where the Contractor obtains a part, the Contractor will invoice the part against the contract line item for Contractor provided parts. The Contractor must provide the government a copy of their receipt for those Contractor acquired parts.
- 5.2 Normal business hours (M-F, 0800-1630, excluding government holidays and emergencies) require two (2) hour response times.
- 5.3 After hours/Emergency calls (all other times to include emergencies) require four (4) hour response times during the after-hours period.
- 5.4 A hard copy and e-copy (e-mailed) of all findings and repairs will be produced and delivered to the COR (or representative) by the end of the following business day in which the repairs were made.
- 5.5 Deficiencies should be completed within 5 days of final report but need to be identified by the close of business of the day found.

6. DELIVERABLES

Documentation Requirements

All documentation requirements will be kept current and up-to date. Documented results are due to the COR within five (5) business days after each ITM cycle.

- 6.1 Contractor shall provide a secure internet-based data-center with drop down filterable menus for all ITM and repair activities. The Contractor shall allow government employees access to the Contractor's internet-based data-center. The filters shall be able to separate by individual device, group of devices, buildings, dates, EC/EP # per JC, etc. The filters shall include the following information for JC and higher headquarters review:

- Name of the activity
- Date of the activity
- Required frequency of the activity
- Name and contact information, including affiliation, of individual who performed the activity
- Result of the activity

- 6.2 Contractor will provide a total of 2 e-copies of all data by means of CD/DVD quarterly for all inspection, testing, maintenance, and repair activities for each individual device covered under this contract. E-folders shall match binder tabs exactly with all matching

documents individually delineated for ease of identification. E-copy folders should replicate hard copy binder.

- 6.3 Contractor will provide two (2) 3-ring binders **for each location identified in Section 4.2**, per quarter, which clearly documents all JC and NFPA requirements for all ITM and repair activities for each individual device covered under this contract. An index shall be included in the front of the binder delineating all tabbed items.

6.4 Data Organization:

Each quarterly binder (and associated internet-based data-center and CD/DVD) shall be clearly tabbed out as follows:

- 6.4.1 **Binder 1:** Tabs shall have all **JC-required** documentation requirements **only**:

6.4.1.1 Sample mandatory documentation requirements for JC are EC.01.02.05, EPs 1-5, 9, and 19. Note, these requirements could change, and it is up to the Contractor to ensure documentation contains the most current requirements per JC. See Attachment 1 for sample requirements.

6.4.1.2 If an EC/EP Component contains documentation requirement for more than (1) device, sub tabs will be created so that each separately-grouped device under a single EC/EP identifier has its own unique section. Example:
EC.02.03.05, EP9

6.4.1.3 Each tab shall have a cover sheet specifically delineating JC (EC/EP identifier) and NFPA requirements verbatim out of the most current standard or edition.

6.4.1.4 Each tab shall have a second cover sheet defining time/testing interval requirements for the specific tabbed item per NFPA and JC individually.

- 6.4.2 **Binder 2:** All other Fire Alarm and Fire Suppression testing requirements will be contained within a secondary binder. The binder will match Binder 1 in regard to organization and set-up.

- 6.5 If a device fails, the Contractor will initiate a Work Order (WO) via electronic correspondence to VA technicians or representatives identifying device (description/UID), location, date, and discovered fault.

6.5.1 The same WO will remain open/un-resolved until conclusion of repairs. The comments on a WO will identify all repair activities, UID's of any equipment removed and new UID's of any new equipment added to the system. Ultimately the WO must contain the test results after each repair is completed.

- 6.6 If a large section of devices or fire zone fails for a prolonged period due to complex repair requirements or awaiting parts, an Interim Life Safety Measure (ILSM) may be required. A prolonged period is defined as greater than 8 hours for a fire alarm system and greater than 10 hours for a fire suppression system within a 24 hour period. The Contractor will initiate this process in accordance with VA policies and guidelines,

providing a written ILSM plan submittal for approval and routing by VA COR. Once approved and implemented by the VA, the Contractor will ensure the ILSM does not expire and the document is filed behind appropriate tabbed section.

As-Built Drawings

During the base year of the contract the Contractor will use the available drawings (as-built, etc.) in order to establish a CAD drawing and complete schematic of the fire alarm and fire suppression systems within the KD campus. The task will require extensive onsite analysis, measurements and research in order to provide complete drawings. The final as-built drawings will be reviewed by a licensed Fire Protection Engineer in order to ensure accuracy.

7. GOVERNMENT REQUIREMENTS

- 7.1 All Contractor employees dispatched to or working at any of the VA sites identified herein must obtain and wear a VA issued badge while performing services. VA badges are to be obtained through coordination with the COR.
- 7.2 Contractor will obtain work and safety permits from the campus Engineering section.
- 7.3 Information Security
 - 7.3.1 The Contractor will not have access to the VA information system or access to government computers to access online resources while in the performance of services of the contract.
 - 7.3.2 The Contractor will not have access to Patient Health Information (PHI) while in the performance of services of the contract. In the event any confidential data is encountered, the Contractor will act accordingly with the conditions set forth in the Privacy Act.

8. GOVERNMENT FURNISHED EQUIPMENT

The government intends to provide all of the fire alarm and fire suppression equipment parts, as defined in this Statement of Work. There may be some instances of Contractor acquired parts.