

## STATEMENT OF WORK (SOW)

### 1. OBJECTIVE

VALBHCS requires a contractor to make repairs to the fire suppression system.

### 2. BACKGROUND

The fire suppression system for the VA Healthcare facility goes through a 5 year inspection cycle. 370 deficiencies were found during the last inspection in buildings 126, 128, 133, 150, 164 and 166.

### 3. SCOPE

Work shall be performed as indicated below in buildings 126,128,133,150,164 & 166 of the Long Beach VA Healthcare System located at: 5901 E. 7<sup>th</sup> Street. Long Beach, CA 90822

The contractor shall check in and coordinate with the Mechanical Pipe shop supervisor/ COR prior to performing the following tasks:

#### **BUILDING 126 BASEMENT**

- Room w14 replace (2) 165\* ssp with (5) 155\* ssp's to match room.
- Room w14 provide (2) missing white semi recessed escutcheons.
- Room w14 one head overspaced. Find supply, bring piping to room and add head.
- Room w13 no protection. Find supply, bring piping to room and add head.
- Room w12 identify room as facp room.
- Kitchen main electric panel room change 155\* ssp to 200\* ssp.
- Room sp15 store room 14' x 20' no protection. Find supply, bring piping to room and add heads.
- Cooler #8 replace corroded/loaded 155\* sr dry pendant.
- Cooler #10 replace (2) leaking 155\* sr dry pendants.
- Outside cooler #10 repair (2) leaking heads. Tile are discolored and saturated.
- Cooler #4 replace (3) leaking 155\* sr dry pendants.
- Dry storage cooler replace (3) 155\* sr dry pendants.
- Extinguisher closet near dry storage replace leaking 1 1/2 fhv and piping.
- Hall cooler replace (3) 155\* dry pendants.
- Room sp59 adjust head to correct height.
- Room sp58 electrical panel room replace 155\* concealed head to 200\* concealed head.
- Panel room by pet/ct room replace (1) 155\* ssp to 200\*
- Room sp50 brace (2) 1" lines.
- Room sp50 re-pipe deleted head for protection.
- Pumproom replace corroded jockey discharge piping. 1 1/4 t&g and coupling.
- Pumproom replace excessively corroded packing glands on main fire pump.
- Pumproom replace corroded 1 1/4" main drain piping at entrance.
- Pumproom replace all gauges (4) in pumproom for correct readings.
- Room 30 replace leaking 1" piping (long drop down) and brace.
- Room 30 replace gauge.
- Room 30 replace incorrect itp piping. 1" - 1 1/4"
- Room 30 replace approx (20) 155\* ssu's and ssp's to 200\* heads. (extra hazard)
- Room 29 replace excessively long drop down piping or brace.

- Corridor from b126 towards building 1 (4) concealed heads blocked by surface mounted lights.

### **Building 126 first floor**

- Electrical panel room near main entrance has no protection. Find supply, bring piping into room and add head.
- Lobby near e109 replace (4) painted 155\* qr ssp's.
- Room e151 adjust head to correct height.
- Hall of e123 replace (2) damage 155\* ssp heads.
- Room e145a replace vsw head to 155\* ssp.
- Room e141a remove vsw head. Cold solder.
- Room e137 remove vsw head. Cold solder.
- Room e138 replace vsw head to 155\* qr ssp.
- Room e156 replace leaking 1" piping.
- Room w169 remove one head. Cold solder.
- Room w161 re-pipe concealed head. Cover glued to tile.
- Room w153 electrical room has no protection. Find supply, bring piping to room and add head.
- Room w128a electrical room has no protection. Bring piping to room and add head.
- Room w127 adjust escutcheon.
- Room w126 replace (2) damaged 155\* qr ssp's.
- Electrical room near w126 replace 165\* ssu to 200\* qr ssu.
- Electrical closet near stair 1 has no protection. Find supply, bring piping to closet and add head.
- Electrical closet w128 has no protection. Find supply, bring piping to closet and add head.

### **Building 126 second floor**

- Room d253 replace 155\* ssp to 200\* ssp head.
- Room d251 head blocked by light, move to perimeter.
- Room d252 head blocked by light, move to perimeter.
- Room d253 head blocked by light, move to perimeter.
- Room d257 head blocked by light, move to perimeter.
- Room d241 electrical closet replace 155\* ssp to 200\* ssp head.
- Room d240 adjust head to correct height.
- Room d235 adjust head to correct height.
- Room d237 replace damaged concealed head cover.
- Room d205a replace 155\* vsw to 200\* ssp head.
- Room d228b electrical closet has no protection. Find supply, bring piping to closet and add head.
- E236 blood warming closet has no protection. Find supply, bring piping to room and add head.
- Rapid response lab replace approx (20) loaded 155\* ssp's.
- Room e22 head over spaced. 10' off wall. Re-pipe to within code standards.
- Room e223 adjust (3) concealed heads to correct height.
- Room w249 replace leaking 1x1x1/2 tee.
- Room w26a electrical room has no protection. Find supply, bring piping to room and add head.
- Room w256a replace 155\* vsw to 155\* ssp 401 style head.
- Room w228 adjust escutcheon to correct height.

- Room wc23b replace 155\* ssu to 200\* ssu head.
- Room wc23c replace 155\*ssu to 200\* ssu head.
- Room w231g head over spaced. 20' off wall. Re-pipe to within code standards.
- Service elevator lobby heads overs paced. 10' off wall. Re-pipe to within code standards.

### **Building 126 third floor**

- Room 313 electrical closet replace 155\* ssp to 200\* ssp head.
- Room 313b replace semi recessed escutcheon to concealed escutcheon.
- Room 313c replace semi recessed escutcheon to concealed escutcheon.
- Room 357 locker room remove one head. Cold solder.
- Room 312 re-pipe one head to correct height. Concealed cover glued to tile.
- Hall of room 308 re-pipe one head to correct height. Concealed cover glued to tile.
- Room 351 replace vsw to 155\* ssp head.
- Room 350 adjust escutcheon to correct height.
- Water purification room no protection at (6) heads needed.
- Room 323a remove drop. Provide 1x1/2 90. Provide 200\* ssu head.
- Room 323b replace 155\* ssu to 200\* ssu head.
- Room 304 adjust head to correct height.
- Hall of 321 re-pipe head to correct height. Concealed cover glued to tile.
- Room 325 re-pipe head to correct height. Concealed cover glued to tile.
- Room 346 replace (2) vsw's to (2) 155\* ssp heads.
- Icu corridor off elevators (5) concealed head glued to tiles. Re-pipe to correct height.

### **Building 126 fourth floor**

- Service elevator lobby head over spaced. Re-pipe to within code standards.
- North electrical closet replace vsw to 200\* ssp head.
- Room 442a replace concealed 155\* qr to concealed 200\* qr head.
- Room 443 restroom replace damaged 155\* ssp head.
- Room 443 restroom clear loaded head.
- Room 440 replace vsw to 155\* ssp head.
- Room 437 re-pipe (2) vsw's to 155\* concealed heads.
- Room 435 re-pipe (4) vsw's to 155\* concealed heads.
- Room 416a electrical panel replace 155\* concealed head to 200\* concealed head.
- South electrical closet replace vsw to 200\* ssp head.
- Room 457 re-pipe head to correct height. Concealed cover glued to tile.
- Outside 412 head over spaced. Re-pipe to within code standards.
- Room 453 replace 401 escutcheon.
- Room 452 hsw blocked by bed lift track. Re-pipe to within code standards.
- Room 451 hsw over spaced. Re-pipe to within code standards.
- Room 427 re-pipe head to correct height. Concealed cover glued to tile.

### **Building 126 fifth floor**

- Room 516 replace (4) corroded 155\* ssp heads.
- Room 528 storage room has no protection. Find supply, bring piping into room and add heads.
- Room 527 replace (4) painted 155\* ssp heads.
- Room 518 replace (1) painted 155\* ssp head.
- Near 518 clear loaded head.
- Room 526 replace (5) loaded/corroded 155\* ssp heads.

- Men's locker room replace (1) damaged 155\* ssp qr head. Provide escutcheon.
- Women's locker room no access.
- Outside 526 adjust head to correct height.
- Outside 524 replace (1) damaged 155\* ssp qr.
- Room 524 replace (4) damaged 155\* ssp qr heads.
- Outside room 522 replace (3) damaged 155\* ssp qr heads.
- Room 524a replace (4) damaged 155\* ssp qr heads.
- Outside 523 replace (1) damaged 155\* ssp qr head.
- Room 532 restroom replace (1) painted 155\* ssp qr head.
- Room 532a replace (1) painted 155\* ssp qr head.
- Room 532b replace (1) painted 155\* ssp qr head.
- Surgical reception lobby replace (4) damaged 155\* ssp qr heads. Adjust one concealed cover.
- Room 508 replace (2) damaged 155\* ssp qr heads.
- Room 509 replace (2) damaged 155\* ssp qr heads.
- Room 535 clear loaded head.
- Room 536 replace (2) painted 155\* ssp qr heads.
- Outside room 537 replace (1) painted 155\* ssp qr head.
- Operating room #4 replace (2) painted 155\* ssp heads.
- South electrical room replace 155\* ssp to 200\* ssp head.

#### **Building 126 sixth floor**

- Room 616 locker room adjust concealed head to correct height.
- Room 618 replace (1) painted 155\* ssp head.
- Room 619 replace (1) painted 155\* ssp head.
- Room 621 mens restroom replace (1) painted 155\* ssp head.
- No access to mechanical rooms.
- Room 624 provide escutcheon.
- North electrical room replace 155\* ssp to 200\* ssp head.
- South electrical room replace 155\* ssp to 200\* ssp head.

#### **Building 126 seventh floor**

- Decontamination room replace approx (20) painted or damaged 155\* ssp qr heads.
- Room 714c fix leaking 1" piping.
- North electrical room replace 155\* ssp to 200\* ssp head.

#### **Building 126 eighth floor**

- Room 832 replace damaged concealed head cover.
- Room 835 clear loaded head.
- Service elevator lobby (2) over spaced heads. Re-pipe to within code standards.
- North electrical room replace 155\* ssp to 200\* ssp head.
- South electrical room replace 155\* ssp to 200\* ssp head.

#### **Building 126 ninth floor**

- Service elevator lobby (2) over spaced heads. Re-pipe to within code standards.
- Room 925 re-pipe head to correct height. Concealed cover glued to tile.
- Room 931a replace 155\* ssp to 200\* ssp head.
- Room 931b replace 155\* ssp to 200\* ssp head
- Room 940b adjust concealed head to correct height.

### **Building 126 tenth floor**

- North electrical room replace 155\* ssp to 200\* ssp head.
- Service elevator lobby heads over spaced. Re-pipe to within code standards.
- Room 1009 re-pipe/realign head to correct position.
- Room 1026 adjust head to correct height.
- South electrical room replace 155\* ssp to 200\* ssp.
  
- Majority of perimeter office have incorrect head orientation. Most are over spaced due to changing of sprinkler heads to wrong application. 12' off wall.

### **Building 126 eleventh floor**

- Mech room 1132a approx (10) long drop downs over 4' not braced.
- Mech room 1132a approx (14) end of restraints needed.
- North electrical room replace 155\* ssp to 200\* ssp head.
- Room 1132 replace 155\* head to 200\* head. Add head.
- Room 1136b head over spaced. 14' off wall. Add concealed head.
- Room 1136f head over spaced. 13'-6" off wall. Add concealed head.
- Room 1136g head over spaced. 13'-6" off wall. Add concealed head.
- Room 1136e head over spaced. 13'-6" off wall. Add concealed head.
- Room 1107b head over spaced. 13'-6" off wall. Add concealed head.
- Room 1117 replace painted/damaged concealed head cover.
- Hall of fire equipment closet near sleep clinic adjust (2) concealed heads to correct height.
- Room 1112 head over spaced. 11'-6" off wall. Add concealed head.
- Room 1113 head over spaced. 11'-6" off wall. Add concealed head.
- Room 1114 head over spaced. 11'-4" off wall. Add concealed head.
- Room 1139b adjust head to correct height.
- Room 1118 replace damaged 401 type head to concealed head.
- Room 1111c staff restroom adjust head to correct height.
- Majority of room not accessible due to occupants off for holidays. Further inspections of all rooms required.
- Majority of perimeter office have incorrect head orientation. Most are over spaced due to changing of sprinkler heads to wrong application. 12'-14' off wall.
- Electrical control room provide missing 1 1/2 hanger and brace end of 1 1/2" main.

### **Building 126 penthouse**

- Approx (10) log drop downs over 4' not braced.
- Brace end of 1 1/2" main above hoist.
- Brace end of 2" xl main (2) before hoist.

### **Building 128**

- Main entrance clear (2) loaded heads.
- Mens restroom provide correct escutcheon for institutional head.
- Fountain east lobby replace (2) damaged institutional heads.
- Room k231 provide escutcheon for institutional head.
- Room k121b provide protection. Find supply, bring piping to room for head.
- Room a230 change 155\* ssp to 200\* ssp.
- Hall of a22 provide head in communications closet. Find supply, bring piping to closet.

- Hall of a22 provide escutcheon for institutional head.
- Room a226 replace heavily corroded institutional head.
- Room j213 replace missing security screws on institutional head.
- Hall of j219 replace corroded institutional head.
- Room d224 lobby restroom provide protection. Find supply, bring piping into room.
- Room l221b replace heavily corroded head.
- Room a214 remove one head in room within 6' of the other.
- Hall of c100 replace corroded institutional head.
- Staff restroom 126 replace corroded institutional head.
- C126 electrical closet replace 155\* ssu to 200\* ssu.
- Hallway of a108 replace corroded institutional head.
- Room k102 replace corroded institutional head.
- Hallway of k102 replace corroded institutional head.
- Hallway of a124 replace corroded institutional head.
- Room c100b replace corroded institutional head.
- Room a116 remove one head in restroom within 6' of each other.
- Hallway of a115b remove exposed piping.
- Entrance of a115 provide protection. Find supply, bring piping into room.
- Hallway of a119 replace (2) heavily corroded institutional heads.
- A119 communications room provide protection. Find supply, bring piping into room.
- Room j107 replace loaded 155\* head.
- Room j119 provide missing institutional escutcheon.
- Room c103 replace (2) corroded institutional heads.
- Room k121b provide protection. Find supply, bring piping into room.
- Room k121a replace 155\* ssu to 200\* ssu.
- Hall of k128 replace corroded institutional head.
- Basement
- Substation 15 replace (6) 155\* ssu 's to 200\* ssu's.
- Stair 2 stairwell remove tape from head.

### **Building 133**

- Outside hallway of y pod replace (3) 155\* ssp chrome heads. Loaded and oxidized.
- Hallway of y19 heads are over spaced. Add head or move existing closer.
- Room y3 head blocked by light. Move or replace with 401 type head.
- Room left of y31 has no protection. Add find supply add 155\* ssp chrome semi-recessed head.
- North wall of w73 both rooms have over spaced heads. No door/short lenti don't meet requirements for small room rule.
- W80b raise (2) heads to correct height.
- Cooler in w80b fix or replace leaking 155\* dry pendent semi-recessed chrome head.
- Lila's flower shop area provide (3) headguards on low heads
- Lila's flower shop area provide retro strap on 3/8 sbb.
- Room w53 investigate why escutcheon is caulked to tile. Room congested.
- Hallway of w57 raise head to correct height.
- Hallway of w57 replace incorrect escutcheon.
- East outside common area (2) heads have over spaced hangers. Rehang or cut pipe back.
- Hallway of w58 replace incorrect escutcheon.
- Outside hallway of z pod replace (3) 155\* ssp chrome heads. Loaded and oxidized.

- Room x1a replace missing semi-recessed chrome escutcheon.
- Room x2 semi-recessed head blocked by surface mounted light.
- Room x2 raise head to correct height.
- Room x3 (2) semi-recessed head blocked by surface mounted light.
- Room x4 (2) semi-recessed head blocked by surface mounted light.
- Room x5 (2) semi-recessed head blocked by surface mounted light.
- Room x6 (2) semi-recessed head blocked by surface mounted light.
- Room x7 (2) semi-recessed head blocked by surface mounted light.
- Room x8 (2) semi-recessed head blocked by surface mounted light.
- Room x9 (2) semi-recessed head blocked by surface mounted light.
- Room x10 (2) semi-recessed head blocked by surface mounted light.
- Room x7 clean (2) loaded head.
- Room x15 clean loaded head.
- Room x20 replace incorrect head combination. Provide escutcheon and disk.
- Room x21 clean loaded head.
- Room x29a clean loaded head.
- Room x30 raise head to correct height.
- Room z14 electrical room replace 155\* ssp with 200\*ssp.
- Room w61 electrical room replace (4) 155\* ssu with 200\* ssu.
- Room y60 electrical room replace (7) 155\* ssu with 200\* ssu.
- Room x40 electrical closet has no protection. Provide 200\* head.
- Y pod electrical room head spray blocked (2x). Turn heads down and provide (2) 200\* ssp.
- Y pod electrical room provide protection under ducts over 4' wide (2x).
- In front of y30 raise head to correct height.
- Room y28 head spray pattern blocked. Turn head to pendent position and provide 155\* ssp and head guard.
- Room w63 no protection. Provide protection in boiler room.
- Corridor to main hospital b126 no protection. 160' of unprotected corridor.
- Z pod engineering room provide (2) headguards.
- Z pod engineering room provide protection under duct over 4' 200\* ssu and headguard.
- Room x40a electrical closet no protection. Provide protection from existing 1" supply.
- Room x40 electrical closet change 155\* ssp to 200\* ssp head.
- Room y40 electrical closet change 155\* ssp to 200\* ssp head.

## **Building 150**

- Bors md main entrance replace (3) corroded 155\* sr ssp's.
- Hallway of men's restroom/r104 adjust head to correct height, adjust escutcheon.
- Lobby of restrooms no protection. Find supply, bring piping into area. Add head.
- Women's restroom adjust (2) heads to correct height. Provide correct escutcheon for one.
- Mens restroom adjust head to correct height.
- Room r103 no protection. Find supply, bring piping to closet. Add head.
- Riser control room replace (3) aged gauges.
- Need to identify fire control room with sign.
- Shuttle stop lobby replace rusted 155\* sr ssp.
- Elevator lobby adjust (3) heads to correct height.

- Room t1 lobby adjust one head to correct height.
- Room t1 lobby add head. Existing head more than 10' off wall.
- Hallway of v128 clear loaded head.
- Room v124 adjust head to correct height.
- Showell room clear (3) loaded heads.
- Showell room replace (2) painted 155\* sr ssp's.
- Room v123 electrical/comm room no protection. Find supply, bring pipe into closet.
- Add head.
- Room v116 replace painted 155\* sr ssp.
- Room t108 adjust concealed head to correct head.
- Room t123 change concealed 155\* head to concealed 200\* head.
- Room t112 adjust concealed esc held on by tape. Adjust head to correct height.
- 2nd floor
- Fire control room replace (3) aged gauges.
- Elevator lobby replace mixed heads. Change (5) 155\* qr to 155\* sr heads.
- Elenctrical/comm room replace painted 200\* ssu.
- Room t224 add headguard.
- Room t225 replace painted 155\* sr ssp.
- Room t228 replace painted 155\* sr ssp.
- Room t227 clear loaded head.
- Room t235 replace painted 155\* sr ssp.
- Room t232 replace painted 155\* sr ssp.
- Room r207 provide missing 401 skirt.
- Room r204 provide missing semi recessed escutcheon.
- Room r208 remove head within 6' of the other. Replace painted 115\* sr ssp
- Hall of v228 replace damaged 155\* sr ssp.
- Near v214 replace corroded 155\* sr ssp and adjust to correct height.
- Room v210 clear loaded head and adjust head to correct height
- Near v203 fountain change painted 155\* sr ssp.
- Room v200 provide missing semi-recessed escutcheon.
- Basement
- Room r8 replace (2) painted 155\* sr ssp.
- Room r8 replace (1) badly damaged 155\* sr ssp.
- Hall of v35 clear loaded head.
- Room v35d adjust head and escutcheon to correct height.
- Room v30a replace (6) 155\* qr ssp's loaded with prosthetic material.

- Room v29 replace damaged 1" 90 on head supply.
- Room v23 replace 155\* ssu to 200\* ssu.
- Room v26 replace (4) loaded heads.
- Room v26 clear (1) loaded head.
- Room v17 adjust head to correct height.
- Room v16 a&d adjust escutcheon.
- Room v16c clear loaded head.
- Prosthetics check-in lobby adjust head to correct height.
- Prosthetics check-in lobby clear (3) loaded heads.
- Riser room replace (3) aged gauges.
- Room t7 replace painted 155\* sr ssp.
- Room t31 isolation discharge on wrong side of drain. Replace for proper pump testing.
- Room t31 head under duct over spaced. Add 1 1/2" mech-t for supply, add head.
- Room t31 provide (3) missing headguards.
- Room t31 return repositioned head to correct position under duct for protection.
- Room t29 replace 20' heavily corroded 4" piping.
- Room t22a replace corroded 165\* ssp.
- Hall of t23 adjust head to correct height.
- Room t25 head has drywall mud all around it. Replace with 155\* qr and provide escutcheon.
- Room t25 near entrance adjust escutcheon.
- Room t25 near clock provide escutcheon.
- Room t25 near rear clock clear (2) loaded heads.
- Hall of t20 replace painted 155\* sr ssp.
- Room t4 re-pipe semi recessed head to correct height. Was at 401 cut length needs to be changed.
- Room t33 provide (2) headguards.
- B150 op
- Room u101 adjust escutcheon. Plumb (2) heads.
- Room u101 adjust (1) head to correct height.
- Room u111 adjust head to correct height.
- Room u114 replace painted 155\* qr ssp.
- Hall of room v114 adjust head to correct height and provide correct escutcheon.
- Room u115 replace painted 155\* qr ssp.
- Room u108 adjust head to correct height.
- Room u120 & u121 no protection. Find supply, bring piping into closet. Add head.
- 2nd floor
- Electrical closet no protection. Find supply, bring piping to closet. Add head.
- Emergency response room remove protective head clip from head.
- Patio equipment room replace (5) corroded 155\* sr ssp's

### **Building 164 first floor**

- Room 193 replace painted 200\* white ssp.
- Room 180a replace painted 200\* white ssp.
- East stairwell replace painted 200\* brass ssu.
- Stair exit hallway tighten leaking plug at end of line.
- Hallway of room 160 tighten leaking plug at end of line.

- West stairwell remove unnecessary head and piping. Plug remaking outlet.
- Pharmacy at carousel move blocked concealed head over one tile.
- Women's main restroom raise head to correct height.
- Elevator lobby brace elevator head supply piping.
- Elevator lobby east side replace leaking 1 1/4" t&g.
- Elevator mechanical room provide protection under duct more than 4' wide.

#### **Building 164 second floor**

- Room 273 move concealed head blocked by light to perimeter of room. To allow proper head spray pattern.

#### **Building 164 third floor**

- Elevator lobby brace elevator head supply piping. Unitsrut to drywall.
- Room 383 adjust head to correct height and adjust escutcheon.
- Room 370 check discolored tile near head.
- Room 373 move concealed head blocked by light to perimeter of room. To allow for correct spray pattern.
- Room 349 adjust head to correct height and adjust escutcheon.

#### **Building 166 first floor**

- Room f166 properly brace elevator sprinkler control piping at 2 locations.
- Hallway of f100 brace (2) 1" armovers more than 6' in length.
- Room f139 adjust escutcheon.
- Room f140 adjust escutcheon.
- Room g169 properly brace electrical room piping at (2) locations.
- Room f130 adjust escutcheon.
- Room f146 lobby properly brace (2) 1 1/4" rns
- Riser control room replace (2) 2" corroded test and drain piping.
- Riser control room replace corroded 2" drain piping.
- Riser control room replace leaking 4" and 2" grooved couplings on riser.
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#### **Building 166 second floor**

- South stairwell replace leaking 1 1/4" t&g piece and related piping.
- Hallway of f232 brace (2) 1" armovers more than 6' in length.
- Lobby of f271 investigate heavily discolored tile.
- Women's restroom adjust escutcheon.

**4. PERFORMANCE MONITORING**

The Mechanical Pipe Shop Supervisor will monitor contractor performance and certify the work was done in accordance with the SOW.

Mechanical Pipe Shop Supervisor Contact Information:

|                 |  |
|-----------------|--|
| Name:           | Albert Salazar                                       |
| Section:        | Engineering/Mechanical Pipe Shop                     |
| Address:        | 5901 E. 7 <sup>th</sup> Street Long Beach, CA. 90822 |
| Phone Number:   | 562-972-5113   |
| Fax Number:     | 562-826-5367   |
| E-Mail Address: | Albert.Salazar@va.gov                                |

**5. SECURITY REQUIREMENTS**

N/A

**6. PERIOD OF PERFORMANCE**

The period of performance will be two weeks from the date the purchase order is awarded.

**HOURS OF WORK:**

|                                 |                   |
|---------------------------------|-------------------|
| VA Long Beach Healthcare System | 6:00 AM – 3:30 PM |
|---------------------------------|-------------------|

*\*\* Excluding National holidays.*

**NATIONAL HOLIDAYS:**

|                               |                             |
|-------------------------------|-----------------------------|
| New Year’s Day                | January 01                  |
| Martin Luther King’s Birthday | Third Monday in January     |
| President’s Day               | Third Monday in February    |
| Memorial Day                  | Last Monday in May          |
| Independence Day              | July 04                     |
| Labor Day                     | First Monday in September   |
| Columbus Day                  | Second Monday in October    |
| Veterans Day                  | November 11                 |
| Thanksgiving Day              | Fourth Thursday in November |
| Christmas Day                 | December 25                 |

If the holiday falls on a Sunday, the following Monday will be observed as a National holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a National holiday by U.S. Government Agencies, and any day specifically declared by the President of the United States of America.

OVERTIME & HOLIDAY PAY: Any overtime and/or holiday pay that may be entitled to the Contractor’s employees shall be the sole responsibility of the Contractor and shall not be billed to nor reimbursed by the Government.

Contractor will bill and be paid for actual services provided by Contractor personnel. Contractor will not be paid for “availability” or “on-call” services unless otherwise provided herein.

**CONTRACTOR PERSONNEL BACKGROUND REQUIREMENTS**

The Office of Security and Law Enforcement provides Department-wide policy on the assignment of appropriate position sensitivity designations associated with Department of Veterans Affairs (VA) positions involving national security and public trust responsibilities, and on the level of background investigations required for applicants for, and incumbents of, those positions. In addition to VA employees, the policy and investigative requirements are applicable to Contractor personnel who require access to VA computer systems designated as sensitive.

Personnel who require access to VA computer systems shall be subject to all necessary background investigations and receive a favorable adjudication from the VA Office of Security and Law Enforcement to ensure compliance with such policy. If such investigation has not been completed prior to contract commencement, the Contractor shall be responsible for the actions of those individuals performing under the contract.

Should the contract require Contractor personnel to maintain U.S. citizenship, the Contractor shall be responsible for compliance. Regardless of U.S. citizenship requirements, Contractor personnel are required to read, write, speak, and understand the English language, unless otherwise specified in this contract or agreed to by the Government.

The cost of such investigations shall be borne by the Contractor, either in advance or as reimbursement to the Government. The level of sensitivity shall be determined by the Government on the basis of the type of access required. The level of sensitivity will determine the depth of the investigation and the cost thereof. At this time, the current estimated costs for such investigations are as follows:

| <b>Level of Sensitivity</b> | <b>Background investigation level</b>        | <b>Approximate Cost</b> |
|-----------------------------|--|-------------------------|
| Low Risk                    | National Agency Check with Written Inquiries | \$ 231.00               |
| Moderate Risk               | Minimum Background Investigation             | \$ 825.00               |
| High Risk                   | Background Investigation                     | \$ 3,465.00             |

The Contractor shall be required to furnish all applicable employee information required to conduct the investigation, such as, but not limited to, the name, address, and social security number of Contractor personnel. The VA will provide all the necessary instructions and guidance for submission of the documents required to conduct the background investigation. Background investigations shall not be required for Contractor personnel who will not be required to access VA computer systems nor gain access to sensitive materials.

**CONTRACTOR PERSONNEL**

The Contractor shall provide a contract program manager who shall be responsible for the performance of the work. The name of this person shall be designated in writing to the Contracting Officer. The Contractor's Program Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.

**A. PROGRAM MANAGER**

|               |
|---------------|
| Company Name: |
| Address:      |
| Phone No:     |
| Contact Name: |
| Email:        |

**CONTRACTOR EMPLOYEES**

The Contractor shall not employ persons for work on this contract if such employee is identified to the Contractor as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

Contract Personnel shall be subject to the same quality assurance standards or exceed current recognized national standards as established by the Joint Commission (JC).

BADGE Contractor shall obtain a "Contractor I.D Badge" from the VA Police. All Contractor personnel are required to wear I.D Badge during the entire time on VA facility. The I.D Badge **MUST** have an identification picture and shall state the name of the individual and the company represented.

PARKING: It is the responsibility of the contract personnel to park in the appropriate designated parking areas. Parking information is available from VA Police & Security Service Office. The Contractor assumes full responsibility for any parking violations.

SMOKING: Contractor personnel may smoke only in designated areas. It is the responsibility of the VISN 22 Healthcare Facilities to provide a safe and healthful environment for employees and patients and to serve as a leader in community health awareness and education. It is in fulfillment of this obligation that the facilities are committed to the establishment of a smoke-free environment. This policy applies to every location in the Healthcare Facilities. There shall be no smoking within 25 feet of all entrances to buildings. Smoking is allowed in all outside areas that are 25 feet away from entrances to buildings unless indicated otherwise. Enclosed patios connected to facility buildings are considered part of the building and as such are non-smoking areas.

ADP SECURITY: Protection of Computer Equipment, confidentiality of patient information, and the integrity of computer software/data at all Healthcare Facilities are essential. Software installed on each PC is copyrighted and copy of software for use elsewhere is prohibited. In the event of a possible security violation, the Healthcare Center's ADP Security Committee shall investigate and recommend corrective action to the appropriate agency.

#### **INSURANCE COVERAGE**

The Contractor agrees to procure and maintain, while the contract is in effect, Workers Compensation and Employee's Public Liability Insurance in accordance with Federal and State of California and/or Nevada laws. The Contractor shall be responsible for all damage to property, which may be done by him, or any employee engaged in the performance of this contract.

The Government shall be held harmless against any or all loss, cost, damage, claim expense or liability whatsoever, because of accident or injury to persons or property of others occurring in the performance of this contract.

Before commencing work under this contract, the Contracting Officer shall require the Contractor to furnish certification from his/her insurance company indicating that the coverage specified by FAR 52.228-5 and per FAR Subpart 28.307-2 has been obtained and that it may not be changed or canceled without guaranteed thirty (30) day notice to the Contracting Officer.

Contractor is required to provide copies of proof of Workers Compensation and Employee Public Liability Insurance within fifteen (15) calendar days after notification of contract award.