

SCOPE OF WORK

The requirements listed in the following Scope of Work are to be applied upon issuance of the service/maintenance contract for the Dallas VAMC, 4500 S. Lancaster Rd and Sam Rayburn Memorial Veterans Center, 1201 E. 9th St., Bonham, Texas for the period January 1, 2015 through September 30, 2015.

1. GENERAL:

Furnish all labor, supervision, management, management support, transportation, supplies, equipment, and materials, except Government furnished space and utilities as identified in these specifications, necessary for accomplishment of complete window cleaning services as described herein. In addition to these services, incidental cleaning functions not specifically listed but normally included as general practice with the window cleaning industry will be provided; this shall include, but not be limited to cleaning of insect and energy conservation screens, cleaning of window frames, sills, and sashes. In addition, the contractor shall replace any component elements of window units damaged during accomplishment of contractual service.

a. Primary Tasks:

- Cleaning of glazed surfaces
- Cleaning of frames, sills, and sashes
- Cleaning of insect and solar screens
- Cleaning of solar barrier films applied to glazed surfaces
- Cleaning of outside of windows on the Medical Center and surrounding buildings as noted. Cleaning of interior surface of windows will also be required.

2. SAFETY:

All work is to be performed in accordance with the guidelines established by Federal, State, and local ordinances.

Contractor is strongly encouraged to make a site visit as appropriate tie off point on the roof may not be available in all areas.

Post award but prior to any work commencing, contractor will meet with Safety and Facilities staff either in person, or by telephone conference call. Where and how the contractor intends to tie off must be addressed to the satisfaction of the COTR and Safety Officer prior to commencement of any work.

Anchorage points are not available on the roof. Therefore, the personal fall arrest system (PFAS) anchorage must be installed as part of a complete personal fall arrest system which maintains a safety factor of at least two; and under the direction and supervision of a qualified person. All contractor employees must provide documentation of training that encompasses the application limits of the equipment and proper hook-up, anchoring, and tie-off techniques.

Contractor must provide a copy of the Contractor's Safety Program, including fall protection policy and procedures. An on-site competent contractor must have documentation of the 30 hour OSHA training requirement. All contractors must show documentation of the 10 hour OSHA training.

Contractor must provide documentation of staff training records at least 30 days prior to commencement of work.

Required documentation includes the name and credentials of the competent person who will be on site while the work is being performed and daily written equipment checks on all equipment and rigging will be required.

3. HOURS OF OPERATION:

Normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding Federal Holidays.

4. SCHEDULING:

The Contractor shall provide the anticipated work schedules to the Contracting Officer's Technical Representative (COTR) no later than the effective date of the contract. Contractor must report to the Housekeeping Officer or Supervisor, Facility Management, office each morning at 8:00 a.m. to discuss the planned washing. A daily schedule of areas to be serviced will be submitted in advance for each workday. Contractor will provide two washings during the contract year.

5. COVERAGE:

The Contractor shall provide service in the building/areas indicated in the list of area (s) or building (s) to be serviced. All references to locations of rooms, buildings, or functions and on any drawings or blueprints furnished are for information purposes only. Such references do not necessarily indicate that these locations or functional designations will remain stable. Changes in the functional designations or location which may affect this contract and which requires permanent adjustments in frequency or type of performance will be coordinated with the Contractor prior to initiation of such a change to assure adequate contractual coverage. The Schedule of Cleaning(s) indicates the basic cleaning frequencies; however, it is the responsibility of the Contractor to re-clean in areas where deficiencies have been identified, recorded and reported to the Contractor/Contractor's representative (Project Manager). Following the Contractor's re-cleaning, the Contracting Officer (CO) and/or his representative will re-evaluate such areas. Re-cleaning is required until the deficiency has been corrected.

6. START OF WORK:

Contractor is responsible for assessing whether any windows are broken or screens and/or security screws are missing prior to beginning washing and report immediately to COTR.

7. SPECIAL NOTE:

a. Window washing includes outside window, as well as the metal mullions, sills, and sashes as well as the glass. Washing cannot be done while it is raining. Glass must be clear and spot free after washing.

b. Contractor may not leave cleaning solutions unattended, or stand on furniture.

PERFORMANCE REQUIREMENT SUMMARY:

Clean window surface, frames, and sills. Remove and replace any solar screens that are in place, safety bars removed for cleaning replaced and securely fastened.

REQUIRED SERVICE

Removal of material and equipment.

Safe preparation and use of materials.

Warning signs and protective.

Damage by Contractor to Government property, equipment, facilities, etc.

Repaired damage.

Adherence to policies, procedures and mandatory directive safety and fire regulations.

Contractor's personnel wear required uniform and identification devices.

Quality control program.

Approved materials, equipment and tools.

Key and ID Badge Control.

STANDARD

Materials and equipment stored at the end of workday only in assigned areas. All empty containers, boxes, etc. removed from Government property to a designated receptacle.

Materials stored and prepared according to Manufacturer's recommendations. Equipment used for the purpose it was primarily designed for. Hazardous chemicals or those with harsh odors shall not be used. Material Safety Data Sheets for all chemicals used in the performance of the work must be provided to the COTR.

Signage placed in all directions to warn others. Barriers in the areas when work could cause possible harm to those who are unaware of such work. Barriers placed to protect persons, property, equipment, etc.

Work to be performed to preclude damage or disfigurement of Government-owned furnishings, fixtures, equipment and architectural or building structures.

All damages caused by Contractor's personnel repaired to previously existing condition.

Contractor to follow policies, procedures, mandatory directives, safety and fire regulations.

All employees to wear appropriate attire, which is neat, clean and in good repair, and wear proper identification on breast pocket. Employees are neat and clean. The VA will provide Contractor ID badges at no cost to the Contractor. Badges must be returned to the VA upon completion of the work.

Contractor has a written program to assure that the requirements of this contract are specified.

Equipment, tools and materials to be approved prior to their use under this contract and be properly marked.

All keys and ID badges shall be controlled as specified in this contract. **Payment will not be made until all keys, ID badges and/or other issued items are returned.**

REQUIRED SERVICE

STANDARD

Safe, premises and utilities are conserved and protected.

Contract to maintain the space assigned and use only the space assigned. Contractor to operate under conditions which preclude the waste of utilities.

Normal facility functions not interfered with.

Work of the Contractor to be coordinated to prevent conflicts with the treatment of the patient and the functioning of the facility. No medical apparatus moved without approval.

Daily report of area to be serviced.

Supervisor to submit the areas/rooms to be serviced for each workday.

Daily inspection.

Areas cleaned will be inspected daily by the contractor or his representative and the representative of the service provider. The VA Housekeeping Officer (or designee) will inspect windows, daily, before the end of the day tour.

Safe equipment use.

Proper use of belts, ropes, hoists, saddles, hardhats, goggles, masks, protective clothing, rigging, etc.

Supervisor.

Assigned competent person to manage all aspects of the work and given appropriate authority.

Correction of noted cleaning deficiencies.

Re-clean where deficiencies have been identified; re-cleaning to take place within two (2) workdays of identification of deficiency.

Submission of required reports.

Reports submitted and on time.

Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.

- 3.** Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government 'IT' equipment and/or Government records.
- 4.** Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
- 5.** Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract or identified in the RCS 10-1.
- 6.** The Government Agency owns the rights to all data/records produced as part of this contract.
- 7.** The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
- 8.** Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
- 9.** No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.
- 10.** Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under or relating to this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.