

**Performance Work Statement
Boiler Safety Program Development
VA Central California Health Care System**

Section 1: General Information

1.1 General: This is a non-personal services contract to provide Program Development services for the VA Central California Health Care System's (VACCHCS) Boiler Safety Program. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.2 Background: The VA Central California Healthcare System operates a High Pressure Steam Boiler Plant to support hospital heating, hot water, laundry, cooking and sanitization operations. The Boiler Program must maintain compliance with numerous VA Directives and Policies. VA Central California Health Care System's boiler program was recently reviewed by an external industry leading company. Numerous program deficiencies were noted as it relates to compliance with the governing Directives. The VA Central California Health Care System requires immediate support to develop program policies, procedures, and implementation plans compliant with the governing VA Directives and Policies.

1.3 Period of Performance: September 7, 2016 to September 30, 2016

1.4 Place of Performance: VA Central California Health Care System
2615 E Clinton Ave
Fresno, CA 93703

1.5 Hours of Operation: Work is to be performed during both regular administrative working hours from 7:00 am to 5:30 pm, and non-regular hours as necessary to support and deliverable deadline requirements. Work may be performed on any day of the week inclusive of weekends and holidays as necessary to support project activity. .

1.6 Type of Contract: The government will award a Firm Fixed Price contract.

1.7 Invoicing: All invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests.

VA's Electronic Invoice Presentment and Payment System – The FSC uses a third-party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please go to this website: <http://www.tungsten-network.com/US/en/veterans-affairs/> to begin submitting electronic invoices, free of charge.

More information on the VA Financial Services Center is available at <http://www.fsc.va.gov/einvoice.asp>.

Vendor e-Invoice Set-Up Information:

Please contact Tungsten at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center for payment processing, free of charge. If you have question about the e-invoicing program or Tungsten, please contact the FSC at the phone number or email address listed below:

- Tungsten e-Invoice Setup Information: 1-877-489-6135
- Tungsten e-Invoice email: VA.Registration@Tungsten-Network.com
- FSC e-Invoice Contact Information: 1-877-353-9791
- FSC e-invoice email: vafscshd@va.gov

Section 2: Definitions & Acronyms

2.1 Acronyms:

A/E	Architect and Engineering
B.S.	Bachelor of Science
CAD	Computer-Aided Design
CM	Construction Manager
COR	Contracting Officer Representative
OSHA	Occupational Safety and Health Administration
PM	Project Manager
POC	Point of Contact
PWS	Performance Work Statement
RFI	Request for Information
VA	Veterans Affairs
VACCHCS	Veterans Affairs Central California Health Care System

Section 3: Government Furnished Property, Equipment, and Services

None

Section 4: Contractor Furnished Items and Services

The Contractor shall provide all equipment, supplies, management, supervision, personnel, and transportation necessary to assure that all services are in accordance with the contract and all applicable laws and regulations. The contractor shall ensure all work meets performance standards specified in this Performance Work Statement (PWS) and referenced documents.

Section 5: Specific Tasks

5.1 The Contractor shall provide highly qualified, licensed, professional engineering consultant personnel to perform document development and training support and facilitate the development, execution and activation of a compliant Boiler Safety Program. This work includes but is not limited to the following:

A. Develop Standard Operating Procedures (SOPs) for testing of each Boiler Safety Device:

- a. SOP shall be unique to each Boiler (if device varies between boilers) and shall be compliant with the VHA Boiler Plant Safety Device Testing Manual, 3rd Edition dated September 2012.
- b. SOP shall include devices included in both Monthly and Semi-Annual test frequencies.
- c. The test procedure developed shall be successfully vetted and tested while the vendor physically present on-site. The testing may be performed by VA personnel or the Contractor. The Contractor shall modify the written procedure as necessary to ensure the test is functional, safe, and specific to each safety device and can be fully and successfully executed as prescribed by the written procedure. The Contractor shall train the USO's present during the test in the proper execution of each test.
- d. The SOP shall include any fillable forms, checklists or attachments necessary to demonstrate successful completion of each Safety Device test.
- e. Deliverable for this task shall be complete SOPs in digital format (Microsoft Word 2010 or compatible file type).

B. Documentation of Utility System Operator competency/training:

- a. Contractor shall review VA's competency forms and amend/improve them as necessary for compliance with VA directives/policies and industry standards.
- b. For each Safety Device Tested by VA personnel during SOP validation/testing efforts per item A(c) above, Contractor shall document satisfactory competency of the USO(s) performing the test. Note: All USO's may not be available to demonstrate competency,

therefore the contractor shall only document competency for those USO staff present during the individual device testing.

- c. Deliverable for this task shall be complete Competency and training forms in digital format (Microsoft Word 2010 or compatible file type) and in hardcopy with appropriate signatory for verification of competency and training conducted on-site by the vendor.
- C. Develop site specific Policy and Procedure Documents that are compliant with VHA Directive 2008-062 and includes the following specific items:
- a. A clear statement and definition of safety as the first priority for boiler plant operations. Boiler plant safety must not be compromised to maintain steam service.
 - b. A requirement that all safety Devices installed in the boiler plant, or in fuel systems, steam distribution systems and condensation return systems, are tested as defined in the directive to ensure their proper function.
 - c. A written training program to develop, maintain, and regularly refresh operator proficiency in safe boiler plant operations to include documented formal and on the job training (OJT)
 - d. A steam conservation program that addresses items such as maintaining steam traps, condensate return pumps, and the integrity of piping systems and pipe insulation.
 - e. A steam load shedding plan that may be implemented during a boiler plant emergency that reduces steam generating capability and identifies the critical loads.
 - f. A statement that all required policies are in place per the Directive and are kept current via annual review. (Note: This document must include a review form that can be completed annually by Engineering Management and includes signature lines).
 - g. Deliverables for this task shall be complete Policies and Procedures in digital format (Microsoft Word 2010 or compatible file type).

5.2 General Information and Expectations

- A. All Contractor staff shall report to the awarded Contractor's designated project manager. The VACCHCS will not provide direction or oversight of the Contractor's employees or agents. It is the responsibility of the Contractor to manage the staff's schedule, work production, quality and timeliness.
- B. The primary POC for the VA will be the Operations Section Supervisor within Engineering Service.
- C. Contractor staff is required to establish and attend meetings with the VA Engineering Service as necessary to facilitate completion of assigned tasks.

- D. All deliverables submitted to the VA by the contractor shall be submitted in an editable format (Microsoft Word 2010).
- E. Contractor work schedules shall be managed by the contractor as necessary to complete project assignments within the prescribed deadlines. The performance period is not negotiable and all deliverables must be completed and provided to the VA by the last day of the performance period.

5.3 Contractor Qualifications and Responsibilities

- A. The Contractor must have a minimum of 15 years' experience in the field of Boiler Safety testing, training and consultation.
- B. The Contractor shall provide the VA with specialized consultant/engineering expertise, as required to complete assigned project tasks.
- C. Contractor's staff shall be capable of independent judgment and have expert knowledge of the boiler and steam system types installed at the VACCHCS, the VHA Boiler Plant safety programs, directives and policies.

Section 6: Attachments

Attachment #1 Quality Assurance Surveillance Plan

Attachment #2 VHA Directive 2008-062, Boiler Plant Operations

Attachment #3 VHA Directive 2010-031, Boiler Plant Safety Education

Attachment #4 VHA Boiler Plant Safety Device Testing Manual- Third Edition

Attachment #5 Fresno CA April 2016 BEI Report