

## **A. Descriptions / Specifications / Work Statement**

**CONTRACT DURATION:** Base Year with four one year options

**LOCATION OF WORK:** Department of Veterans Affairs Medical Center located at, 3801 Miranda Avenue, Palo Alto, California 94304; 795 Willow Road, Menlo Park, CA 94025, and 4951 Arroyo Road, Livermore, CA 94550; including fire extinguishers located in transport vehicles, and fire extinguishers located at the VA Outpatient Clinic at 3401 Engineer Lane, Seaside, Monterey, California.

**B. Title of Project:** Service and maintenance of fire extinguisher, which includes annual inspection and 6 year Hydrostatic test for: 5lb dry chemical ABC fire extinguishers, 10lb CO2 fire extinguishers, 10lb Purple –K fire extinguishers, and 50lb CO2 fire extinguishers.

**C. Summary:** Vendor will conduct fire extinguisher annual inspections and hydrostatic test for the Department of VA Medical Centers located in Palo Alto to include numerous off-sites locations within the East and West Bays. Vendors are strongly encouraged to visit the job site and make an exact determination of the size of the job before submitting any bids, quotes or similar contractual documents. The vendor will be responsible for developing and maintaining a record of annual service requirements and due dates for portable fire extinguishers located within the Palo Alto Health Care System. The vendor shall perform all annual inspections and hydrostatic tests, which shall include all labor, materials and transportation of extinguishers. Additionally, all service provided by the vendor must comply with current NFPA 10 guidelines for fire extinguisher maintenance, which includes the annual service and 6 year hydrostatic testing.

## **D. Scope of Work will include:**

1. Contractor to conduct onsite annual inspections at the Veterans Administration as identified on the following site maps for: 3801 Miranda Drive, Palo Alto, California 94304 (Attachment A); 795 Willow Road, Menlo Park, California 94025, 4951, including fire extinguishers located at the 795 Willow Road, Menlo Park Residents (Attachment B) 4951 Arroyo Road, Livermore, California 94550; (Attachment C). The contractor will be responsible for identifying the different types of extinguishers by type and size and maintain a record of the required annual service and hydrostatic due dates as mandated by NFPA
2. Contractor will provide backup fire extinguishers when it is necessary to take a fire extinguisher that is in use out of service for any period of time for maintenance or recharge. The contractor will maintain and ensure the list of all fire extinguishers and their maintenance due dates are kept current for hydrostatic test collars and annual tags. The initial list will be provided by the Palo Alto Safety and Emergency Management Service (SAFE).

3. The scheduled annual inspections and service of fire extinguishers will be initiated as follows to avoid missing expiration dates:
4. 

Livermore	143	Annual Service and Hydrostats, October 2016
Menlo Park	307	Annual Service and Hydrostats, November 2016
Palo Alto	700	Annual Service and Hydrostats, January 2017
HCS Vehicles	52	Annual Service and Hydrostats, January 2017
Menlo Park Residents	26	Annual Service and Hydrostats, May 2017
Monterey	18	Annual Service and Hydrostats, July 2017
Jones Hall	10	Annual Service and Hydrostats, January 2017
5. As needed annual or emergency fire extinguisher pickups or exchanges will be made to replace used or damaged fire extinguishers.
6. The number of fire extinguishers may change due to ongoing construction at the various campuses.

**E. Annual Reports required:**

1. Annual fire extinguisher inventory and service report.
2. Annual fire extinguisher hydrostatic test service and schedule inventory.
3. Contract period is 10/01/2016, through 09/30/2017 (or one year from date of award if subsequent thereto) with five one year renewal option periods through 09/30/2021.

**F. Contractor Qualifications:**

1. Contractor must be certified and/or licensed to perform specified work and provide a copy to the COTR before commencing work:

**G. Designation of Contracting Officers Technical Representative (COTR):**

1. The Safety Technicians employed by the Veterans Administration are the designated Technical Representative of the Contracting Officer (COTR) and will provide technical guidance, advice under this contract, escort of the contractor to all fire extinguisher locations. The foregoing is not to be construed as authorization to interpret or furnish advice and information to Contractor relative to the financial or legal aspects of the contract. Those matters are the responsibility of the Contracting Officer and shall not be delegated.

**H. Invoice / Payment**

1. All invoices shall follow instructions confined in the contract.

**I. Contractor Safety and Security Requirements.**

1. The contractor will follow the safety and security requirements outlined in the Palo Alto VA Medical Center directives for personal suitability and security program (Attachment D).

**J. Contractor Licenses and Permits.**

1. The vendor must have and maintain a current valid license to perform fire extinguisher services. Contractor will maintain and provide all licenses and permits required by California San Mateo, Santa Clara, and Alameda Counties and Federal authorities. Copies must be provided to the COTR.

**K. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS:**

1. Upon contract award, all contract personnel, who will work more than six (6) months (180 days) under this contract, shall be subject to a background investigation or screening per VA/VHA policy as delineated below, and must receive a favorable adjudication from the local VA facility or VA Security and Investigations Center (SIC) depending on the type of investigation/screening required. This requirement is also applicable to all subcontract personnel. If the investigation or screening is not completed prior to the start date of the contract, the Contractor will be responsible for the actions of those individuals they provide to perform work for VA.
2. Contract personnel who previously received a favorable adjudication as a result of a Government background investigation or screening may be exempt from this contract requirement provided that they can provide documentation to support the previous adjudication. Proof of previous adjudication must be submitted by the Contractor to the VA Contracting Officer. Proof of previous adjudication is subject to verification. Some positions maybe subject to periodic re-investigation/screening. The position risk/sensitivity for this contract is designated as low risk, and the acquisition will not require services that involve connection of a contractor computer or remote connection from a contractor system to the VA internal network.

**L. Background Investigation/Screening**

1. The background investigation commensurate with the required level of access is: NACI.

**M. Contractor Responsibilities**

1. Within five (5) business days of contract award, the Contractor shall submit or have their contract personnel provide any information or documentation required to conduct the background screening as requested by the local VA facility or VA Contracting Officer.
2. The following documents will be completed by each contracted employee and once these items are received, VA will pre-screen these items for completeness, and forward them to the appropriate party(s) in order to initiate the required background investigation(s) or screening(s) within fourteen (14) calendar days of appointment. Only after the VA Contracting Officer notifies the Contractor that the background investigation(s) or screening(s) was initiated, shall the Contractor be authorized to provide services under the contract. As previously stated, if the investigation or screening is not completed prior to the start date of the contract, the Contractor will be responsible for the actions of those individuals they provide to perform work for VA.

**F.3.1.** Standard Form 85, Questionnaire for Non-Sensitive Positions

**F.3.2.** Standard Form 86A, Continuation Sheet for Questionnaire

**F.3.3.** Optional Form 306, Declaration for Federal Employment

**F.3.4.** Electronic Fingerprint Verification or FD 258, U.S. Department of Justice Fingerprint Applicant Chart

3. The Contractor, when notified of an unfavorable determination by the Government, shall withdraw the contract person from consideration of working under the contract.
4. Failure to comply with these Contractor personnel security requirements may result in termination of the contract for default.

**N. Government Responsibilities:**

1. The COTR will responsible for performing any duties assigned by the VA Contracting Officer with regard to fulfilling the Contractor personnel security requirements described herein. Upon receipt, the local VA facility or VA SIC, will forward these items to OPM to conduct their portion of the background investigation or screening, as applicable.
2. The requesting VA facility will pay for any portion of the investigation or screening conducted by OPM, if any. Depending on the type of investigation/screening required, the local VA facility or VA SIC will notify the VA Contracting Officer after adjudicating the results of the background investigation or screening. The VA Contracting Officer will ensure that the required investigations or screening have been completed or are in the process of being requested.