



# **PERFORMANCE WORK STATEMENT (PWS) DEPARTMENT OF VETERANS AFFAIRS**

*Records Center and Vault*

*Generator Inspection and Testing*

**Date: June 9, 2016**

**TAC- 17-29916**

**PWS Version Number: 1.1**

***Generator Testing and Inspection***

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### **1.0 BACKGROUND**

The mission of the Department of Veterans Affairs (VA), Records Center and Vault is to provide records storage and management services to the VA and other Government agencies.

This contract is for inspection and testing services for non-VA owned generator equipment in compliance with National Fire Protection Act (NFPA) 72 and National Fire Code (NFC) Standard 110 in their entirety at the following location:

Department of Veterans Affairs (VA)  
Records Center and Vault (RC&V)  
11693 Lime Kiln Drive  
Neosho, MO 64850-1950

### **2.0 APPLICABLE DOCUMENTS**

In the performance of the tasks associated with this Performance Work Statement, the Contractor shall comply with the following: NA

### **3.0 SCOPE OF WORK**

The Contractor shall perform weekly inspections and testing services in compliance with NFPA codes 72 and 110 in their entirety, and per manufacturer's requirements and recommendations, for the non-VA owned generator equipment identified as:

Generator Manufacturer: Generac Power System, Inc.  
Model: 1494140100, 250 kW  
Serial Number: 2062267

### **4.0 PERFORMANCE DETAILS**

#### **4.1 PERFORMANCE PERIOD**

The initial period of performance (POP) shall be October 1, 2016 – March 31, 2017.

The first option year POP shall be April 1, 2017 – March 31, 2018. The second option year POP shall be April 1, 2018 – March 31, 2019. The third option year POP shall be April 1, 2019 – March 31, 2020. The forth option year POP shall be April 1, 2020 – March 31, 2021.

Any work at the Government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).

There are ten (10) Federal holidays set by law (USC Title 5 Section 6103) that VA follows:

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Under current definitions, four are set by date:

New Year's Day	January 1
Independence Day	July 4
Veterans Day	November 11
Christmas Day	December 25

If any of the above falls on a Saturday, then Friday shall be observed as a holiday. Similarly, if one falls on a Sunday, then Monday shall be observed as a holiday.

The other six are set by a day of the week and month:

Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving	Fourth Thursday in November

### **4.2 PLACE OF PERFORMANCE**

Tasks under this PWS shall be performed in the following VA facility:

Department of Veterans Affairs (VA)  
Records Center and Vault (RCV)  
11693 Lime Kiln Drive  
Neosho, MO 64850-1950

### **4.3 TRAVEL**

The Government anticipates no travel under this effort to perform the tasks associated with the effort.

### **5.0 SPECIFIC TASKS AND DELIVERABLES**

All inspection and testing services shall be performed by qualified technicians, identified in writing by the contractor and submitted to the Contracting Officer's Representative (COR) within 72 hours following contract award and each time staff performing the work changes.

Maintenance services are excluded from the contract; however, the contractor shall submit a list of all needed repairs revealed during the inspection and testing to the VA Contracting Officer's Representative (COR) along with the test reports prior to leaving the site.

Contractor shall return the system to full operational condition following testing and prior to leaving the site.

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<b>Task</b>	<b>Deliverable</b>	<b>Frequency</b>
A. Notify VA of the identity of qualified service personnel working on the contract	1. Written notice or email to COR.	72 hours following contract award and when staff changes.
B. Provide Service checklist that meets NFPA 72 and 110 and manufacturer standards	1. Written report of items inspected/test results to COR.	Weekly, after inspection and prior to leaving the premises.

### **6.0 GENERAL REQUIREMENTS**

The vendor shall provide all labor, equipment, and necessary supplies to perform all inspections and testing as warranted to meet code and per manufacturer's requirements and recommendations.

#### **6.1.1 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS**

The Contractor and their personnel shall follow all VA policies, standard operating procedures, applicable laws and regulations while on VA property. Violations of VA regulations and policies may result in citation and disciplinary measures for persons violating the law.

6.1.1.1 The Contractor and their personnel shall wear visible identification at all times while they are on the premises.

6.1.1.2 Smoking is prohibited inside/outside any building other than the designated smoking areas.

6.1.1.3 Possession of weapons is prohibited.

6.1.1.4 The Contractor shall obtain all necessary licenses and/or permits required to perform the work, with the exception of software licenses that need to be procured from a Contractor or vendor in accordance with the requirements document. The Contractor shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract.

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### **6.1.2 CONFIDENTIALITY AND NON-DISCLOSURE**

The Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations.

6.1.2.1 The VA Contracting Officer will be the sole authorized official to release in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. The Contractor shall release no information. Any request for information relating to this contract presented to the Contractor shall be submitted to the VA Contracting Officer for response.

6.1.2.2 Contractor personnel recognize that in the performance of this effort, Contractor personnel may receive or have access to sensitive information, including information provided on a proprietary basis by carriers, equipment manufacturers and other private or public entities. Contractor personnel agree to safeguard such information and use the information exclusively in the performance of this contract. Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations as enumerated in this section and elsewhere in this Contract and its subparts and appendices.

6.1.2.3 Contractor shall limit access to the minimum number of personnel necessary for contract performance for all information considered sensitive or proprietary in nature. If the Contractor is uncertain of the sensitivity of any information obtained during the performance this contract, the Contractor has a responsibility to ask the VA Contracting Officer.

6.1.2.4 Contractor shall maintain physical security at all facilities housing the activities performed under this contract, including any Contractor facilities according to VA-approved guidelines and directives. The Contractor shall ensure that security procedures are defined and enforced to ensure all personnel who are provided access to patient data must comply with published procedures to protect the privacy and confidentiality of such information as required by VA.

### **6.1.3 CONTRACTOR MUST ADHERE TO THE FOLLOWING:**

6.1.3.1 All terminated personnel are denied physical and electronic access to all data, program listings, data processing equipment and systems.

6.1.3.1.1 Contractor Program Manager (PM) and VA PM are informed within twenty-four (24) hours of any employee termination.

6.1.3.1.2 Acquisition sensitive information shall be marked "Acquisition Sensitive" and shall be handled as "For Official Use Only (FOUO)".

6.1.3.1.3 Contractor does not require access to classified data.

6.1.3.2 Regulatory standard of conduct governs all personnel directly and indirectly involved in procurements. All personnel engaged in procurement and related activities shall conduct business in a manner above reproach and, except as authorized

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by statute or regulation, with complete impartiality and with preferential treatment for none. The general rule is to strictly avoid any conflict of interest or even the appearance of a conflict of interest in VA/Contractor relationships.

### **6.2 METHOD AND DISTRIBUTION OF DELIVERABLES**

The Contractor shall deliver documentation as directed in Section 5 above.

### **6.3 PERFORMANCE METRICS**

The table below defines the Performance Standards and Acceptable Performance Levels for Objectives associated with this effort.

<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Acceptable Performance Levels</b>
A. Technical Needs	<ol style="list-style-type: none"><li>1. Demonstrates understanding of requirements</li><li>2. Efficient and effective in meeting requirements</li><li>3. Meets technical needs and mission requirements</li><li>4. Offers quality services/products</li></ol>	Satisfactory or higher
B. Project Milestones and Schedule	<ol style="list-style-type: none"><li>1. Established milestones and project dates are met</li><li>2. Products completed, reviewed, delivered in timely manner</li><li>3. Notifies customer in advance of potential problems</li></ol>	Satisfactory or higher
C. Project Staffing	<ol style="list-style-type: none"><li>1. Currency of expertise</li><li>2. Personnel possess necessary knowledge, skills and abilities to perform tasks</li></ol>	Satisfactory or higher
D. Value Added	<ol style="list-style-type: none"><li>1. Provided valuable service to Government</li><li>2. Services/products delivered were of desired quality</li></ol>	Satisfactory or higher

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### **6.4 FACILITY/RESOURCE PROVISIONS**

The Contractor shall request Government documentation deemed pertinent to the work accomplishment directly from the Government officials with whom the Contractor has contact. The Contractor shall consider the COR as the final source for needed Government documentation when the Contractor fails to secure the documents by other means. The Contractor is expected to use common knowledge and resourcefulness in securing all other reference materials, standard industry publications, and related materials that are pertinent to the work.



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**Notes to the Contracting Officer**

**TYPE OF CONTRACT(S)**

- ☒ Firm Fixed Price
- ☐ Cost Reimbursement
- ☐ Labor-Hour
- ☐ Time-and-Materials
- ☐ Other \_\_\_\_\_

**POINTS OF CONTACT**

**VA Program Manager:**

Name:

Address:

Voice:

Email:

**Contracting Officer's Representative:**

Name:

Address:

Voice:

Email:

**Contracting Officer:**

Name:

Address:

Voice:

Email: