

**Statement of Work
Ice Machine Cleaning and Maintenance
VA Palo Alto Health Care System**

Section 1: General Information

1.1 General: This is a non-personal services contract to provide ice machine cleaning services for the VA Palo Alto Health Care System (VAPAHCS). 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 Period of Performance:

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| Base Year: | September 28, 2016 to May 31, 2017 |
| Option Year 1: | June 1, 2017 to May 31, 2018 |
| Option Year 2: | June 1, 2018 to May 31, 2019 |

1.3 Place of Performance:

Medical Centers

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| Palo Alto Medical Center 3801 Miranda Ave. Palo Alto, CA 94304 Santa Clara County | Livermore Medical Center 4951 Arroyo Rd. Livermore, CA 94550 Alameda County | Menlo Park Medical Center 795 Willow Rd. Menlo Park, CA 94025 San Mateo County |
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Community Based Outpatient Clinics

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| San Jose CBOC 80 Great Oaks Blvd. San Jose CA 95119 Santa Clara County | Fremont CBOC 39199 Liberty Street Fremont, CA 94538 Alameda County |
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1.4 Hours of Operation: All work shall be performed during business hours of 8:00 am to 5:00 PM Monday through Friday, except Federal Holidays.

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

1.6 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 Definitions:

Contractor. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

Subcontractor. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

Work Day. The number of hours per day the Contractor provides services in accordance with the contract.

Work Week. Monday through Friday, unless specified otherwise.

2.2 Acronyms:

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| COR | Contracting Officer Representative |
| SOW | Statement of Work |
| VA | Veterans Affairs |
| VAPAHCS | 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 Statement of Work (SOW) and referenced documents.

Section 5: Specific Tasks

5.1 The Contractor shall provide cleaning, disinfection, and maintenance of 91 ice machines. See the attached inventory for a listing of the ice machines.

5.2 The Contractor shall perform the following tasks:

- A. Remove ice from ice bin during cleaning process.
- B. Add nickel ice machine cleaner; then place ice machine in clean cycle. This process should last at least 20 minutes, varying by brand of machine. After cleaning cycle is complete, disconnect electrical power to the ice machine and dispenser.
- C. Remove water distribution tubes and soak them in ice machine cleaner; manually clean and rinse the tubing.
- D. Clean and wipe the following areas:
 - 1) Side walls
 - 2) Base
 - 3) Evaporator
 - 4) Plastic parts
 - 5) Bin and/or dispenser
- E. Rinse all areas with clean water; this will help to prevent ice from being contaminated.
- F. Change the ice machine water filter and mark the date.
- G. Check the function (electrical and mechanical) of the ice machine.
- H. Restart the machine and run through two cycles of ice making; dispose of this ice.
- I. Cleaning/Disinfection shall occur every six months for each individual ice machine.

5.3 Equipment failure is not included in this SOW.

5.4 The Contractor shall be a duly licensed and trained HVAC mechanic. Please include a copy of the Contractor's license with the quote.

5.5 Contractor shall work with HVAC and Pipefitting Shop personnel to verify proper operation of ice machines before acceptance.

5.6 The maintenance services covered under this contract will be for minor repairs, such as drain hose replacement, hose clamps, machine screws, etc. The service will be based on an hourly rate and are listed as a separate line item in the price schedule.

5.7 The contractor, their personnel, and their subcontractors shall be subject to all Federal Laws, regulations, standards, and VA Directives and Handbooks regarding information and information system security as delineated in this contract. VA sensitive data will be protected in accordance within the guidelines spelled out in VA Handbook 6500 rules of behavior.

Section 6: Attachments

Attachment #1 Inventory for Ice Machines

Attachment #2 Wage Determinations

WD 05-2061 Palo Alto and San Jose
WD 15-5623 Livermore and Fremont
WD 15-5637 Menlo Park

Attachment #3 Price Schedule