

**Performance Work Statement  
Maintenance and Testing Services for Hydrants Including 5 Year Test  
VA Palo Alto Health Care System**

**Section 1: General Information**

1.1 General: This is a non-personal services contract to provide maintenance services on Hydrants to include the Five (5) Year Test 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: Period of Performance is October 1 2016 – July 31, 2017 or nine months from awarded date.

1.3 Place of Performance: Services are required at the following locations. The point of contact (POC) for each location is listed as well. All work must be coordinated with the POC for each location.

Palo Alto Main Campus 3801 Miranda Ave. Palo Alto, CA 94304 POC: Duke Falcon (650) 493-5000 x64952	Menlo Park Medical Center 795 Willow Rd. Menlo Park, CA 94025 POC: Garry DeShields (650) 493-5000 x22256	Livermore Medical Center 4951 Arroyo Rd. Livermore, CA 94550 POC: Craig Robbins (925) 373-4700 x35224
Mountain View Center 1776 Old Middlefield Way Mountain View, CA 94043 POC: Garry DeShields (650) 493-5000 x22256	Monterey CBOC 3401 Engineering Lane Seaside, CA 93955 POC: Duke Falcon (650) 493-5000 x64952	Raul Cruz – All Locations Maintenance Control Manager 3801 Miranda Avenue (138) Palo Alto, CA 94303 (650) 493-5000 x65344

1.4 Hours of Operation: All repairs shall be performed during business hours of 8:00 AM to 4:30 PM Monday through Friday, except Federal Holidays. Contractor may work outside normal business hours by arrangement with the COR if such services are provided without additional charge to the government.

1.4.1 Observed Federal Holidays

January 1	New Year's Day
Third Monday in January	Martin Luther King Jr.'s Birthday
Third Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December	Christmas Day

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](mailto:VA.Registration@Tungsten-Network.com)
- FSC e-Invoice Contact Information: 1-877-353-9791
- FSC e-invoice email: [vafscshd@va.gov](mailto:vafscshd@va.gov)

1.6.1 Payments: Government only paid for services rendered. Government will not pay on any uncompleted or undelivered work, services, or goods.

## **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:

COR	Contracting Officer Representative
NFPA	National Fire Protection Association
OEM	Original Equipment Manufacturer
OSHA	Occupational Safety and Health Administration
POC	Point of Contact
PM	Preventative Maintenance
PMI	Preventative Maintenance Inspection
VA	Veterans Affairs
VAPAHCS	Veterans Affairs Palo Alto 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 to include all notes, explanatory material, and appendixes.

#### 4.1 Contractors Qualifications:

- A. Contractor shall provide documentation of state licensed, certification to perform repairs and inspections of the fire protection system by the State of California Code of Regulation 19, as specified in Health and Safety Code Section 13196. Contractor shall have a valid C-16 license issued by the State of California State Licensing Board. Contractor shall have technical training, track records of working experience in Maintenance, Inspection, and Testing of Fire Protection Systems in healthcare, industrial, educational and commercial facilities for a minimum of five (5) continuous years. Contractor shall provide 5 references and 3 evaluation of work completed within the last five years. Contractor shall provide all documentation in the technical package. The Government reserves the right to request and review licenses and certification during the contract period.

#### 4.2 Qualify Personnel:

- A. Contractor's employees or subcontractors shall be qualified to inspect, test, and repair the fire suppression systems that the VAPAHCS. Contractor shall provide documentation of all employees and subcontractors working on VAPAHCS systems. Licenses and certificates shall be included in the technical package. The Government reserves the right to request and review licenses and certifications during contract period.

### **Section 5: Specific Tasks**

#### 5.1 Preventative Maintenance

- A. Contractor shall provide testing, maintenance, and repairs of the fire hydrants to include the 5 year testing requirements by NFPA 25, 291, and manufacture's recommendations. This will include annual and five (5) testing, underground and exposed piping and flow test.
- B. Contractor shall provide maintenance, testing, and inspections in accordance with the manufacture's specifications, NFPA 25, and NFPA 291. All manufacturer and proposed maintenance schedules shall be submitted to COR no later than fifteen (15) days after contract award. COR will review and approval schedule. All grease, oils and other material related to maintenance shall be cleaned from exterior of hydrant.
- C. Contractor shall test the underground and exposed piping flow test (Five year test). Contractor shall test each hydrant, record hydrant pressure, and hydrant flow per NFPA 25 and standard testing operating procedures. Flow tests shall be made at flows representative of those expected during a fire for the purpose of comparing the direction loss characteristics of the pipe with those expected for the particular type of pipe involved, with due consideration given to the age of the pipe.
- D. Contractors shall conduct an annual hydrant test of each hydrant. Hydrant shall be opened fully and water flowed until all foreign material has cleared. Flows shall be maintained for not less than one minute. After operation, dry barrel and wall hydrants shall be observed for proper drainage from barrel. If full drainage of barrel exceeds 60 minutes or where the groundwater level is above that of the hydrant drain the hydrant drain shall be plugged and the water in the barrel shall be pumped out, and clearly identified as needing pumping after operation.
- E. Contractor shall insure that no chlorinated or chloramines treated water enters the VAPAHCS private storm drain system. Contractor shall install a de-chlorinating device at the discharge side of the fire hydrant to remove all detectable amount of chlorine per federal, state, county, city or local requirements and regulations.
- F. Contractor shall remove outlet nozzle cap and check seat for leakage visually at each valve on wet barrel hydrants. Valve is to be operated using a special test outlet nozzle cap. If stem action is tight, repeat operation several times until opening and closing action is smooth and free. If hard operation persists, remove valve stem, clean threads with wire brush and lubricate. While under pressure check for leakage at joints, around outlet nozzles, at packing or seals and past outlet nozzle caps. If leakage is observed, tighten outlet nozzles; replace O-rings or gaskets, as needed. If leakage or any other condition such as broken parts cannot be corrected during the inspection the condition shall be noted on final report. All non-functioning fire hydrants shall be placed out of service and clearly indicated as such at the hydrant. Remove all nozzle caps and inspect for thread damage from impact or cross threading. Clean and lubricate outlet nozzle threads and use caps to check for easy operation of threads. Check nozzle cap chains for free action at each cap. If binding is observed open the loop around the cap until action is free enough to prevent kinking during removal of the cap under emergency situations. Replace all damaged or missing chains.

G. Contractor shall inspect to include all hydrants, including ones that have been missed on the table provided below.

30 Hydrants Palo Alto Main Campus	58 Hydrants Menlo Park Medical Center	13 Hydrants Livermore Medical Center
3 Hydrants Mountain View Center	3 Hydrants Monterey	

- H. Contractor shall submit a 5 year report to the COR for review and approval of test.
- I. Contractor shall analyze pass 5 year test results with new results and provide a written analysis for every fire hydrant.
- J. Contractor shall provide an excel spreadsheet with updated information to include: location, type of hydrant, make, model, and rating (gpm).
- K. Contractor shall submit updated cad drawings with hydrant locations and provide a unique identifier marker for Palo Alto, Menlo Park, Livermore, Mountain View, and Monterey. Contractor shall submit to COR for review and approval. Contractor and COR shall meet to define and agree on a unique identifier marker. Once the unique identifier marker has been agreed upon, contractor shall provide a marker on the hydrant and drawings.
- L. Documentation shall be provided to the COR upon completion of the inspections.
- M. All inspections, maintenance, minor repairs (as define in section 5.2), and adjustments shall be provided at no additional cost to the Palo Alto Health Care System.
- N. Contractor shall immediately inform the COR of any malfunctions of hydrant that impede the proper operations and prevent the use of the hydrant in a fire emergency.

5.2 Site Investigation and Conditions Affecting the Work

A. The Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the work or its cost, including but not limited to (1) conditions bearing upon transportation, disposal, handling, and storage of materials; (2) the availability of labor, water, eclectic power, and roads; (3) uncertainties of weather, river stages, tides, or similar physical conditions at the site; (4) the conformation and condition of the ground; and (5) the character of equipment and facilities needed preliminary to and during work performance. The Contractor also acknowledges that it has satisfied itself as to the character, quality , and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the , including all exploratory work done by the Government, as well as from the drawings and specifications made a part of this contract. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relive the Contractor from responsibility for estimating properly the difficulty and cost of

successfully performing the work, or for proceeding to successfully perform the work without additional expense to the Government.

- B. The Government assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the Government. Nor does the Government assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.
- C. Contractor has the responsibility to make the determination and request a site walk. Failure to perform a site walk shall not relieve the contractor to complete the contract on time and within budget

### 5.3 Minor Repair Services

- A. Minor repairs that are under \$300 per hydrant shall be provided under this contract at no additional cost to the government. If repairs costing more than \$300 for an individual hydrant are need, then those repairs will not be covered under this contract. The contractor will provided an estimate of repairs exceeding \$300 to the COR. Estimate shall include all parts, materials, and labor.
- B. In no case, shall the costs for additional parts or labor be billed under this contract, unless the COR recommends a contractor modification and is approved by contracting officer.
- C. All repair parts shall be new and carry the manufacturer's warranty.

### 5.5 Contract Modifications

- A. Throughout the performance of this contract hydrants may need to be added or removed from the contract. In the event that the needs change, the Contractor will negotiate with the Contracting Officer to reach a mutually agreeable adjustment to the contract that must be captured in a written modification to the contract.

### 5.6 Modifications and Upgrades

- A. This contract does not cover modifications or upgrades to meet current codes.
- B. In the event that a modification or upgraded is recommended by the Contractor, an estimate will be provided to the COR for review. If the COR decides that it's in the Government's interest to make the modification or upgrade, that transaction will be processed as a separate purchase from this maintenance contract.

### 5.6 Safety:

- A. At a minimum contractor, subcontract, and personnel shall wear at all times hard hat, safety glasses, reflective vest, and safety shoes.
- B. No shorts or tank tops shall be permitted.
- C. Contractor shall adhere to OSHA 10 CFR 1910.
- D. Contractor shall be responsible to use appropriate PPE when required by the OSHA and VAPAHCS.
- E. Safety plan shall be submit to the COR within 15 days of awarded contract.
- F. Contractor shall submit Safety Data Sheet for all chemical used at the VAPAHCS. Chemicals must be approved by COR or Safety Services. Safety Data Sheet shall be kept at work site at all times.
- G. Contractor shall comply with Environment Protection Agency standards. No dumping of water or chemical in the storm drains. Contaminates shall be removed from VAPAHCS property and shall be disposed of per all Federal, State, and Local EPA regulation and standards at no additional cost to the government.
- H. Any penalties incurred due to unlawful disposal of material shall be the responsibility of the Contractor.

#### 5.7 Performance Standards:

- A. Contractor shall adhere to the performance standards listed below. Contractor shall adhere to all references in the performance standard to include all notes, explanatory material, and appendixes. The most current edition will be used on all references listed below.
  - a. NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
  - b. NFPA 99: Standard for Health Care Facility
  - c. NFPA 291: Recommended Practice for Fire Flow Testing and Marking of Hydrants
  - d. OSHA Standard 29 CFR 1910

#### 5.8 Documentation Requirements

- A. The Contractor shall provide documentation as indicated in section 5.1 (B, D, E, F, G, and H).
- B. Service Report(s) at the time of repair for all hydrants, indicating parts used and service performed.

- C. Invoices for approved work shall indicate, individual part(s) used, cost of individual part(s), and total part(s) cost.
- D. Service Report(s) shall have the at a minimum the following:
  - a. Company name, address, telephone, and fax number.
  - b. VA contract number, name and number of the VA Contracting Officer.
  - c. Date and Time of work.
  - d. Copies of contractor's valid licenses, professional and training certificates.
  - e. Location, type, name, and model of devices tested.
  - f. Description of work items.
  - g. Test data.
  - h. Remarks on conditions of devices and systems.
  - i. List of all deficiencies, if any, with time frame for repairs or replacement, and cost.
  - j. Recommended corrective actions, if any.
- E. Submit four (4) hard copies of the completed written report and one CD Rom of the electronic version of the report in Microsoft (i.e. excel, word..) format to the Engineering Compliance Office within seven (7) calendar days of completion of inspection and testing.

#### 5.9 Security Requirements

- A. The Certification and Accreditation requirements do not apply and a Security Accreditation Package is not required for this work.
- B. Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, VA directives and handbooks as VA personnel regarding information security under VA Handbook 6500.6, Contract Security, Appendix C.

#### **Section 6: Attachments**

None