

STATEMENT OF WORK (SOW)

PREVENTATIVE MAINTENANCE INSPECTIONS AND INTERVENING SERVICE CALLS

1. OBJECTIVE:

The contractor shall provide full service monthly scheduled Preventative Maintenance Inspections (PMI) and intervening service calls for a Government-Owned Reverse Osmosis (RO) System used for Hemodialysis.

2. BACKGROUND:

VA Loma Linda Healthcare System (VALLHS) has a Reverse Osmosis System used for Hemodialysis that needs monthly on-site PMI.

3. SCHEDULE OF SERVICES: The intent of the Government to award a Firm-Fixed Price contract for maintenance and repair of Government-Owned Reverse Osmosis System used for Hemodialysis.

4. SCOPE:

The contractor shall perform monthly on-site PMI during the contract period for the Government-Owned Reverse Osmosis System used for Hemodialysis. PMI shall be scheduled monthly unless otherwise directed by the Contracting Officer Representative (COR)

The contractor shall provide the COR an electronic copy of the field service report after every PMI or on-site service call. At a minimum, this report must contain a detailed description of any services or repairs performed for each item of equipment, and must also include a listing of replacement parts, when applicable, total hours of service, safety check, performance data, and the date. The report will also include any contractor recommendations necessary to maintain the equipment in optimum operating condition. Contractor shall document and report to the COR any unsafe conditions or signs of misuse or abuse in regards to this medical equipment.

Intervening service calls will be rendered as directed by the COR. All services (PMI's and intervening service calls) shall be performed in accordance with original manufacturer's specifications.

The VA shall not furnish parts and/or test equipment for the performance of this contract. It is the responsibility of the contractor to bring the appropriate equipment and/or supplies necessary to complete the required repair or service.

5. TASKS:

A. MONTHLY:

- (2) RO units with 3 membranes per RO
- (2) – 20" 1-MICRON filters exchanged
- Salt as needed to maintain the RO
- 1-500 gallon storage with 3 level sensors
- (2) – HP Distribution Pumps
- Rental and exchange of (2) activated carbon tanks
- (24) Exchanges of (4) 14", 3.6 CU. FT. virgin, high activated carbon tanks with GAC virgin carbon

B. AS NEEDED:

- Sanitation of both RO units and loop piping
- Replace (2) UV Lamps

- Exchange 2 - 20" 2-MICRON Pre-UV filters
- Exchange 2 - 20" Post UV Filters
- Exchange 2 - 10" Vent filters

6. PARTICIPATING HEALTHCARE SYSTEM:

<p align="center">VA Loma Linda Healthcare System 11201 Benton Street Loma Linda, CA 92357</p>

7. PERIOD OF PERFORMANCE:

December 1, 2016 – May 31, 2017.

8. HOURS OF WORK:

VA Loma Linda Healthcare System	8:00 AM – 4:30 PM
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*** Excluding National holidays.*

NATIONAL HOLIDAYS:

New Year's Day	January 01
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 04
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

If the holiday falls on a Sunday, the following Monday will be observed as a National holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a National holiday by U.S. Government Agencies, and any day specifically declared by the President of the United States of America.

OVERTIME & HOLIDAY PAY: Any overtime and/or holiday pay that may be entitled to the Contractor's employees shall be the sole responsibility of the Contractor and shall not be billed to, nor reimbursed, by the Government.

Contractor will bill and be paid for actual services provided by Contractor personnel. Contractor will not be paid for "availability" or "on-call" services unless otherwise provided herein.

9. CONTRACTOR PERSONNEL BACKGROUND REQUIREMENTS:

The Office of Security and Law Enforcement provides Department-wide policy on the assignment of appropriate position sensitivity designations associated with Department of Veterans Affairs (VA) positions involving national security and public trust responsibilities, and on the level of background investigations required for applicants for, and incumbents of, those positions. In addition to VA employees, the policy and investigative requirements are applicable to Contractor personnel who require access to VA computer systems designated as sensitive.

Personnel who require access to VA computer systems shall be subject to all necessary background investigations and receive a favorable adjudication from the VA Office of Security and Law Enforcement to ensure compliance with such policy. If such investigation has not been completed prior to contract commencement, the Contractor shall be responsible for the actions of those individuals performing under the contract.

Should the contract require Contractor personnel to maintain U.S. citizenship, the Contractor shall be responsible for compliance. Regardless of U.S. citizenship requirements, Contractor personnel are required to read, write, speak, and understand the English language, unless otherwise specified in this contract or agreed to by the Government.

The cost of such investigations shall be borne by the Contractor, either in advance or as reimbursement to the Government. The level of sensitivity shall be determined by the Government on the basis of the type of access required. The level of sensitivity will determine the depth of the investigation and the cost thereof. At this time, the current estimated costs for such investigations are as follows:

Level of Sensitivity	Background investigation level	Approximate Cost
Low Risk	National Agency Check with Written Inquiries	\$ 231.00
Moderate Risk	Minimum Background Investigation	\$ 825.00
High Risk	Background Investigation	\$ 3,465.00

The Contractor shall be required to furnish all applicable employee information required to conduct the investigation, such as, but not limited to, the name, address, and social security number of Contractor personnel. The VA will provide all the necessary instructions and guidance for submission of the documents required to conduct the background investigation. Background investigations shall not be required for Contractor personnel who will not be required to access VA computer systems nor gain access to sensitive materials.

10. CONTRACTOR PERSONNEL:

A. PROGRAM MANAGER: The Contractor shall provide a contract program manager who shall be responsible for the performance of the work. The name of this person shall be designated in writing to the Contracting Officer. The Contractor's Program Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.

Company Name:
Address:
Phone No:
Contact Name:
Email:

B. CONTRACTOR EMPLOYEES: The Contractor shall not employ persons for work on this contract if such employee is identified to the Contractor as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

Contractor Personnel shall be subject to the same quality assurance standards or exceed current recognized national standards as established by the Joint Commission (JC).

The Contractor shall follow all existing local, state, federal employment laws and/or union regulations relevant to fringe benefits and premium pay for their employees. Such personnel shall not be considered VA employees for any purpose.

C. **BADGE:** Contractor shall obtain a “Contractor I.D Badge” from the VA Police. All Contractor personnel are required to wear I.D Badge during the entire time on VA facility. The I.D Badge ***MUST*** have an identification picture and shall state the name of the individual and the company represented.

D. **PARKING:** It is the responsibility of the contract personnel to park in the appropriate designated parking areas. Parking information is available from VA Police & Security Service Office. The Contractor assumes full responsibility for any parking violations.

E. **SMOKING:** Contractor personnel may smoke only in designated areas. It is the responsibility of the VISN 22 Healthcare Facilities to provide a safe and healthful environment for employees and patients and to serve as a leader in community health awareness and education. It is in fulfillment of this obligation that the facilities are committed to the establishment of a smoke-free environment. This policy applies to every location in the Healthcare Facilities. There shall be no smoking within 25 feet of all entrances to buildings. Smoking is allowed in all outside areas that are 25 feet away from entrances to buildings unless indicated otherwise. Enclosed patios connected to facility buildings are considered part of the building and as such are non-smoking areas.

F. **SERVICE CALLS:** Contractor shall provide in the space below, the name, location, and telephone number of the office where service calls are to be placed:

Name: _____

Address: _____

Telephone: _____

Point of Contact: _____

E-mail Address: _____

10. INSURANCE COVERAGE:

The Contractor agrees to procure and maintain, while the contract is in effect, Workers Compensation and Employee’s Public Liability Insurance in accordance with Federal and State of Nevada laws. The Contractor shall be responsible for all damage to property, which may be done by him, or any contractor employee engaged in the performance of this contract.

The Government shall be held harmless against any and all loss, cost, damage, claim expense or liability whatsoever, because of accident or injury to persons or property of others occurring in the performance of this contract.

Before commencing work under this contract, the Contracting Officer shall require the Contractor to furnish certification from his insurance company indicating that the coverage specified by FAR 52.228-5 and per FAR Subpart 28.307-2 has been obtained and that it may not be changed or canceled without guaranteed thirty (30) day notice to the Contracting Officer.

Contractor is required to provide copies of proof of Workers Compensation and Employee Public Liability Insurance within fifteen (15) calendar days after notification of contract award.

11. INVOICING & PAYMENT:

Contractor shall list in the space below the name(s) and address(es) of customer service department with whom the Government facilities shall place orders:

Company Name:
Address:
Phone No:
Fax No:
Contact Name:
Email:

The Contractor shall submit monthly in arrears a properly completed individual itemized invoice in accordance with FAR clauses 52.212-4(g) Contract Terms and Conditions – Commercial Items to:

Tungsten Network

<http://www.tungsten-network.com/customer-campaigns/veterans-affairs/>

Invoices submitted for payment shall be reviewed for accuracy and shall be subject to approval by the Government prior to issuance of payment.

The invoice MUST be itemized to include the following information.

1. Facility name and address where service was provided
2. Contract number
3. Purchase order number / Obligation number
4. Quantity
5. Cost
6. Date

No advance payments shall be authorized. Payment shall be made on a monthly arrears for services provided during the billing month in arrears in accordance with FAR 52.212-4, para. (i) Upon submission of a properly prepared invoice for prices stipulated in this contract for services delivered and accepted in accordance with the terms and conditions of the contract, less any deductions stipulated in this contract.

Payment of invoices may be delayed if the appropriate invoices as specified in the contract are not completed and submitted as required.