

DESCRIPTIONS/SPECIFICATION/STATEMENT OF WORK

1.0 Background

The Department of Veterans Affairs (VA), National Cemetery Administration (NCA) furnishes headstones, markers, medallions and niche covers for deceased veterans worldwide. Memorial headstones, markers and niche covers are also furnished to memorialize veterans whose remains are non-recoverable.

2.0 Purpose

The purpose of this contract is to repair and restore 102 inscribed flat bronze markers installed in Riverside National Cemetery. The repair will consist of the removal of the letter "C" within the section and grave area of the marker and a complete restoration of the face of the marker to as new condition.

2.1 General

The Contractor shall provide all labor and materials necessary to repair and restore the finish at the gravesite.

2.2 Performance Period

This contract covers all of the repairs and restoration of (102) flat bronze markers and must be completed by May 26, 2017 before Memorial Day ceremonies take place at Riverside NC.

2.3 Unit Price

The unit price is all inclusive of labor, materials for each (B1) flat bronze marker repaired and refinished at the gravesite.

3.0 Material Specification

3.1 Description #1: Flat Bronze Marker (12" x 24")

3.2 Product code: B1

3.3 Quantity: 102

3.4 Drawing No.: A-B1, Rev -

3.5 Material: Bronze – The chemical composition of the bronze shall confirm to the art bronze industry practice for commercial bronze memorials. Appearance and performance shall not vary from the submitted samples.

3.6 Pigmented Finish – Color shall be memorial industry standard dark brown, as represented by Munsell Color Standard notation: 0.5Y2.49/1.0. The face and sides of the marker shall be coated uniformly with pigmented coating sufficient to obliterate the casting color.

3.7 Field Texture - The field shall have a deep embossed leather-look cast texture

3.8 Protective Coating - The face and sides of the marker shall be a coated system, as applied in combination, and shall withstand accelerated weather testing for humidity and ultra-violet rays.

3.9 Letters – Type style of letters shall be as represented by Drawing A-LNC&E, 1-3. The faces of the letters, numerals and emblems shall be used for the markers shall be bare bronze and have the highlighted appearance of the standard sample. The face and sides of the finished

production marker shall have the color, gloss and appearance of the preproduction samples approved by the MPS Program Support Unit as an inspection standard.

4.0 Scope of Work

The Contracting Officer will schedule a post award conference with the cemetery director, the contractor and the MPS COR. During this conference, the needs of the contractor prior to beginning work, the cemetery's responsibility for the project along with the inspection criteria and confirmation that the work has been completed satisfactorily will be discussed and agreed upon.

4.1 Riverside NC requirements:

- All water activity within the section where work is to be performed will be stopped at least 24 hours prior and 48 hours after the repairs and finish restoration have been completed.
- At the post award conference, Riverside NC will provide all parties a detailed map of the section where the work is to be completed and provide a listing of all names along with gravesite numbers which will be repaired and restored.
- Assign a point of contact (POC) for the contractor.
- Cemetery POC to communicate with the contractor every morning and afternoon if there will be any interments in the section and if a delayed start or early stop of the day will be required.
- Cemetery to cordon off the section or portions of the section with yellow caution-type tape to warn visitors of work in progress.

4.2 Contractor requirements:

- The contractor will be required to supply a list of employees who will be working on the cemetery grounds.
- The contractor will be required to supply a list of equipment or special needs that will be needed to complete the work at the gravesite.
- At the conclusion of the post award conference, Riverside NC and the contractor will have agreed upon a starting date to begin work but no longer than 72 hours after post award conference.
- Contractor will post temporary signage, "Work in Progress-Do not Enter" in the area where work is being performed.
- Contractor to ensure any dust or fumes generated by any of the processes used to repair and restore the bronze markers is contained to the best of their ability.

4.3 Contract requirements: For the repair and finish restoration of the flat bronze markers at the gravesite shall consist of the following:

- The contractor will follow the supplied list of names and grave site numbers supplied by Riverside NC. If any questions arise during the locating and identifying process, the contractor will ask direction from the cemetery point of contact.
- The work shall include all labor and materials necessary to remove the letter "C" from the section and grave located in the upper right corner of each marker using chisels and grinders eliminating the presence of the letter.
- The area where the letter was removed will need to be textured to match the surrounding area.
- Sandblasting or use of a chemical stripper may be required to strip the face of the marker exposing the bare metal, preparing the surface for finish restoration.

- Restoration of existing nicks and abrasions on the marker may be addressed if easily repaired.
- Clean and prep surface of marker for primer/paint ensuring all calcium deposits and corrosion has been removed.
- Apply (1) coat of oxide stain ensuring there are no runs or orange peeling effects.
- Restore the highlighted raised text surfaces and reliefs using an abrasive material ensuring the visible grain is horizontal to the marker and not vertical.
- Seal the face of the marker with (2) coats of protective acrylic coating that shall be uniform in color, clear, and free of bare spots, scratches, embossed foreign matter, and blistering. The finished appearance of the marker shall be glossy.
- Ensure all gravesites and surrounding areas are cleaned after the repair/restoration showing no evidence of the work that has taken place.
- At the end of each day, all areas will be cleaned of litter, i.e.; tape, metal shavings, sand from sandblasting, etc.
- When paint or protective coating is applied, ensure the surrounding area is covered to catch any overspray.
- If a chemical stripper is used, an MSD must be forwarded to the cemetery POC for their notification and files.

5.0 Workmanship

5.1 Castings and Letters – The removal of the letter “C” and the surrounding area shall show no evidence of the repair/removal. The restored textured area shall be uniform with the surrounding area. The highlighting of the raised text and surfaces shall show a consistent grain that runs horizontal across the marker.

5.2 Coatings – The painted surfaces shall show no evidence of dirt, corrosion, runs or bubbling in the paint or in the protective coatings.

6.0 Submittal by Potential Offerors

Potential Offeror have two options for submitting a sample for this solicitation:

Option 1

The offeror may go to Riverside National Cemetery to obtain a scrap marker to complete the repair and restoration. Please note if this option is desired, the offeror must notify the Contracting Officer of their intent and the Contracting Officer will e-mail the offeror instructions on the pick up the scrap marker from the cemetery. Upon completion of the repair and restoration, the offeror will submit the sample to MPS for reviewing and inspection. . The sample shall be clearly marked (on the back) with permanent marker to show the following: Contractor Name and Solicitation Number.

Option 2

The offerors shall submit at contractor expense one repaired inscribed flat bronze marker sample (12” x 24”). The sample should be accompanied by pictures of the original flat marker and a

detailed presentation of how the marker was repaired. The sample shall be used to determine potential awardees' ability to repair flat bronze markers. The sample shall conform to government specifications for: color, field texture, pigmented finish, protective coating and repaired area. The sample shall be clearly marked (on the back) with permanent marker to show the following: Contractor Name and Solicitation Number.

The submitted sample shall be repaired and refinished using the same method which will be used to complete the repair work at the gravesite location. Failure to meet any of the requirements shall result in the rejection of the sample.

NO samples shall be accepted after the closing date

Once submitted, samples become the property of the Department of Veterans Affairs and will not be returned. Submit samples to the following address:

6.1 Full size copies of drawings are available upon request at no additional charge to potential vendors. The request should be e-mailed to the NCA Memorial Programs Service (MPS) Program Support Unit at MPSProgSupport@va.gov and should include the contractor's name, mailing address, phone number, e-mail address and the name and drawing number for the drawings(s) being requested. It is recommended that such a request be forwarded to ensure that the specifications are current and accurate. Once the request is received, the drawings will be mailed directly to the vendors.

A potential vendor should e-mail the request for drawings to MPS within a timely manner to ensure sufficient time for the drawings to be mailed. An extension to the solicitation closing date will not be granted under any circumstances. Electronic copies of drawings in PDF format shall be e-mailed upon the vendor's request.

7.0 Quality Assurance

7.1 Contractor Certification

The contractor shall certify and maintain substantiating evidence that the product offered meets the salient characteristics described herein, and that the product conforms to the drawings, specifications, and standards called for by this description. The MPS Program Support Unit reserves the right to require proof of such conformance prior to the first delivery and thereafter as shall be otherwise provided for under the provisions of the contract.

8.0 Government Quality Assurance (QA)

8.1 Site Inspection

Quality assurance inspections of the contractor's production processes of the contractor's manufacturing facility shall be conducted during the contract period by the designated COR of the Memorial Program Support (MPS) or the cemetery POC. The Government reserves the right to perform quality audit inspections without prior scheduling or notification to the contractor.

9.0 ADMINISTRATIVE MATTERS

9.1 Authorities of Government Personnel

The Contracting Office shall provide, at the time of contract award, a list of MPS personnel authorized to act as Contracting Officer's Representatives.

9.2 Impact on other Cemetery Operations

The contractor agrees to phase all work in such a manner so as not to impact or interfere with cemetery operations. As a general rule-of-thumb, work involving power equipment should not take place within 1,000 feet (305m) of an on-going committal service or ceremony.

9.3 Conduct at (Riverside National Cemetery)

While performing work on cemetery property, contractor personnel shall adhere to the following standards of dress and conduct. These standards and regulations are enforceable under Title 38, U.S.C., Section 218.

- National cemeteries are shrines; contractor personnel appearance and conduct shall be professional and unobtrusive at all times. All contractor personnel shall wear long pants while on cemetery grounds unless approved in writing by the cemetery director.
- Contractor personnel shall not sleep on cemetery grounds, sit, and lean or stand on erected headstones, or put equipment or materials on erected monuments, nor lean or place any equipment or materials on erected monuments.
- Questions from cemetery visitors shall be politely referred or directed to cemetery personnel.
- Contractor personnel will behave with appropriate decorum, courtesy, and respect while within the cemetery or at its' perimeter or entrances. Shouting, cursing, use of personal radios, angry outbursts, sleeping, intoxication, spitting, unsafe driving of private or company vehicles, and violence or criminal acts of any kind shall not be tolerated and are cause for immediate removal from the cemetery, and shall jeopardize any future contract or renewal of current contract.
- The contractor shall ensure all motor vehicles used in this contract meet State Inspection, safety, licensing, registration, and insurance requirements. All contract personnel operating vehicles shall have a valid driver's license.
- The contractor shall dispose of all rejected work. Disposal means destroyed so no part of the inscription is legible, removal from cemetery property, and discarded so no part of the monument can be used for any other private or public purpose.
- Contractor shall be responsible for safety training. Personal protective garment to cover the body from the waist to neck and long pants or protective apron. Garments displaying a "message" or slogan" other than the contractor's business name are prohibited. Offensive tattoos shall be covered.
- Breaks and lunch while on cemetery property shall be taken in areas designated by the cemetery administrator.
- At least one contractor staff member must speak fluent English when the contractor is working on cemetery grounds.

- Personnel shall remove all personal protective equipment, such as eye/or face protection, respiratory protection, and gloves, as well as requiring protective clothing/garments be removed before leaving the worksite.

10.0 Special Contract Requirements: None

11.0 Point of Contact

E-mail MPSProgSupport@va.gov and the **COR** assigned to the contract shall respond.

END OF STATEMENT OF WORK