

**STATEMENT OF WORK  
FOR  
Replacing X-Ray and Walk Through Metal Detector Magnetometer Unit**

**1. GENERAL DESCRIPTION:**

- A. Background. The Department of Veterans Affairs Regional Office (VARO) located at 1600 East Woodrow Wilson Ave, Jackson Mississippi, 39216 has an X-Ray and Magnetometer unit at the Front Entrance Security Desk that has reached the end of their life cycles.
- B. Purpose. This Statement of Work is to define the tasks necessary for completing the replacement of the X-Ray and Magnetometer units at the VARO Security Desk. The Period of Performance is thirty (30) days from the issuance of the Notice to Proceed.
- C. Objective. In accordance with the terms of this contract, the Contractor shall be required to furnish all necessary tools, labor, materials, supplies, equipment, services, and supervision to accomplish all tasks necessary for the performance of the work set forth in this Statement of Work (SOW). These services include, but are not limited to: equipment delivery, installation, testing, relocate old equipment, and documentation necessary for the successful completion of the work. Training for personnel using this equipment is also required.
- D. Accuracy of Measurement. The contractor is responsible for the accuracy of all measurements taken for proper installation of equipment.

**2. SCOPE OF WORK: Contractor shall perform the following work:**

**A. Existing Equipment Removal.**

- 1. Prior to installing the new equipment, the Contractor shall disconnect and remove the existing equipment (AutoClear 6040 x-ray and PD 6500I Walk Through Metal Detector) to a storage location within the VARO.

**B. Provide Equipment.**

**Name brand or equal; meet or exceed model/features for the following models: AutoClear 6040 Dual Energy X-Ray; Mfr Part No: 6040DE**

- 1. The Contractor will provide (1) X-Ray Machine with the following salient characteristics:
  - a. Full-size operator control panel (OCP) with touchpad navigation, auto Tracking guided conveyor belt system, reversible conveyor direction, high/low density stripping, organic/inorganic stripping, color reverse b/w

imaging, 128x smart zoom, adjustable zoom preview window, density scan, dark and light enhance, real clear, auto density alert, auto outline, auto sensing, auto scale, auto Cal, auto image recall, z-scan, and save screen to USB.

- b. Tunnel size of at least 62x42 cm, material penetration of at least 28mm steel, a minimum pulling weight of 150 kg, and 32-bit adaptive image processing with minimum 1 Gbytes+ memory; 2.2GHz+ dual core processor; video processing unit architecture with 550MHz+ GPU clock, 512Mbyte+ video memory and 32+ stream processing cores
- c. Exit rollerbed to catch items coming through metal detector.

**Name brand or equal; meet or exceed model/features for the following models: Garrett Security Systems PD 6500i Walk Through Metal Detector; Mfr Part No: 1168411**

- 2. The Contractor will provide (1) Walk Through Metal Detector (Magnetometer) with the following salient characteristics:
  - a. Scan from both the left and right sides, non-interference, 33 pinpoint zones which accurately identify various targets on the right, center, and left sides from head to the feet of individuals, pacing lights at entrance of the metal detector to display stop and go symbols, adjustable alarm volume, and LED lights to provide visual alarm
- 3. Equipment will not be wider than 71” when fully installed due to size of the area of installation.

#### **4. Installation of Equipment.**

- 1. Contractor will install, calibrate, and test equipment to ensure it operates within manufacturers specifications.

#### **5. Training on Equipment**

- 1. The Contractor will provide a training session on all newly installed equipment for the VA Police Officer’s and Support Service Staff of the Regional Office.

#### **6. General Requirements.**

1. Code Compliance. The Contractor shall comply with all local, state, and federal environmental, health, and safety regulations while conducting this work. In addition, the Contractor shall ensure that all work is in compliance with the applicable codes.
2. Disposal. Unless otherwise specified by the Government, the Contractor will be required to properly remove and dispose of all construction and/or demolition waste material in compliance with all Local, State, and Federal Regulations.
3. Warranty. The Contractor shall provide a written warrant for the minimum of two (2) years on material and one (1) year on workmanship and labor.
4. Period of Performance. The Contractor will complete the installation within 30 days of the Notice to Proceed. The Regional Office is open five days a week and the facility is required to remain operational during normal business hours. Work may be required to be performed after duty hours to minimize impact on the mission of the VARO.
5. Local VARO Point of Contact:  
James C. Gardner  
601-364-7141 (Work)  
601-278-9152 (Cell)

## **7. Security Requirements:**

- (a) All Contractors and Contractor personnel shall be subject to the same Federal security and privacy laws, regulations, standards and VA policies as VA, including the Privacy Act, 5 U.S.C. §552a, and VA personnel, regarding information and information system security.
- (b) Each contractor employee working in the Regional Office Building will be required to view a security Video (duration of 45 minutes) and sign a rules of behavior form.
- (c) The Contractor will complete 20-0344 Annual Certification of Veteran Status and Veteran-Relatives form upon starting. If the contractor or their relative is a veteran, the file will be housed in the Locked Files for the duration of the contract.

## **8. Key Personnel:**

- (a) A representative, authorized to make decisions and commitments on behalf of the contractor shall be required to be present when any work is being performed.
- (b) The representative shall be named in writing and submitted to the Contracting Officer prior to beginning work.

## **Contractor Identification:**

- (a) All contract personnel attending meetings or working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that the contractor participation is appropriately disclosed.

**Site Visit Information:**

- (a) One (1) site visit may be scheduled by the Contracting Officer prior to closing date of solicitation if needed. The site visit will be conducted by the local point of contact and include a walk-thru of all areas affected.

**Notifications:**

- (a) The Contractor shall notify the Contracting Officer and local VARO point of contact of any work delays immediately upon identification. If dangerous working conditions exist, the Contractor will notify the local VARO point of contact immediately.

**Damages:**

- (a) The Contractor shall be responsible for all damages to property or injuries to persons as a result of their fault or negligence. The Contracting Officer shall validate and negotiate any claims with the Contractor.

**Submittals:**

- (a) The Contractor shall provide the appropriate manufacturer's data, and general features for review and approval for all submitted items. All substantial and/or finished materials must be approved before being installed by the Contractor.

**Special Notes:**

- (a) The Government will not furnish any equipment to the Contractor under the terms of this contract.
- (b) Work vehicles can be parked in the gravel parking lot on the East side of the facility, or arrangements can be made to park in the visitor parking lot after normal hours or on a weekend.

**Hours of Operation:**

Normal Working Hours are: 7:00 am to 4:00 pm, Monday through Friday, excluding Federal holidays. "Normal Tenant Working Hours" are those hours on each official Federal workday during which the building occupants and/or the general public will be in the building(s).

**Billing and Invoicing:**

- (a) A proper invoice is defined as one that identifies the contractor's name, phone number, contact information, invoice date, and itemized amount of billable work performed. Invoices shall be submitted to:

[Edward.bradford@va.gov](mailto:Edward.bradford@va.gov)

and

Veteran Affairs Regional Office  
ATTN: Facility Operations  
1600 E. Woodrow Wilson Ave.  
Jackson MS, 39216

**STATISTICAL INFORMATION:**

With respect to the building and/or equipment information and statistics stated herein, all Offerors/Bidders are encouraged to visit the facility, and ascertain the nature and location of the services to be performed and the general and specific conditions at the site. Failure to do so will not relieve Offerors/Bidders of their responsibility to properly estimate the difficulty or cost of successfully performing the services. The Government will not be responsible for any error or variation in the statistical data stated herein. The site visit shall be for the purpose of observing first hand any conditions relevant to the completion of this contract. No consideration will be given to claims based on a lack of knowledge of the existing conditions.

**VA Information and Information System Security/Privacy Requirements****General**

All Contractors and Contractor personnel shall be subject to the same Federal security and privacy laws, regulations, standards and VA policies as VA, including the Privacy Act, 5 U.S.C. §552a, and VA personnel, regarding information and information system security. Contractors must follow policies and procedures outlined in our shred policy VBA Letter 20-08-63 dated January 12, 2011, VA Directive 6500, Information Security Program; and VA Handbook 6500.6, Contract Security which are available at: <http://www1.va.gov/vapubs> and its handbooks to ensure appropriate security controls are in place.

**Information Security:**

1. The Contractor will not attempt to override or disable security, technical, or management controls unless expressly permitted to do so as an explicit requirement under the contract or at the direction of the COR and/or Information Security Officer (ISO).
2. If paper is discovered with personally identifiable Information (PII) or sensitive personal information (SPI) on it while performing normal duties outlined in this contract, the Contractor

should immediately take it to the COR or the ISO and communicate the following details: where the information was found and who found it.

a. PII is name, address, social security number, etc.

b. SPI with respect to an individual, means any information about the individual maintained by an agency, including the following: (i) education, financial transactions, medical history, and criminal or employment history; (ii) information that can be used to distinguish or trace the individual's identity, including name, social security number, date and place of birth, mother's maiden name, or biometric records.

3. The Contractor will not take VA sensitive information from the workplace without written authorization from the COR and the ISO.

4. The Contractor will complete 20-0344 Annual Certification of Veteran Status and Veteran-Relatives form upon starting.

### **Records Management:**

VA Handbook 6300.1, Chapter 4, g.

g. If VA records or information are to be turned over to, or collected, created, maintained, used, processed, or handled in any way by a contractor, Title 41, United States, Public Contracts, and 36 CFR, chapter XII, subchapter B apply.

36 CFR Chap XII, Sub Chapter B (NARA 10-2-09) Sec 1222.32

(1) Agencies must ensure that contractors performing Federal government agency functions create and maintain records that document these activities. Agencies must specify in the contract Government ownership and the delivery to the Government of all records necessary for the adequate and proper documentation for contractor-operated agency activities and programs in accordance with requirements of the Federal Acquisition Regulation (FAR) (Office of Federal Procurement Policy act of 1974 (Pub. L. 93-400), as amended by Pub. L. 96-83 41 U.S.C.), and where applicable, the Defense Federal Acquisition Regulation Supplement (DFARS) (48 CFR parts 200-299).

(2) Records management oversight of contract records is necessary to ensure that all recordkeeping needs are met. All records created for Government use and delivered to, or under the legal control of, the Government must be managed in accordance with Federal law. In addition, electronic records and background electronic data specified for delivery to the contracting agency must be accompanied by sufficient technical documentation to permit understanding and use of records and data.

(3) Contracts that require the creation of data for the Government's use must specify, in addition to the final product, delivery of background supporting data or other records that may have reuse value to the government. To determine what background supporting data or other records that contracts must deliver, program and contracting officials must consult with agency records and

information managers and historians and, when appropriate, with other Government agencies to ensure that all Government needs are met, especially when the data deliverables support a new agency mission or a new Government program.

(4) Deferred ordering and delivery-of-data clauses and rights-in-data clauses must be included in contracts whenever necessary to ensure adequate and proper documentation or because the data have reuse value to the Government.

(b) All data created for Government use and delivered to, or falling under the legal control of, the Government are Federal records subject to the provision of 44 U.S.C. chapters 21, 29, 31, and 33, the Freedom of Information Action (FOIA) (5 U.S.C. 552), as amended, and the Privacy Act of 1974 (5 U.S.C. 552a), as amended, and must be managed and scheduled for disposition only as provided in Subchapter B.

(c) Agencies must ensure that appropriate authority for retention of classified materials has been granted to contractors, or non-Government entities participating in the National Industrial Security Program (NISP), established under Executive order 12829, as amended, or a successor Order.