

1. **Title:** Ground Service Contract

2. **Purpose:** The Central Arkansas Veterans Healthcare Service (CAVHS) property located at the North Little Rock Campus, 2200 Ft. Roots Drive, North Little Rock, AR, and John L. McClellan Memorial Veterans Hospital (JLM), 4300 W. 7th Street, Little Rock, AR hereby issues the following Sources Sought to Request Information (RFI).

This RFI is to seek contractors with the capability to provide all personnel, equipment, tools, supervision, material, supplies and other items and services necessary to ensure that grounds maintenance is performed at Central Arkansas Veterans Healthcare Service (CAVHS) and John L. McClellan Memorial Veterans Hospital. **Please see Appendixes and Attached Drawings.**

3. **Objective:** To find qualified and certified contractors with the capability to provide ground services. (See Attached **Draft** Performance Work Statement –PWS below)

4. **Place of Performance:** North Little Rock Campus, 2200 Ft. Roots Drive, North Little Rock, AR, and John L. McClellan Memorial Veterans Hospital, 4300 W. 7th Street, Little Rock, AR

5. **Responses Requested:** The CAVHS and JLM requires all the following questions answered in this RFI: Questions that are not provided shall be considered **non responsive** to the Request for Information

a. Contractors shall provide their point(s) of contact name, address, telephone number, and email address; and the company's business size, and Data Universal Numbering System (DUNS) Number.

b. Is your company a small business, SDBs, HUBZone, or 8A concern? Please provide proof of qualifications.

c. Do contractor have a list of similar contracts? Please provide in your capability statement a list of active contracts for commercial, federal, state, and local governments. List of Contracts shall provide communication on the government requirement illustrating the capability for comparison.

d. Is your company available under any;

Government Wide Agency Contract (GWAC)

General Services Administration Schedules (GSA)

Indefinite Delivery Indefinite Quantity (IDIQ)

Blanket Purchase Agreement (BPA)

If so, please list the contract number and a brief summary of the products and services provided. and contractor shall not be considered as part of the market research.

e. Provide a short summary of your potential approach to this type of contract and meeting the specific requirements per the draft Performance Work Statement and your experience managing similar contracts with similar requirements for the CAVHS and JLM.

6. **Opportunity:** The CAVHS and JLM, is seeking information from potential contractors on their ability to provide this service. **THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.**

Small Business Concerns are encouraged to provide responses to this RFI in order to assist the MEDVAMC in determining potential levels of competition available in the industry. Contractor shall possess the capability to provide all requirements and objectives.

**7. Instructions and Response Guidelines:** RFI responses are due by May 12, 2017 at 9:00 am (CST); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format via email to [anthony.marion2.gov](mailto:anthony.marion2.gov).

All Questions shall be submitted by May 9, 2017 at 12:00 pm (CST) via email to [anthony.marion2.gov](mailto:anthony.marion2.gov).

Telephone requests or inquiries will not be accepted.

**Public Information will not be provided and considered as a question.**

The subject line shall read: VA256-17-N-0329 Ground Maintenance Service Contract. NO SOLICITATION EXISTS AT THIS TIME. There is no page limitation on subparagraphs 5(a) - 5(g).

Please provide the information you deem relevant in order to respond to the specific inquiries of the RFI. Information provided will be used solely by MEDVAMC as "market research" and will not be released outside of the MEDVAMC Purchasing and Contract Team.

This RFI does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or Request for Quotation (RFQ), and it is not to be construed as a commitment by the Government to enter into a contract, nor will the Government pay for the information submitted in response to this request. All information contained in this RFI is preliminary as well as subject to modification and is in no way binding on the Government.

In accordance with FAR 15.201(e), responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. If a solicitation is released, it will be synopsisized in the Federal Business Opportunities (FedBizOpps) website or GSA. It is the responsibility of the interested parties to monitor these sites for additional information pertaining to this RFI, or future RFP/RFQ.

**8. Contact Information:**

Contract Specialist, Anthony Marion

Email address: [anthony.marion2@va.gov](mailto:anthony.marion2@va.gov)

Your responses to this notice are appreciated.

THIS NOTICE IS NOT A REQUEST FOR COMPETITIVE QUOTES/PROPOSALS; however, any firm that believes it can meet the requirements may give written notification prior to the response due date and time. Supporting evidence must be furnished in sufficient detail to demonstrate the ability to perform the requirements.

**DRAFT**

**PERFORMANCE WORK STATEMENT**

**Table of Contents**

**Section Number and Title**

1.0 Description of Services

2.0 Service Summary

3.0 Government Furnished Property and Services

4.0 General Information

5.0 Appendixes

Appendix A, Area Maps and/or Site Plans

Appendix B, Grounds Maintenance Quantity Estimates

Appendix C, Required Reports/Forms

Special Notes

## DRAFT- PERFORMANCE WORK STATEMENT (PWS) FOR GROUNDS SERVICES

**1.0 Description of Services.** The Contractor shall provide all labor, personnel, equipment, tools, material, supplies, supervision, and other items and services necessary to ensure that grounds maintenance is performed at Central Arkansas Veterans Healthcare Service (CAVHS) property located at the North Little Rock Campus, 2200 Ft. Roots Drive, North Little Rock, AR, and at John L. McClellan Memorial Veterans Hospital, 4300 W. 7<sup>th</sup> Street, Little Rock, AR, as described in the attached specifications and drawing.

The grounds are defined as outside of all buildings. Grounds maintenance shall be in a manner that will promote healthy grass, trees, shrubs, and plants and present a clean, neat, and professional appearance in accordance with this PWS. The contractor shall accomplish all grounds maintenance tasks identified in this PWS and Appendices A, and B, in order to meet the requirements and the Service Summary (SS). Property maps of areas maintained are provided in Appendix A, Area Maps and Site Plans.

All work performed by the contractor shall be performed in accordance with all applicable laws, regulations, standards, instructions, and commercial practices. The Government reserves the right to increase or decrease the service level at any time. Some factors that may cause service level change include drought conditions, water shortages, extra rainfall, budget changes, etc. This is not an all-inclusive list nor is it intended to be. Service Levels will likely be reduced outside of growing season or as needed in the government's best interest.

COR: The Contracting Officer's Representative assists the Contracting Officer by monitoring compliance with all contract terms and conditions. The contractor will be required to complete and return the COR Delegation of Responsibilities form to the Contracting Officer. This form clearly states the role, responsibilities, and limitation of authority imposed on the COR. Only the Contracting Officer has the authority to negotiate changes or to modify the contract. The COR is **not** authorized in any way to commit the Government.

**1.1 Maintain Grounds:** The contractor shall provide services identified below for all grounds identified in Attachment 1 and Attachment 2.

**1.1.1 Mowing of all Grass Areas (SS 1)** Grass and vegetation shall be mowed between 2 to 4 inches, in all grassy areas as needed to maintain acceptable level. Grass clippings shall be removed or mulched when visible after mowing. All tree limbs, pine cones, litter and other debris shall be picked up and disposed of prior to each mowing. Ditches shall be free of shrubs, trees, silt and trash in order to keep water free flowing. Contractor will blow all sidewalks and streets to clear them of grass particles immediately following mowing. Contractor shall dispose of collected material in appropriate waste containers designated by the Contract Officer Representative. (COR). Any and all damage by the Contractor to government property (to include personal property of CAVHS patients, visitors and employees) due to performance of mowing operations shall be repaired or replaced by the Contractor at no additional cost to the government within 15 days after identification/notification.

**1.1.1.1 Trim Grass/weeds in area inaccessible to mowers (SS 1)** Grass, weeds and vegetation shall be trimmed, Cut grass height shall be a minimum of three and one half inches. (3 ½") around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles on grounds inaccessible to mowers. Trimming height

shall match surrounding area grass heights. Weed Eater shall be applied to visible areas as needed. Contractor shall weed flower beds, shrub beds, raised beds, and all other areas that are void of grass as necessary such that there are no weeds. All areas shall be trimmed concurrent with mowing. Litter, trash or other debris shall be picked up and disposed of properly during trimming operations. Damage to trees, shrubs, irrigation sprinklers, vehicles, landscape light fixtures, windows and site structures from trimming or mowing shall be repaired by the Contractor at no additional cost to the government. If a plant should die or become unhealthy due to damage, the Contractor will be responsible for replacing the damaged plant with a plant of same size and type. Replacement or repair shall occur within 15 days after identification and/or notification.

**1.1.1.2 Edging and String Trimming (SS 1)** Sidewalks, driveways, curbs, patios, pavilions and other concrete or asphalt edges shall be edged. Edge no more than ½-inch from the hard surface edge, maintaining an even contour with the edge surface, uniform in appearance and free of scalping, rutting, and uneven or rough cutting. Grass, vegetation and dirt from edging operations shall not be left on paved surfaces. All curb slabs, sidewalks, site structures, and site fixtures shall be edged or string trimmed at the same frequency as mowing. All weeds and grass inaccessible to mowers shall be string trimmed or manually removed at the same frequency as mowing. Debris from edging and trimming will be removed from pavement/concrete at time of edging and trimming.

**1.1.2 Non-Turf Areas (SS 1)** Maintain grounds to present a neat and professional appearance. Maintenance activities include weeding, dead vegetation and litter removal. The contractor may use mechanical, chemical or physical methods of weed control that do not degrade the quality of the mulch surfaces. Application of herbicides shall comply with all provisions in PWS paragraph 1.2.

**1.1.3 Leaf Removal (SS 1)** Leaves and tree debris shall be removed from grounds including sidewalks, exterior stairwells, subbasements, wheelchair ramps and fence lines. Sparse amounts of leaves may be mulched in place if the residual mulch does not excessively cover turf. The Contractor shall dispose of collected material off site.

**1.1.4 Special Landscaped/Flower/Rock Beds (SS 1)** Maintain beds located in Attachment 1 and 2 to present a manicured appearance. Contractor will remove “suckers” from crape myrtle trees when they get to be more than 3” in length. Beds can include shrub beds, hedge beds, flower beds, or a mixture of all types of vegetation arrangements to include individual trees and berms. Maintenance activities include pruning shrubs, hedges and trees, trimming flowers, weed eradication, trash/debris removal, replacement of plants and or shrubs. The contractor may use mechanical, chemical or physical methods of weed removal that do not degrade the quality of the mulched surfaces. Dyes may be used to enhance and track applications. Application of herbicides shall comply with all provisions in PWS paragraph 1.2.

**1.1.5 Prune Shrubs (SS-2)** Prune shrubs on grounds to maintain their natural growth characteristics, existing shape, and health of the plant to promote safety and security. Maintain the existing shape and form of the shrubs by removing new growth. Prune hedges to maintain their natural mature height. Prune shrubs to maintain a minimum of 6 inches from buildings and other obstructions. Contractor will make regular inspections so that diseased, broken, and dead branches can be removed from the shrubbery as needed.

No shrubs shall be pruned during the flowering stage or thirty days prior to the onset of normal cold winter weather conditions

**1.1.5.1 Mulching (SS-3)** Contractor shall inspect mulched areas and provide and apply additional mulch twice per year. Hardwood mulch of similar type and color must be used and a sample must be submitted to COR for approval prior to application. This inspection and application will be in March and September. Depth of mulch will be applied to attain a minimum of 2 inches in depth.

**1.1.6. Trash Cleanup and Disposal (SS-4)** The contractor is responsible for all loose exterior trash cleanup and disposal in lawn areas maintained under this contract; including cigarette butts, paper, plastic, bottles, broken glass, cans, cardboard, rags, plant material and other similar solid materials. Trash must be picked up and properly disposed of and not relocated to a concrete area or area not included under this contract. Outdoor trash receptacles are to be emptied daily, excluding weekends and Federal Holidays at all standing buildings and entrances around the hospital and campus grounds to include the atriums, picnic area, lake, existing and remaining buildings on CAVHS Campus.

**1.1.7 Planting Annual Color in Flower beds (SS-5)** The contractor shall plant annual coloring flowers twice a year during the months of April and October. Beds will attain a full, neat and professional look. Type and color will be will be approved thru COR.

**1.1.8 Parking lot and street Cleaning (SS-6)** The contractor will maintain cleanliness of all streets, curbs and parking lots with street sweeper/vacuum type equipment at a minimum once a month after normal duty hours. Contractor will coordinate day and time thru COR.

**1.2 Herbicide and Fungicide Application Procedures.** –The contractor shall perform treatment in accordance with federal and state regulations. The contractor will submit a herbicide and fungicide plan to the COR for approval. Contractor is responsible for handling and applying all chemicals in accordance with applicable regulations with Arkansas Department of Environmental Quality (ADEQ), Arkansas Department of Health (ADH), Occupational Safety and Health Association (OSHA), Center for Disease Control (CDC), Environmental Protection Agency (EPA), and other applicable local laws. Hazardous waste shall be properly disposed and documented by the Contractor and shall be manifested under the Contractors identification number. Contractor may be required to furnish copies of manifests.

**1.2.1 Chemical Weed Control, Manual Weed Removal, Pesticides** Curbs, sidewalks, parking lots and pavement shall be free of weeds. Contractor shall control weeds primarily by manual or mechanical removal in conjunction with mulching and mowing of grass to promote growth of grass. All areas, except open lawn areas, shall be weeded at the same frequency as mowing. All weeds shall be removed from the work site at the time of weeding. At no time should weeds be allowed to exceed six inches. Weeds in paved areas, curbs and sidewalks may be controlled with a chemical herbicide provided they are treated before the growth exceeds six inches in height. If this height is exceeded, weeds in paved areas must be removed by hand.

**1.2.2** The Contractor shall submit a weed control plan to the Contracting Officer prior to any herbicide application being allowed. The plan must be updated before any new herbicide is used. The weed control plan shall detail:

(1) The type of herbicide(s) to be applied; with the name & EPA number & application rate (amount per acre)

(2) Timing of application(s)

(3) The type of application equipment

**1.2.3** Contractor personnel handling and applying herbicides shall possess and maintain a current State of Arkansas Applicators certification, business license and training in the appropriate herbicide/pesticide categories. A copy of all state certifications/licenses of personnel applying pesticides herbicides shall be provided to the COR seven days prior to the application of any pesticide. No uncertified technicians will be authorized to mix or apply herbicides.

**1.2.4** The Contractor shall furnish the COR with labels and Material Safety Data Sheets (MSDS) for all herbicides to be approved by the CAVHS Pest Management Coordinator prior to use. Herbicides will be applied in accordance with label directions, including required personal protective equipment, application rates, and use restrictions.

**1.2.5** Contractors must have a spill kit on each vehicle capable of containing 110% of the greatest container volume. All wastes shall be the responsibility of the Contractor and will be disposed off site in accordance with all Federal and State regulations pertaining to hazardous chemicals, wastes, and herbicides/pesticides. In no manner will the Government be responsible for off-site disposals.

**1.3 Contractor-Furnished Equipment/Vehicles.** The contractor shall provide and maintain all equipment and vehicles necessary to perform the requirements of this contract. The contractor may perform cleaning, minor repair and other normal maintenance requirements of equipment on site. Maintenance and repair of contractor vehicles or their privately owned vehicles shall not be accomplished on site. Contractor vehicles shall be maintained to present a neat, professional appearance.

**1.3.1** All equipment used in the performance of this contract shall be in operable condition and carry a U/L (Underwriters Laboratory) listing, if applicable. Equipment found to be unsafe and unable to function as designed, shall not be used in performance of this contract. The contracting officer or designated representative may inspect the contractor's equipment and vehicles at any time and direct the removal of any unsafe or unusable equipment or vehicle from the installation.

**Any replaced equipment or vehicle shall be at the contractor's expense.**

**1.3.2** The contractor shall coordinate availability of a sufficient quantity of equipment and vehicles to effectively fulfill the scope of this contract. Equipment failure or maintenance requirements shall not alleviate the contractor from meeting the performance standards contained in this contract.

#### **1.4 Miscellaneous Requirements**

Practice water and energy conservation

Report fire hazards, conditions, and items in need of repair to the COR

Turn in lost and found articles to the COR

The Contractor shall notify the COR of any condition, including adverse weather or special requests from government personnel that may interrupt or delay performance under this PWS. Once the condition is resolved the Contractor shall resume interrupted work as soon as practical. When this period exceeds 24 hours the COR must approve the delay.

## **2. SERVICES SUMMARY**

Performance Objective	PWS Para	Performance Threshold	Remedy	Method of Assessment
SS-1 Maintain Grounds a. Mowing of all Grass Area b. Trim Grass/Weed in area inaccessible to mowers c. Edging And String Trimming d. Non-Turf Area e. Leaf Removal f. Special g. Landscaped/Flowers h. Beds.	1.1 - 1.1.4 inclusive	No more than five valid defects per month	Re-performance within eight hours of notification	Periodic Surveillance and Customer Complaint
SS-2 Prune Shrubs	1.1.5 inclusive	No more than five valid defects per month	Re-performance within eight hours of notification	Periodic Surveillance and Customer Complaint
SS-3 Mulching	1.1.5.1 and inclusive	No more than five valid defects per month	Re-performance within eight hours of notification	Periodic Surveillance and Customer Complaint
SS-4	1.1.6	No more than five valid defects per	Re-performance	Periodic Surveillance



Performance Objective	PWS Para	Performance Threshold	Remedy	Method of Assessment
Trash Cleanup and Disposal	inclusive	month	within four hours of notification	and Customer Complaint
SS-5 Annual Color	1.1.7	No more than five valid defects per month	Re-performance within eight hours of notification	Periodic Surveillance and Customer Complaint
SS-6 Parking lot/Street Cleaning	1.1.8	No more than five valid defects per month	Re-performance within eight hours of notification	Periodic Surveillance and Customer Complaint

**2.1 Quality Control** The contractor shall develop and maintain a quality control program to ensure grounds maintenance services are performed in accordance with commonly accepted commercial practices and services identified in this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. A written Quality Control Plan shall be submitted with technical proposal. The plan shall specifically address the contractor's strategy to provide quality workmanship, continual process improvement and for correcting deficiencies as required.

**2.2. Quality Assurance.** The government shall inspect and evaluate the contractor's performance to ensure services are received in accordance with requirements set forth in this contract. The COR shall inspect by watching actual task performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this PWS. The COR will use the contractor's work schedule or modified version thereof, to record surveillance. Results of the surveillance then become the official CAVHS record of the Contractor's performance. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the Contracting Officer a Contract Discrepancy Report (CDR) for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the Contracting Officer within 10 calendar days of receipt.

### **2.3 Surveillance Methods.**

**2.3.1 Periodic Surveillances.** This method requires the COR to employ a "spot check" style of evaluation based on the contractor's schedule. Periodic surveillances will be conducted on a scheduled basis (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted, based on quality trends.

- a. Any unsatisfactory inspection (defect) result will be recorded, and the Contractor shall re-perform the service after notification by the COR.

- b. Failing to meet the performance threshold as outlined in the SS for any of these performance objectives in any one month period shall result in a warning or letter of concern from the Contracting Officer.
- c. Failing to meet the performance threshold as outlined in the SS of these performance objectives in any combination for any two, or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting with the Multi-functional Team. All remedies shall be in accordance with the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

**2.4 Periodic Progress Meetings.** The Contracting Officer, Facility Director, COR , other government personnel as appropriate, and the Contractor will periodically meet to discuss the Contractor's performance. The minutes of these meetings will be reduced to writing, should the contractor not concur with the minutes, the contractor will provide written notification to the Contracting Officer identifying areas of non-concurrence for resolution.

### **3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

**3.1 Government Furnished Facilities.** The contractor shall confine all operations (including storage of materials) on Government premises to areas authorized and approved by the COR. The Contractor shall not hold the Government, its officers and agents, liable of any theft or damage to equipment stored or used on government property. Temporary buildings, storage containers, and utilities may be brought onsite by the Contractor only with the approval of the COR and shall be built of approved materials with no expense to the Government. Temporary buildings and utilities shall remain the property of the Contractor and shall be removed and the existing grounds restored by the Contractor at the Contractor's expense upon completion of the contract.

1. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall pay for the repair of any damaged curbs, sidewalks, or roads.
2. All flammable liquids shall be handled, stored, and used in accordance with National Fire Protection Agency (NFPA) Standard No. 30-1998.
3. Maintain site to permit access of fire department vehicles at all times. All portions of building entrances and exits must always be accessible for fire department apparatus and permit emergency egress of personnel.
4. Perform services so as to interfere as little as possible with normal functioning of the VAMC as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others.

**3.2 Government Furnished Utilities.** The Government will furnish electricity, water and sewage service as necessary for accomplishment of work in accordance with this contract.

**3.3. Utility Conservation.** The Contractor shall adhere to all CAVHS utility conservation practices or requirements. The Contractor shall be responsible for operating under conditions that prevent waste of utilities.

**3.4 Telephone Service.** Telephone service shall be provided by the contractor at the contractor's expense.

**3.5 Security, Fire and Medical Services.** The Government will provide police and fire protection in the event of a medical emergency

**3.6 Refuse Collection and Disposal.** The Contractor shall use existing bulk containers/dumpsters to dispose of trash/debris. Refuse (leaves, limbs, grass clippings, etc...) generated from accomplishment of services detailed in this PWS will be disposed of offsite at contractors' expense. The COR will identify these specific dumpsters for use.

#### **4. General Information**

**4.1 Hours of Operation.** The contractor shall perform the services required under this contract during the base hours of operation: **7:00A.M. – 4:30P.M.**, Monday through Friday. The Contractor may find it necessary to deviate from the normal CAVHS hours of operation (i.e. working on Saturday or Sunday) due to weather conditions or unforeseen circumstances, to ensure timely completion of work under this PWS at no additional cost to the government. Contractor shall communicate and submit request to the Contracting Officer Representative.

1. Employees will wear shirts when on site and performing contract work. Engineering will issue the contractor temporary badges for all employees. Badges must be displayed while on CAVHS property.
2. CAVHS will not provide lunchroom or washroom facilities.
3. Water will be available through hose connections for use by Contractor. The COR shall provide locations of those connections. Contractor is responsible for transportation of water, safe routing of hoses, and repairs to leaking hoses.
4. Contractor shall be required to work after hours and/or weekends to access areas blocked by vehicles during VA's normal business hours. Contractor is responsible for determining which areas are affected during the site visit.
5. Contractor employees shall not be considered government employees for any purpose under the contract.

**4.2 Federal Holidays.** The contractor is not required to perform services on Federal Holidays.

New Year's Day - 1 January

Martin Luther King Day - 3rd Monday in January

Washington's Birthday - 3rd Monday in February

Memorial Day - last Monday in May

Independence Day - 4 July

Labor Day - 1st Monday in September

Columbus Day - 2nd Monday in October

Veteran's Day - 11 November

Thanksgiving Day - 4th Thursday in November

Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor will be responsible for rescheduling services for the first day past the holiday observance.

**4.3 CAVHS Closures.** Work scheduled but not accomplished because of CAVHS closure due to natural disaster or any unforeseen circumstance will be accomplished as soon as possible after reopening CAVHS.

**4.4 Fuel Spill Response.** The Contractor shall be briefed on CAVHS spill response procedures at the pre-performance conference. The Contractor is responsible to report and promptly cleanup all spills in a manner consistent with current environmental regulations. In the event that it is necessary to utilize government material, equipment or personnel to clean up a Contractor caused spill, the Contractor shall be required to reimburse the government for all associated costs.

**4.6 Hazardous Material/Waste Management.** The Contractor shall be briefed on CAVHS Hazardous Material/Waste Management Plan at the pre-performance conference.

**4.7 Hazardous Materials.** The Contractor shall not use products that are or contain toxic chemicals, Extremely Hazardous Substances (EHS), Ozone Depleting Substances (ODS), and/or Persistent Bio-accumulative and Toxic (PBT) chemicals. Any hazardous materials containing one of these banned substances will not be allowed on CAVHS property.

**4.8 Traffic Laws.** The Contractor and its employees shall comply with VA Police traffic regulations.

**4.9 Weapons, Firearms, and Ammunition.** Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned or privately owned vehicle while on CAVHS property.

**4.10 Reporting Requirements.** Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of CAVHS patients, visitors, employed personnel, contractor personnel and resources.

**4.11 Physical Security.** The Contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

**4.12 Contract Manager.** The Contractor shall establish and maintain an office through which the contract manager or alternate(s) can be contacted during work hours. The contract manager or alternate shall be available during normal duty hours to meet on the installation within 2 hours with the government personnel designated by the Contracting Officer to discuss problem areas. The Contractor shall provide the COR telephone number(s) where surveillance results and complaints can be reported. The Contractor shall also provide to the Contracting Officer Representative the names and phone/pager numbers of Contractor POCs for after business hours including nights, weekends, and holidays. This information will be kept updated by the Contractor whenever personnel changes occur. The contract manager or alternate shall have full

authority to act for the Contractor on all contract matters relating to the daily operation of this contract.

**4.13 Personnel.** Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. Each employee shall have and display a Government-furnished identifying badge. Contractor personnel shall wear uniforms which shall be not less than a shirt and pants, not provided by the Government, identifying them as Contractor employees. The coloring or design of the item selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection. Smoking will be allowed only in designated areas.

The government is authorized to restrict the employment under the contract of any contractor employee or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well-being or operational mission of CAVHS and its population.

**4.14 Name Tag Control.** The Contractor shall establish and implement methods of making sure all badges issued to the Contractor by the government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall immediately report to the COR or Contracting Officer any occurrences of lost or duplicated badges.

**4.16 Schedules.** The contractor shall submit with technical proposal a schedule for all services described in this PWS and Appendices A and B to include change in the growing/non-growing season. The schedule shall identify plots, acreages, or base areas and days of the week service shall occur. The contractor shall be allowed 30 calendar days to adjust work schedules based on inspections and traffic if applicable. Any modified work schedule shall be submitted to the Contracting Officer Representative for approval within 10 calendar days after the first contract month period. The contractor shall not deviate from the approved schedule without prior approval from the Contracting Officer, or COR. Permanent changes to the schedule must be submitted 10 calendar days before implementation and receive Contracting Officer Representative for approval before the Government will allow the proposed changes. The schedule may be submitted electronically using a file format compatible with Government software programs.

**4.17 DV and VIP visits.** Occurrence-based (non-permanent) schedule changes due to CAVHS director requests shall be submitted to the COR and do not require Contracting Officer approval. The COR shall have the ability to adjust the contractor's grounds mowing schedule for DV and/or VIP visits to either the route or a specific area at CAVHS at no additional cost.

#### **4.18 Invoicing**

All invoices shall be submitted in arrears, properly prepared in accordance with FAR 52.212-4, contain sufficient details, and match with the service tickets for the work rendered.

##### **a. Monthly Invoices**

Invoices for fixed monthly fee shall be properly prepared and sent via OB10. Contractor shall register and submit invoices electronically via OB10. The website address for registering: [WWW.OB10.COM](http://WWW.OB10.COM). The Contracting Officer can provide more information for registering.

Help Desk Number: 1-800-353-9791 or email: [vafscshd@va.gov](mailto:vafscshd@va.gov)

More information on OB10 invoicing is located <http://www.ob10.com/us/en/veterans-affairs/>.

These invoices shall be sent in arrears at the beginning of each month following the month in which the services were rendered and billed for. At a minimum, all invoices shall include the following details:

- Description of the services rendered
- Billing period in which the services were rendered
- Correct purchase order number which shall be issued by the Contracting Officer after the contract is awarded. Invoices without correct purchase order number shall be rejected and returned to the Contractor.
- Invoice number and date

Payments shall be made in accordance with the prompt payment act out of the Government annual appropriated funds obligated in a purchase order which shall be issued after the contract is awarded

#### **4.19 INSURANCE:**

A. Worker compensation and employer's liability: - Contractors are required to comply with applicable Federal and State Worker Compensation and occupational disease statutes.

B. General Liability: - Contractors are required to have Bodily Injury Liability Insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

C. Property Damage Liability: - Contractors are required to have Property Damage Liability insurance coverage of at least \$500,000.

D. Contractor Liability Insurance shall be submitted with Technical Proposal

#### **4.20 Site Visit-TBD (To Be Determine at a Later Date)**

A site visit is planned by the Government for prospective offerors to become familiar with the requirement.

Date:

Location:

BLDG

No other Site Visit will be Offered.

#### **4.21 Security Procedures:**

1. Contractors are required to submit all personal information for a background investigation and receive a favorable adjudication before CAVHS Human Resources issues a badge. The COR will provide the awarded contractor with required forms and be point of contact for any questions.

2. Contractor's employees shall not enter the CAVHS site without appropriate badge. They may also be subject to inspection of their personal effects when entering, while at, or leaving the CAVHS site.

3. For working outside the “regular hours” as defined in the contract, Contractor shall give 7 days’ notice to the Contracting Officer so that arrangements can be provided for the employees.
4. No photography of VA premises is allowed without written permission of the Contracting Officer.
5. VA reserves the right to close down or shut down the project site and order General Contractor’s employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

## APPENDIX A –AREA MAPS OR SITE PLANS

### 5.0 APPENDIX A: Satellite image of grounds



**Ft. Roots, N. Little Rock**

**2200 Ft. Roots Dr.**

**N. Little Rock, AR 72114**

**See Attachment 1. Ft. Roots has 158 acres total.**





## JLM Hospital, Little Rock

4300 S. 7<sup>th</sup>

Little Rock, AR

JLM has 24 acres total. (See Attachment 2)

**Appendix B**

Exterior stairs/drains

BLDG 32	WEST SIDE OF BLDG
BLDG 41	SOUTH WEST CORNER OF BLDG (ALSO CHECK FRONT ENTRANCES)
BLDG 58	UNDER STEPS AT FRONT ENTRANCE EAST SIDE RAMP FOR PERSONNEL DOOR
BLDG 37	NORTH SIDE BY BACK ENTRANCE
BLDG 105	2 ON BACK 1 ONE EACH SIDE
BLDG 22	SOUTH SIDE OF BLDG
BLDG 26	SOUTH SIDE OF BLDG BY COVERED WALKWAY
BLDG 101	NORTH END OF BLDG
BLDG 111	RAMP ON SOUTH END
BLDG 182	SOUTH END OF BLDG BY PARKING LOT
BLDG 76	2 ON WEST SIDE OF BLDG
BLDG 115	2 ONE AT EACH END OF BLDG
BLDG 104	SOUTH END OF BLDG (BEHIND THE CLUMP OF GRASS)
QTRS 107	WEST SIDE OF BLDG
QTRS 15	EAST SIDE OF BLDG
BLDG 11	NORTH SIDE OF BLDG
BLDG 106	NORTH SIDE @ FRONT DOOR
QTRS 24E	NORTH SIDE OF BLDG
QTRTS 24W	NORTH SIDE OF BLDG
QTRS 14E	EAST SIDE OF BLDG

**DRAFT PWS**

QTRS 14W	WEST SIDE OF BLDG
QTRS 13 E	EAST SIDE OF BLDG
QTRS 13 W	WEST SIDE OF BLDG
QTRS 12E	WEST SIDE OF BLDG
QTRS 12W	WEST SIDE OF BLDG
BLDG 68	EAST SIDE OF BLDG
BLDG 66	WEST SIDE OF BLDG BY FRONT DOOR
	2 YARD DRAINS ON NORTH SIDE OF BLDG
BLDG 65	NORTHEAST CORNER BEHIND TRANSFORMER
	2 YARD DRAINS ON EAST SIDE BY COVERED WALKWAY
BLDG 170	3 ON BACK SIDE (ONE BEHIND 66 TWO BEHIND 65 SHALLOW TWO STEPS)

**APPENDIX C - Required Reports/Forms**

<b>Required</b>	<b>Due Date</b>
Contractor's Quality Control Plan (QCP)	Will be Submitted with Proposal or Quote once Solicitation is Release.
Annual Work Schedule	Will be Submitted with Proposal or Quote once Solicitation is Release.
Primary/Alternate POCs	Will be Submitted with Proposal or Quote once Solicitation is Release.
Chemical/Hazardous Material Authorization	Will be Submitted with Proposal or Quote once Solicitation is Release.
Herbicide - Weed Control Plan	Will be Submitted with Proposal or Quote once Solicitation is Release.

## **DRAFT PWS**

This contract is to maintain the entire Central Arkansas Veterans Healthcare Systems property which contains the JLM campus in Little Rock, Arkansas, comprised of approximately 24 Acres and the Ft Roots Campus in North Little Rock, Arkansas, comprised of approximately 158 Acres for one year plus 4 option years.

### **Special Notes**

- A. Drawings provided are the best available at the time. Every change in our campus is not reflected. Contractor should verify actual conditions and not rely solely on drawings.
  - B. Where pedestrians are encountered, care will be taken to remove the potential for striking them with any objects or dust from discharge.
  - C. No equipment will be provided by the government.
  - D. A limited non secured parking area will be provided
  - E. All debris will be disposed of off campus unless stated otherwise in accordance with all local, state, and federal laws and regulations
  - F. A MSDS for all chemicals/materials will be provided to the COR prior to being applied.
  - G. Contractor shall supply all safety devices/equipment according to local, state and, Federal regulations. All employees will adhere to all safety requirements at all times.
  - H. Any damage by Contractors vehicles, equipment or personnel shall be repaired to meet the standards of the surrounding area. Damage to patients, visitors, contractors or other non-VA resources will be handled between the contractor and the individual.
  - I. CAVHS has policies that are updated from time to time. The COR can provide more detailed information to the contractor of these upon commencement of the contract and throughout the term of the contract, as needed, especially policies and constraints regarding parking, possession of weapons, and smoking on VA property. Violations of such policies may result in individual fines or citations.
  - J. Normal working hours are 7:30 am to 4:00 pm Monday thru Friday excluding holidays. Exceptions to these hours will be coordinated thru the COR.
  - K. Attachment #1 boundary is defined on the North, West, and South sides by chain-link fence or rock wall. East side is defined up to old cart path from bldg. 163 to corner marker at south end of parking lot 3. From parking lot 3 to chain link fence on south side of parking lot 1 boundary is defined as curb to include approximately 10' around building 168. South side of parking lot 1 and lake is defined by chain link fence. East of lake is defined by imaginary line from boundary marker at end of chain link fence to boundary marker on north chain link fence.
- Area outside of back gate on both north and south side of road down to building 163 driveway and around building 163 is included.

## **DRAFT PWS**

Shaded area around bldgs 190, 191, 104, T-100, 8, and 34 are not included in this contract.

L. Attachment #2 boundary is defined on the north from Elm to end of concrete wall as street curb. From concrete wall to Hopper then to Seventh Street it's defined as parking lot curb. From seventh to Cottage it's defined as street curb. From Cottage to Elm it's defined by chain link fence. From chain-link fence to Seventh its curb of parking lot. From Seventh to Shuffield it's defined by street curb

M. Contractor and all employees will present a professional looking image at all times to include a shirt and/or ID badge which displays contractor name and/or logo.