

**Statement Of Work  
For  
Repair Damaged Concrete on East Driveway and Side Walks**

**GENERAL:**

The contractor shall furnish all labor, materials, equipment, transportation and supervision necessary to repair cracked concrete pavement on east driveway and sidewalks identified around the Regional Office. Service shall be performed at the Veterans Affairs Regional Office, 1600 East Woodrow Wilson Avenue, Jackson, Mississippi 39216. The period of performance is sixty (60) days from the issuance of the notice to proceed.

**SCOPE OF WORK: Requirements**

**(1) Demolition:**

- (a) The contractor shall secure the entry of the east drive and all sidewalks with traffic barriers or safety cones to ensure the work area is safe before starting the demolition portion on the failed concrete.
- (b) The contractor shall saw cut approximately 1400 feet of failed concrete on driveway, sidewalks, and curbs that has been identified to be repaired.
- (c) Remove concrete and fill material under concrete pavement slab for a depth of 8" below finished floor on east driveway, and 4" on sidewalks.

**(2) Site Work:**

- (a) Side Walk: Contractor shall demolish and remove approximately 400 sq. ft. of 4 in. cracked concrete identified during the site visit to be removed. Concrete shall be removed to the nearest expansion/control joints as identified. Saw cut existing control joints as necessary to remove the concrete. Contractor shall excavate and remove existing base material. Prepare, grade, and compact subbase. Contractor shall form up, level, and compact new base material and install steel mesh roll in center of form in order to pour new 4000 psi, reinforced concrete on sidewalks and wheelchair ramp. The new path shall continue the existing slope. The slope shall be field adjusted to allow proper drainage and to match the adjacent elevation. Provide smooth transitions between adjoining section of sidewalk. Contractor shall install an ultra-low modulus, self-leveling, premium-grade, weather and UV resistant silicone sealant with unprimed adhesion to Portland cement at all new joints. Joints around the surrounding area must have old joint sealant removed and new sealant installed where needed.
- (b) Pavement at Stop Sign: Cut and remove approximately a 7' x 19' section of concrete/asphalt near the east gate exit stop sign and install a 6" thick reinforced concrete pad, sloped to allow water to drain toward the east storm drain. To include grading, compaction as required clean up, and all incidental items necessary to complete the work.

- (c) East Driveway: Work includes the demolition and removal (including saw cutting as necessary) of existing damaged concrete and curbs. Saw cut the areas in the east driveway that has been identified and remove material and prepare concrete base with new material. Place processed gravel base for a depth of 8" and compact with fill material. Place new 6 gauge steel mat centered in slab as recommended. Contractor shall form up and pour the new 4000 psi, reinforced concrete and provide a broom finished surface that matches the texture of the existing area and proper slope to match the adjacent elevations.
- (d) Surrounding sections where the concrete is raised at joints must be milled to provide a smooth and even contour to prevent potential tripping hazards.
- (e) Contractor shall remove any existing in-place sealant. Sealant shall be cut loose from each joint face independently using a vertical cutting edge tool. Alternatively, a power driven concrete saw with diamond or abrasive blade may be used. After cutting the existing sealant free from both joint faces, the sealant shall be removed to the depth required to accommodate any separating and/or depth blocking medium used, and to provide the specified depth for the new sealant material to be installed. The existing PCC pavement joints are overwhelmingly 3/16' wide. There are some joints that have widened beyond their original construction. The contractor shall reseal all joints appropriately, no matter their width. Contractor shall plug or seal off the lower portion of the joint groove at a depth with a backer rod to prevent entrance of the sealant below the specified depth. The size of the backer rod required will depend on the joint width. The backer rod shall be compatible with the sealant (see sealant manufacturer's recommendation). The product shall be clean, free of scale or foreign matter, oil or moisture and shall be non-absorbing. The proper size for different joint widths are listed below:

<b>Joint Width</b>	<b>1/4"</b>	<b>3/8"</b>	<b>1/2"</b>	<b>3/4"</b>	<b>1"</b>
Recessed Below Surface	3/8"	3/8"	3/8"	3/8"	3/8"-1/2"
Sealant Thickness	1/4"	1/4"	1/4"	3/8"	1/2"
Backer Rod Diameter	3/8"	1/2"	5/8"	7/8"	1 1/4"
Total Joint Depth	1 1/8"	1 1/8" - 1 1/4"	1 1/4" - 1 3/8"	1 5/8" - 1 3/4"	2 1/4" 2 3/8"

The backer rod shall not be stretched during insertion in the joint. When the existing sealant has been removed to the required depth and the bottom of the joint opening to be resealed is formed by previously installed sealant material (such as in an expansion joint), a nonreactive adhesive backed tape shall be inserted in lieu of the backer rod. The tape shall be 1/8 inch wider than the nominal width of the joints. Sealant compound shall not be placed unless the joint is dry, clean and free of dust. The face of the joint shall be surface dry and the atmospheric and pavement temperature shall both be at least 60 degree Fahrenheit at the time of application of the sealant. Installation of the sealant shall be such that the in-place sealant shall be well bonded to the concrete and free of voids or entrapped air. The joints shall be sealed in a neat and workmanlike manner. Contractor shall recess an ultra-low modulus, self-leveling, premium-grade, weather and UV resistant silicone sealant with unprimed adhesion to Portland cement: Type 1, Class A; ASTM C-920, Type S, Grade P/NS, Class 100/50, Use T (such as Dow Corning 890-SL or approved equal). Contractor shall achieve the required shape so that upon

completion of the work, the surface of the sealant material shall be  $\frac{1}{4} + \frac{1}{8}$  in. below the adjacent pavement surface. The contractor shall "spot up" or refill all low joints before final acceptance. Any excess material on the surface of the pavement shall be removed and the pavement surface shall be left in a clean condition.

- (f) ADA Warning Pads: The contractor is required to provide and install approximately one hundred fifty four (154) feet of 2 foot wide ADA Yellow surface mounted pad. Pads can be felt by the visually impaired with their feet or tapping cane. Unbreakable, flexible urethane material bends and conforms to fit dips, slopes, and inclines in sidewalks and intersections.

**(3) General Conditions:**

- (a) Remove, cut, alter, patch and repair existing work as necessary to install new work. Existing work to be altered or extended and that found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- (b) Thoroughly clean up the work area at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap, used equipment, or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel. Haul away & dump debris and waste to an approved disposal site.
- (c) The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site not to be removed and do not unreasonably interfere with the work required under this contract.
- (d) The Contractor shall coordinate with the Facility Operations Department for parking, material storage, temporary restroom facilities, and any other needs for the work. Public access to the facility shall not be impaired.
- (e) The Contractor shall assume sole responsibility for safety of all persons on or about the construction site, in accordance with applicable laws and codes. Guard all material in accordance with the safety provisions according to OSHA and Associated General Contractors of America (AGC).
- (f) The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor is expected to remove any employee from the Regional Office for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or conduct contrary to the best interest of the Government. If the Contractor fails to act in this regard, or the reason for a removal is immediately required to protect the interest of the Government, the COR may direct the removal of an employee from the premises. Contractor objections to any such action will be referred to the Contracting Officer (CO) for final resolution; however, the Contractor will first immediately comply with the COR direction pending any CO final resolution at a later time or date. The Contractor will not be due any type of compensation for their cost incurred as a

result of an employee being removed for cause; unless the removal is directed by the COR, and is later found invalid and/or unreasonable by the Contracting Officer.

- (g) Clothing shall be presentable and suitable to work while maintain proper appearance and decorum. Clothing shall be clean and cleanliness and personal hygiene are imperative. T-shirts with in-appropriate wording and/or tank tops as outer garments are prohibited. Protective/safety clothing, eye protection, hearing protection, gloves, and shoes shall meet or exceed OSHA and state requirements.
- (h) Behavior and language must be appropriate, reverent, and respectful at all times.

**(4) Housekeeping and Clean-Up:**

- (a) All work areas shall be kept clean and free of safety hazards.
- (b) Contractor shall place visible signs indication hazard work zones.
- (c) All trash shall be removed from the work areas and will be completely removed from the site at the end of the day.

**(5) Disposal:** Disposal of material removed under this contract at an approved disposal site in accordance with all local, state, and federal laws, regulations, and guidelines are the Contractor's sole responsibility. The contractor shall adhere to all OSHA requirements concerning removal, transporting, and disposal of the material.

**(6) 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) The Contractor will complete 20-0344 Annual Certification of Veteran Status and Veteran-Relatives form upon starting. If the contractor/relative is a veteran, the file will be housed in the Locked Files for the duration of the contract.

**(7) Key Personnel:**

- (a) A superintendent, 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 superintendent shall be named in writing and submitted to the Contracting Officer prior to beginning work.

**(8) Contractor Identification:**

All contract personnel attending meetings, answering Government telephones, and 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. Badges will be required for this contract.

**(9) Statistical Information & Site Visit:**

- (a) One (1) site visit will be scheduled by the Contracting Officer prior to closing date of solicitation. The site visit will be conducted by the Contracting Officer's Representative (COR) and include a walk-thru of all areas affected. All questions that can't be answered on the site visit should be submitted to the Contracting Officer in writing as soon as possible.
- (b) Time will be permitted to take measurement and other calculation after the initial site visit if requested in writing.

**(10) Reports and Notifications:**

The Contractor shall notify the Contracting Officer and COR of any work delays immediately upon identification. If dangerous working conditions exist, the Contractor will notify the COR immediately.

**(11) Health and Safety Assessment:**

The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. Based on hazard assessments, The Contractor shall provide or afford each employee personal protection equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, work gloves, hearing protection, safety boots, respirators, etc., IAW OSHA standards for all Contractor employees.

**(12) Damages:**

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

**(13) Submittals:**

The Contractor shall provide the appropriate manufacturer's data, and general features for review and approval for the sealant and concrete mix formula. All substantial and/or finished materials must be approved before being installed by the Contractor.

**(14) Schedule and Progress Meeting:**

Task related to the procurement of long lead materials or equipment shall be directed to the COR immediately. The project shall be monitored, and progress/status shall be discussed weekly.

**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.

**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).

**STATISTICAL INFORMATION & SITE VISIT:**

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.

**DOWNTIME:**

The facility is required to remain operational during normal business hours. Some work **may** be required to be performed after duty hours and/or on weekends as determined by the COR to minimize impact on the mission of VARO Jackson and its employees and visitors.

**WARRANTY:**

A one (1) year warranty on all parts, materials and workmanship is also required.

**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 and annually thereafter.

### **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.