

STATEMENT OF WORK

A. GENERAL INFORMATION

1. INTRODUCTION – This requirement is for asbestos flooring mastic abatement, VCT tile removal in all areas of the Directors office rooms: CE238, CE239, CE240C, CE240D, and CE275 at the Memphis VA Medical Center, 1030 Jefferson Ave, Memphis, TN 38104-2127.
2. BACKGROUND – The requirement exists to remove and abate asbestos mastic glue, VCT tiles and cove base. The areas may contain up to two layers of asbestos mastic and floor tiles.
3. SCOPE OF WORK – The Contractor shall furnish all labor, supervision, and material to remove and abate asbestos mastic, floor tiles and cove base in Rooms CE238, CE239, CE240C, CE240D, CE275 at the Memphis VA Medical Center, 1030 Jefferson Ave, Memphis TN, 38104-2127.
4. PERIOD OF PERFORMANCE – All work shall be completed no later than **30** calendar days from the issuance of the Notice to proceed. Work shall be performed during afterhours between 5PM and 5AM, Monday thru Friday. Work on weekends shall be scheduled with Contracting Officer's Representative (COR).
5. PLACE OF PERFORMANCE – Memphis VA Medical Center, 1030 Jefferson Avenue, Memphis, TN 37129

B. WORK REQUIREMENTS

1. TASKS TO BE ACCOMPLISHED:

- a. Abate approx.800 square feet of flooring, mastic glue, and ACM VCT tiles. There are potentially two layers of flooring and mastic from the following offices: CE238, CE239, CE240C, CE240D, and CE275.
- b. VA staff will remove all furniture and computers as required prior to contractor starting their work.
- c. All work in Office CE238 shall be carried out and completed by itself as a single work unit.
- d. All work in Offices CE239 & CE275 shall be carried out and completed as a grouped work unit at the same time.
- e. All work in Offices CE240C& CE240D shall be carried out and completed as a grouped work unit at the same time.
- f. The Contractor shall provide all equipment to comply with VA standards for dust control by the use of HEPA machines. OSHA compliant signage shall be posted at the work site.
- g. Contractor shall obtain all permits and notifications with the city and county.
- h. The contractor shall have all instate required licenses and must apply for all applicable construction permits. Include a copy of license and certifications showing proof to accomplish abatement in the state of Tennessee.

- i. Provide a third party EPA Certified Licensed Building Inspector to perform a limited asbestos survey of suspect friable and Cat. II non-friable building materials.
 - j. The contractors shall isolate the work area from the remainder of the building with the use of polyethylene sheeting. The material shall be removed using wet methods, HEPA equipped vacuums, wet methods and associated waste shall be disposed properly.
 - k. Contractor and their staff are not permitted to take any pictures, videos or drawings of any type. Taking of photographs/videos are prohibited while on VA premises.
 - l. Contractor and their staff are not permitted to take any pictures, videos or drawings of any type. Taking of photographs/videos are prohibited while on VA premises.
 - m. The badge must be worn facing forward and above the waistline. The contractors staff are required to wear the VA issued badge at all times while on VA premises.
2. **TRAINING:** The contractors staff (those who will be on VA property working) will be required to complete the TMS (20939) training prior to the work beginning. The contractor will either personally bring the training certificates or E-mail the certificates to the COR so they can be kept on file for one year.
- a. You must ensure each contract employee self-enrolls for a profile on the VA TMS by visiting <https://www.tms.va.gov/plateau/user/login.jsp>. Once there, employees should follow the steps below to create a profile, launch the mandatory training, and complete the content prior to their next day at VA.
 - b. Upon completion by all employees, the contractor shall provide their COR with each employee's printed certificate of completion from the TMS. This certificate displays the employee's TMS User ID.
 - c. The TMS training is only good for one year and the contractor is responsible to ensure their staff or persons who will be working on VA property are current.
3. **PROJECT DOCUMENTATION:** Contractor will provide VA disposal documentation. This information will be compiled and organized for submission as part of our closeout package. Copies of the following: to be submitted to the COR/RE.
- a. Project Superintendent's Training Information
 - b. Daily Reports
 - c. Environmental Monitoring
 - d. Waste Transport and Disposal Manifests

C. SUPPORTING INFORMATION

- 1. Contractor Furnished Materials – All labor, materials, equipment to perform the job. When “furnish”, “provide”, “install”, or similar term is used it shall mean a complete installation, ready for use.
- 2. Government Furnished Materials and Services. Government furnished property, if any, will be identified and will only be used for the performance of this contract unless otherwise authorized by the Contracting Officer. The Contractor shall, at all times, take any and all steps necessary for

maintenance and preservation of all Government-furnished property. The Contractor shall comply with all reasonable requests of the Contracting Officer to enclose, or specifically protect, Government-furnished property.

3. Qualifications of Key Personnel – Contractor’s employees shall be knowledgeable of standards associated with this type work.
4. Supervision/Communications. At all times during the performance, the Contractor’s Superintendent (if applicable) shall be available by cellular phone. Prior to beginning any work, the Contractor shall supply the COR with the telephone number for the Superintendent. The Contractor’s “Competent Person” that meets OSHA training guidelines, is capable of making decisions and acting on behalf of the Contractor shall be physically located on site at all times during performance of the contract. If the Contractor’s Competent Person is absent from the job site for an extended period of time, the COR may send all Contractor/sub-contractor employees off the job.
5. Security Requirements: Contractor shall identify which employees will be working under the awarded contract. Contractor personnel shall include employees, sub-contractors, subcontractor employees, suppliers and delivery personnel entering the Medical Center. This does not apply to suppliers and delivery personnel making deliveries to the VA warehouse dock only. Those employees shall bring photo ID to obtain a VA Contractor identification badge that shall be worn above the belt at all times while on Medical Center property. Contractor’s employees shall return all I.D. badges to designated personnel at time designated in the task order.
6. The COR is responsible for the inspection of the work called for in this job. The COR will be identified in the task order by name, telephone number and location. Inspections made by the COR are for the sole benefit of the Government and do not relieve the Contractor of any quality control responsibilities.
7. The Safety Manager is responsible for safety inspections of all contract operations. The Safety Manager contact info will be provided.
8. Verification of Dimensions – The Contractor shall visit the job site to thoroughly familiarize them self with all the details of the work and working conditions. The Contractor shall also verify all dimensions in the field and shall advise the Contracting Officer of any discrepancy before performing any work. The Contractor shall be specifically responsible for the coordination and proper relation of his work to the building, structure, phasing and ensure the safety of employees and workmen.
9. Smoking Policy. The Contractor shall not allow smoking in any building. The Contractor shall ensure employees smoke only in designated outdoor areas, 50 feet away from buildings.
10. Parking/Traffic Regulations. The Contractor shall not park on grassy areas unless approved by the COR and the Contractor agrees to restore areas back to VA standards. Drivers should be particularly concerned with pedestrian traffic. Yield to pedestrians in crosswalks. Posted speed limits and all other traffic controls are to be observed by operators at all times. Seat belt use is mandatory on the VA grounds.

D. VA INFORMATION AND INFORMATION SYSTEM SECURITY/PRIVACY LANGUAGE FOR INCLUSION INTO CONTRACTS, AS APPROPRIATE

1. Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

2. ACCESS TO VA INFORMATION AND VA INFORMATION SYSTEMS

- a. A contractor/subcontractor shall request logical (technical) or physical access to VA information and VA information systems for their employees, subcontractors, and affiliates only to the extent necessary to perform the services specified in the contract, agreement, or task order.
- b. All contractors, subcontractors, and third-party servicers and associates working with VA information are subject to the same investigative requirements as those of VA appointees or employees who have access to the same types of information. The level and process of background security investigations for contractors must be in accordance with VA Directive and Handbook 0710, *Personnel Suitability and Security Program*. The Office for Operations,
- c. Security and Preparedness is responsible for these policies and procedures.
- d. Contract personnel who require access to national security programs must have a valid security clearance. National Industrial Security Program (NISP) was established by Executive Order 12829 to ensure that cleared U.S. defense industry contract personnel safeguard the classified information in their possession while performing work on contracts, programs, bids, or research and development efforts. The Department of Veterans Affairs does not have a
- e. Memorandum of Agreement with Defense Security Service (DSS). Verification of a Security Clearance must be processed through the Special Security Officer located in the Planning and National Security Service within the Office of Operations, Security, and Preparedness.
- f. Custom software development and outsourced operations must be located in the U.S. to the maximum extent practical. If such services are proposed to be performed abroad and are not disallowed by other VA policy or mandates, the contractor/subcontractor must state where all non-U.S. services are provided and detail a security plan, deemed to be acceptable by VA, specifically to address mitigation of the resulting problems of communication, control, data protection, and so forth. Location within the U.S. may be an evaluation factor.
- g. The contractor or subcontractor must notify the Contracting Officer immediately when an employee working on a VA system or with access to VA information is reassigned or leaves the contractor or subcontractor's employ. The Contracting Officer must also be notified immediately by the contractor or subcontractor prior to an unfriendly termination.

3. VA INFORMATION CUSTODIAL LANGUAGE

- a. Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA. This clause expressly limits the contractor/subcontractor's rights to use data as described in Rights in Data- General, FAR 52.227-14(d) (1).
- b. VA information should not be co-mingled, if possible, with any other data on the contractors/subcontractor's information systems or media storage systems in order to ensure VA requirements related to data protection and media sanitization can be met. If co-mingling must be allowed to meet the requirements of the business need, the contractor must ensure that VA's information is returned to the VA or destroyed in accordance with VA's sanitization requirements. VA reserves the right to conduct on site inspections of contractor and subcontractor IT resources to ensure data security controls, separation of data and job

duties, and destruction/media sanitization procedures are in compliance with VA directive requirements.

- c. Prior to termination or completion of this contract, contractor/subcontractor must not destroy information received from VA, or gathered/created by the contractor in the course of performing this contract without prior written approval by the VA. Any data destruction done on behalf of VA by a contractor/subcontractor must be done in accordance with National Archives and Records Administration (NARA) requirements as outlined in VA Directive 6300, *Records and Information Management* and its Handbook 6300.1 *Records Management Procedures*, applicable VA Records Control Schedules, and VA Handbook 6500.1, *Electronic Media*
- d. *Sanitization*. Self-certification by the contractor that the data destruction requirements above have been met must be sent to the VA Contracting Officer within 30 days of termination of the contract.
- e. The contractor/subcontractor must receive, gather, store, back up, maintain, use, disclose and dispose of VA information only in compliance with the terms of the contract and applicable Federal and VA information confidentiality and security laws, regulations and policies. If Federal or VA information confidentiality and security laws, regulations and policies become applicable to the VA information or information systems after execution of the contract, or if NIST issues or updates applicable FIPS or Special Publications (SP) after execution of this contract, the parties agree to negotiate in good faith to implement the information confidentiality and security laws, regulations and policies in this contract.
- f. The contractor/subcontractor shall not make copies of VA information except as authorized and necessary to perform the terms of the agreement or to preserve electronic information stored on contractor/subcontractor electronic storage media for restoration in case any electronic equipment or data used by the contractor/subcontractor needs to be restored to an operating state. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.

4. SECURITY INCIDENT INVESTIGATION

- a. The term “security incident” means an event that has, or could have, resulted in unauthorized access to, loss or damage to VA assets, or sensitive information, or an action that breaches VA security procedures. The contractor/subcontractor shall immediately notify the COR and simultaneously, the designated ISO and Privacy Officer for the contract of any known or suspected security/privacy incidents, or any unauthorized disclosure of sensitive information, including that contained in system(s) to which the contractor/subcontractor has access.
- b. To the extent known by the contractor/subcontractor, the contractor/subcontractor’s notice to VA shall identify the information involved, the circumstances surrounding the incident (including to whom, how, when, and where the VA information or assets were placed at risk or compromised), and any other information that the contractor/subcontractor considers relevant.
- c. With respect to unsecured protected health information, the business associate is deemed to have discovered a data breach when the business associate knew or should have known of a breach of such information. Upon discovery, the business associate must notify the covered entity of the breach. Notifications need to be made in accordance with the executed business associate agreement.

- d. In instances of theft or break-in or other criminal activity, the contractor/subcontractor must concurrently report the incident to the appropriate law enforcement entity (or entities) of jurisdiction, including the VA OIG and Security and Law Enforcement. The contractor, its employees, and its subcontractors and their employees shall cooperate with VA and any law enforcement authority responsible for the investigation and prosecution of any possible criminal law violation(s) associated with any incident. The contractor/subcontractor shall cooperate with VA in any civil litigation to recover VA information, obtain monetary or other compensation from a third party for damages arising from any incident, or obtain injunctive relief against any third party arising from, or related to, the incident.

NOTE: The Contractor employees shall not be considered government employees for any purpose under this contract.