

AGENCY SPECIFIC REQUIREMENT

PROJECT: Primary Care Lease Space—Jacksonville, NC

OBJECTIVE: Lease approximately 3,200 s. f. of Commercial space to provide Primary Care functions to VA patients. The space will contain Exam Rooms and Office space for the functional staff required. Associated with the primary functions of the space will be all necessary Patient Waiting areas, functional corridors, restroom facilities, lab space, charting/record functions, and staff support areas.

Minimum space requirements:

Room	Qty	Area	Total
Waiting Area	1	260	260
Exam Rooms	6	120	720
Unisex Restroom	4	60	240
Laboratory	1	100	100
Check-In/Out Area	1	150	150
Shared Workspace	2	150	300
Storage Closet	1	75	75
Consult/Tele-Health Rooms	2	100	200
Private Office	2	120	240
Break Room	1	150	150
IT Closet	1	100	100
Total NUSF			2,535
Circulation Space @30%			761
Total Sqft			3,296

Parking: 19 parking spaces will be required to support the patient load of the space along the support Medical staff. Handicapped Parking will be required to be designated per code requirements.

Space Entrances: Entrances to the space must be handicapped accessible and meet or exceed ADA requirements.

HOURS OF OPERATION: The hours of operation are Monday through Friday, 7:30am to 4:30pm. The Government shall have access to the subject office space Monday through Friday, 6:00am to 8:00pm without additional payment, including the use, during other than normal hours, of necessary services and utilities, such as elevators, toilets, lights and electric power. Access for Weekends and holidays will be given a two days advance notice from the Contracting Officer Representative, without additional payment. (Weekend and holiday access will be considered to be a rare occurrence.) Government Holidays are as Follows: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, The Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day and any other day authorized by the President of the United States. Lessor shall notify the government of any observed holidays that are not recognized by the government and a contact for emergency access.

Finishes: VA will provide a minimum finish requirement.

Communication: Dedicated Telecom Closet will be provided and prepared to accept all communication needs of the space (Telephone, Computer and Data).

Safety: Space must contain Fire Protection (Sprinkler and Alarm) and meet or exceed minimum code requirements.

Security: Space must be a secure area with fully functional doors and contain locking systems that are acceptable to the Government needs for such space.

Code Requirements: Space must meet all applicable City, State and Federal code requirements for Medical function use of the space.

Environmental Requirements: Space must be free of Asbestos Containing Materials (ACM) and Lead containing products. If such products exist in the space then certification must be provided that products exist in safe functioning condition and are fully contained and do not present a possible health hazard.

Certification: Before the acceptance of the space by the Government, a "Certificate of Occupancy" must be provided.

Specific Details for JANITORIAL SERVICES

The Lessor shall maintain the Premises and all areas of the Property to which the Government has routine access in a clean condition and shall provide supplies and equipment for the term of the Lease. The following schedule describes the level of services intended. Performance will be based on the LCO's evaluation of results, not the frequency or method of performance.

A. Daily. Empty trash receptacles. Sweep entrances, lobbies, and corridors. Sweep floors, and vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restrooms. Clean all restroom fixtures, and replenish restroom supplies. Dispose of all trash and garbage generated in or about the Building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Dust horizontal surfaces that are readily available and visibly require dusting. Spray buff resilient floors in main corridors, entrances, and lobbies. Remove carpet stains. Pick up trash on sidewalks, parking areas, and driveways. Clean glass entry doors to the Space.

1) Exam Rooms - Dust desks, chairs, file cabinets and furniture. Empty all waste, clean and disinfect trash receptacles; inside and out. Wipe exam rooms foot rests. Sweep and mop floors.

B. Three times a week or as needed. Sweep or vacuum stairs.

C. Weekly or as needed. Damp mop and spray buff all resilient floors in restrooms and health units. Sweep sidewalks, parking areas, and driveways (weather permitting), thoroughly dust furniture.

- D. Every two weeks. Spray buff resilient floors in secondary corridors, entrance, and lobbies. Damp mop and spray buff hard and resilient floors in office Space.
- E. Monthly. Completely sweep and/or vacuum carpets. Sweep storage Space. Spot clean all wall surfaces within 70 inches of the floor.
- F. Every two months. Damp wipe restroom wastepaper receptacles, stall partitions, doors, window sills, and frames. Shampoo entrance and elevator carpets.
- G. Three times a year. Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces. Clean metal and marble surfaces in lobbies. Wet mop or scrub garages.
- H. Twice a year. Wash all interior and exterior windows and other glass surfaces. Strip and apply four coats of finish to resilient floors in restrooms. Strip and refinish main corridors and other heavy traffic areas.
- I. Annually. Wash all venetian blinds, and dust 6 months from washing. Vacuum or dust all surfaces in the Building more than 70 inches from the floor, including light fixtures. Vacuum all draperies in place. Strip and refinish floors in offices and secondary lobbies and corridors. Shampoo carpets in corridors and lobbies. Clean balconies, ledges, courts, areaways, and flat roofs.
- J. Every two years. Shampoo carpets in all offices and other non-public areas.
- K. Every five years. Dry clean or wash (as appropriate) all draperies.
- L. As required. Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide and empty exterior ash cans and clean area of any discarded cigarette butts.
- M. Pest control. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the GSA Environmental Management Integrated Pest Management Technique Guide (E402-1001).

SELECTION OF CLEANING PRODUCTS: The Lessor shall use cleaning products (including general purpose cleaners, floor cleaners, hand soap, etc.) that comply with either the Green Seal standard, the UL/EcoLogo standard, EPA's Design for the Environment (DfE) designation, or a substitute acceptable to the LCO. Hand soap products shall also be USDA Certified BioPreferred.

SELECTION OF PAPER PRODUCTS: The Lessor shall select paper and paper products (e.g., restroom tissue and paper towels) conforming to the Green Seal Standard (GS-1), or a substitute acceptable to the LCO.

Statement of Work (SOW) for landscaping Specifics

1. DESCRIPTION OF SERVICES. The contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that

grounds maintenance is performed in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat, and professional appearance.

1.1. MAINTAIN IMPROVED GROUNDS.

1.1.1. Mow Improved Grounds. Grass shall be cut on the schedule determined by the Contractor to maintain the standards listed below. Grass clippings shall be removed or mulched when visible after mowing. Contractor shall maintain the growth of grass height on improved grounds between 1 to 4 inches depending upon the type of grass. The height is a guideline for a neat and professional appearance. All improved grounds shall look well manicured at all times.

- * Kentucky Blue Grass, St. Augustine - 2 to 3 in.
- * Tall Fescue - 2.5 to 3.5 in.
- * Bermuda Grass - 1 to 1.5 in.
- * Zoysia Grass - 1 to 1.5 in.

1.1.2. Edging. Sidewalks, driveways, curbs, and other concrete or asphalt edges located in the improved grounds areas shall be edged at least every other mowing. Edging shall include removal of vegetation from cracks in sidewalks, driveways, and curbs within .5 inch of the edged surface and to a depth of 2.0 inches.

1.1.3. Trimming. Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing. Damage to trees and shrubs from trimming shall be repaired by the contractor. 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. Plant replacement shall occur within 15 days of noticed damage.

1.1.4. Irrigation. All improved areas shall receive sufficient amounts of water, as necessary to present a uniform green color without browning or barren areas resulting from lack of water. The contractor shall provide watering hoses and portable watering devices for irrigating areas that do not have sprinkler systems.

1.1.5. Remove Debris/Police Grounds. The contractor shall perform general litter patrol in all areas. Responsibilities shall include, but not be limited to, the removal and disposal of all natural debris, (tree limbs, dry brush, rodent habitats, dead animals, etc.), and man-made debris. Contractor shall police areas 5 days per week. During the fall months, fallen leaves shall be removed weekly. At other times leaves shall be removed as necessary. Dispose of all debris at an off-base location in accordance with existing local, state, and federal regulations.

1.1.6. Repair Damaged Areas. Areas damaged by contractor vehicles, erosion, drought or insect/diseases shall be seeded, sprigged, or sodded to meet the standards of surrounding areas. Other than lawn areas will be repaired to match the surrounding area.

1.1.7. Apply Fertilizer and/or Lime. The contractor shall perform an effective commercial fertilizer/lime application program for all improved grounds. Approved fertilizers/lime shall be applied in accordance with the manufacturer's instructions. The type and amount of fertilizer or lime applied shall be based on results of a soil test. Soil

tests shall be conducted by the state land management university or equivalent commercial soil laboratory; such tests are the responsibility of the contractor.

1.1.8. Perform Pest Identification and Control. During performance of grounds maintenance services, identify pests and perform pest control. The contractor shall develop an Integrated Pest Management Plan (IPM) for approval. The IPM plan will require the contracting officer's approval. The contractor's IPM plan shall establish the strategy and methods for conducting a safe, effective, and environmentally sound pest management program. Treatment of pests that may damage any portion of grounds shall be in accordance with federal, state regulations. Any pesticides shall be applied by North Carolina certified personnel.

1.1.9. Aerate Soil. Aerate soil on improved grounds to maintain grounds in a healthy state.

1.2. EMERGENCY AND SPECIAL EVENT SERVICES. Upon notification by the contracting officer through the issuance of a delivery order, the contractor shall perform emergency or special event grounds maintenance required in areas covered under this contract. Upon notification of an emergency, the contract manager shall respond within one (1) hour to meet with the contracting officer and COR and initiate emergency services. Upon receiving direction by the contracting officer, contractor personnel shall begin emergency work within two hours. The contracting officer will notify the contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event.

1.3. MAINTAIN SEMI-IMPROVED GROUNDS. (Deleted)

1.4. MAINTAIN TREES/SHRUBS/HEDGES.

1.4.1. Trimming/Pruning. Contractor shall prune trees in improved and semi-improved areas on a 3 to 5 year pruning cycle. Pruning shall be accomplished in accordance with industry (ANSI Z133.1 - 1994) standards. Class II medium pruning shall be used in general on all trees. Class IV pruning shall be used only for lifting, removal, and/or cutback of branches that conflict with normal traffic or safety in the vicinity of the trees. Minimum safety clearance is 14 feet over streets, 12 feet over driveways, 8 feet over walk areas, and 4 feet from buildings. Other trees shall be pruned on an as-required basis to provide safety, clearances and/or to prevent structural damage. Topping and de-horning shall not be permitted. Trimming/pruning of trees around utility poles/power lines is the responsibility of the contractor. Notify the COR when trimming/pruning around utility poles/power lines is needed. Shrubs, small trees, and other plants shall be maintained according to the American Society of Landscape Architect's standards. They shall be pruned as required to maintain their natural growth characteristics. Shrubs and small trees shall be trimmed and pruned to enhance the beauty and health of the plant. Hedges shall be maintained to their natural mature height and shape. Broadleaf evergreens and flowers beds shall be pruned annually or as required maintaining clearances of minimum of 3 inches from buildings, sidewalks, or other obstructions.

1.4.2. Maintain Bedding and Planted Areas. Fertilize, water, edge, eliminate weeds, maintain mulch, and repair or replace damaged plants in shrub and plant beds as

identified in Appendix B. All weeds shall be removed or eradicated manually or mechanically, but not chemically.

1.5. MAINTAIN IRRIGATION SYSTEM: The contractor shall be responsible for the complete management, operation and maintenance of all water control devices and irrigation systems. The contractor shall ensure that the systems are in good working order and in operating condition at all times.

1.6. PERFORM SNOW/ICE REMOVAL

1.6.1. Basic Services. The contractor shall remove snow and ice from all paved areas, sidewalks, steps, stairs, landings, and entrance ramps. The contractor shall ensure a pathway of 3 feet wide is free of snow accumulation, piles, or drifts by removing all snow and ice from sidewalks, steps, landings, and entrance ramps. The contractor shall remove snow, including drift or piles, from all remaining improved surfaces such as parking lots, and sidewalks. The Snow shall be removed when accumulation exceeds one (1) inch or within one (1) hour after snowfall stops. This may require multiple snow/ice removals each day. When snowfall is heavy or accumulations become excessive, the contractor must place excess snow in accumulation points. If snow occurs overnight all surfaces must be clear by 6:00 AM.

1.6.1.1. Remove Ice. The contractor shall immediately remove ice to provide secure footing or safe driving conditions by the snow removal operation, or by sanding with washed sand or salt. The contractor will provide all sand or salt material and shall remove and dispose of excess sand or salt accumulation.

Statement of Work (SOW) for IT Specifics

General: The scope of work herein describes the installation of a network infrastructure (cabling system), and telephone system located at location to be determined (TBD). The telephone, data, and wireless equipment shall encompass all common and peripheral equipment as specified in this document. The contractor shall be responsible for meeting all the contract requirements/specifications for the VAMC Fayetteville. All telephone and data systems installed shall operate according to manufacturer's specifications.

This is a preliminary scope of work (SOW) and is therefore subject to review and modification prior to submittal to the VA Contracting Officer. The contractor shall provide quote to include labor and materials based on this SOW. The contractor and COTR (VAMC OI &T representative) can adjust SOW and pricing up until final SOW submission to Contracting officer. This SOW is not a guarantee of contract award. Upon award, the contractor will provide a brief timeline to completion.

The SOW encompasses the following:

- 1.) Installation of inside cable plant (infrastructure.)
- 2.) Installation of wireless sled housings and associated network cables.
- 3.) Installation of Coaxial cables.
- 4.) Installation of UPS units for data and telephone system.

1. Installation of Inside Cable Plant (infrastructure)

- A.) One (1) CAT5 cable and two (2) CAT 6 cables will be installed in locations in the clinic space determined by the Local OIT staff. See wireless section for additional cable counts. All cables will be plenum rated with "Lifetime Warranty".
- B.) Cables will be terminated using 568B standard. Faceplates will be 4 port Leviton or equal. Jacks will be Leviton or equal. Jacks and faceplates will be electric ivory in color.
- C.) Cables will be labeled at both ends.
- D.) Cables will be tested with results/ documentation furnished to VA COTR.
- E.) Voice cables (CAT 5) will be a different color than data cables (CAT 6).
- F.) Voice cables will be terminated at the user-end using USOC standard, with blue and orange pairs appearing in the top left port and green and brown pairs appearing in the top right port.
- G.) Install backboard in IT closet space for voice terminations. Backboard shall be 4'-0" X 8'-0" and ½" thick. Backboard shall be fixed to stud structure and painted.
- H.) Telephone cables shall terminate using 110 block method. Labelling should coincide with jack labelling. Management for cross-connect shall be installed.
- I.) Cable tray shall be installed in IT closet. Two (2) 7'-0" -19" racks shall be installed for data cables. Patch panels shall be installed equipped with cable management. Data should terminate on patch panels with labelling corresponding to faceplate end.
- J.) All penetrations and fire /smoke barriers shall be fire stopped.
- K.) Grounding of racks shall occur in situations that are called for as stated in the EIA/TIA- BICSI standards.
- L.) All cables shall be neatly dressed with and routed during installation and affixed to building structures. A map with new faceplate locations will be provided to contractor.
- M.) Phone cables will be in proximity to the peripheral shelf cables and allow for cross-connects to be installed neatly.
- N.) Patch panels will be installed in 19 inch rack in communications room. Panduit wire management will be installed both vertically and horizontally for later network connectivity. Rack should be securely mounted to the floor. Cable tray shall be securely mounted to the walls and 19" rack. Rack shall be grounded. Location and bearing shall be confirmed by OI&T personnel prior to installation. Cable should enter communications room and allow a 3 foot service loop dressed to cable tray. Two (2) 19" racks will be installed.
- O.) Cable will be installed and dressed neatly whether it is installed above the ceiling or in the crawlspace. Appropriate and independent cable supports shall be used above ceiling grid. Cable supports should be affixed to building structure.
- P.) Contractor shall provide all materials and labor involved in above scope of work. This is to include racks, ladder tray, management, termination blocks etc.
- Q.) Contractor shall perform all work in accordance with OSHA safety requirements. Contractor shall also abide by all facility/, state and federal safety regulations regarding a safe working environment. Anthony Martin, Safety Officer, VAMC Fayetteville will be available to respond to queries concerning this.

- R.) Any permits and inspections with the city of Jacksonville will be procured and scheduled by the contractor.
- S.) Contractor must be BISCO certified

2. Installation of Wireless Sled Housings

- A.) Sled housings will be purchased by the VAMC Fayetteville.
- B.) Sled housings will be secured to building structure with wire rope, or something with similar tensile strength. The housing shall not be supported by the ceiling grid.
- C.) Two (2) CAT 6 cables will be installed close to the housings. There shall be a 6'-0" tail at the housing end. This is one hundred twenty (120) additional cables. Modular ends shall be crimped on in 568B standard. Cables will be tested and labeled and will be terminated on patch panels in the IT closet. Cables will be identified in IT closet.
- D.) Sled housing locations will be identified by the LAN/NT administrator to the contractor once installation is anticipated.

3. Installation of Coaxial Cables

- A.) RG-6 cable will be installed in 2 locations within the VGCS. The locations are: one (1) in the waiting area, and one (1) in the kitchen/break area.
- B.) 'F' style connectors and Leviton faceplates will be used at these locations.
- C.) Television locations may change and therefore locations may be modified.
- D.) All cables will terminate in ceiling outside IT closet. Cables will be labeled and tested.

4. Installation of Uninterrupted Power Supplies

- A.) one UPS units will be provided by contractor:
- B.) UPS units will have 2 hour battery life. UPS for data will require 208V (30 AMP) L3 circuit. The VAMC will ensure the installation of this circuit
- C.) Installation of these UPS units will be according to manufacturer's specifications.
- D.) Provide a one year warranty on both UPS units and batteries.