

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NO. 552-17-3-6976-0018		PAGE 1 OF 64	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NO.		5. SOLICITATION NUMBER <b>VA250-17-Q-0819</b>	
6. SOLICITATION ISSUE DATE 07/05/2017		7. FOR SOLICITATION INFORMATION CALL:		a. NAME Bob Ivey		b. EMAIL ADDRESS: <a href="mailto:Robert.Ivey@Va.Gov">Robert.Ivey@Va.Gov</a>	
8. OFFER DUE DATE/LOCAL TIME <b>08-15-2017 2:00 PM</b>		9. ISSUED BY Department of Veterans Affairs Network Contracting Office (NCO) 10 3140 Governor's Place Blvd. - Suite 210 Kettering OH 45409-1337		CODE 701 AK/552		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input checked="" type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 238210 SIZE STANDARD: \$15 Million	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING N/A	
14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		15. DELIVER TO Department of Veterans Affairs Dayton VA Medical Center Engineering Service - Attn: Mr. Brian 4100 West Third Street Dayton OH 45428-9000		CODE		16. ADMINISTERED BY Department of Veterans Affairs Network Contracting Office (NCO) 10 3140 Governor's Place Blvd. Suite 210 Kettering OH 45409-1337	
17a. CONTRACTOR/OFFEROR TELEPHONE NO. DUNS: DUNS+4:		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY Department of Veterans Affairs FMS-VA-2(101) Financial Services Center PO Box 149971 Austin TX 78714-9971 PHONE: FAX:	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES	
21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
0001		Electrical Testing and Preventative Maintenance of the Dayton VA Medical Center's Electrical Distribution System.		01 JB		\$	
(Use Reverse and/or Attach Additional Sheets as Necessary)							
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				29. AWARD OF CONTRACT: REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED	



Department of Veterans Affairs  
FMS VA-9(101) Financial Services Center  
PO Box 149971  
Austin TX 78714-9971

ACKNOWLEDGMENT OF AMENDMENTS: The offeror acknowledges receipt of amendments to the Solicitation numbered and dated as follows:

Amendment #	Date	Initials

# STATEMENT OF WORK (SOW)

## Electrical Testing and Preventative Maintenance of the Dayton VA Medical Center's Electrical Distribution System

### WORK INCLUDED

1. This specification covers all work necessary to provide electrical switchgear and substation maintenance at the Dayton VA Medical Center 4100 West Third Street Dayton, Ohio 45428.
2. Contractor shall provide all necessary labor, management, training, certification, transportation, and equipment required to perform testing and maintenance to electrical switchgear and substations.
3. All work shall be coordinated and scheduled through Engineering's Contracting Officer's Technical Representative (COTR) as to minimize disruption to normal patient care. Power outages must be carefully planned and preapproved by the Medical Center. Outages must be performed after normal business hours usually between 5:30 pm and 12 mid-nights unless otherwise approved by the medical center. Schedule outages with the COR a minimum of two-weeks before planned outages are to occur.
4. The proposed work is investigative in nature and could reveal a need for corrective maintenance, replacement of parts, or even replacement of complete system elements. The contractor shall notify the Contracting Officer's Representative (COR) if any of the defects found during this investigation require immediate attention. The contractor shall not take any action to repair without a proper purchase order as these services are not covered in this SOW.
5. No such additional work or repair work shall be performed without prior approval from the Contracting Officer or authorized Purchase Cardholder. Any unapproved repair work shall be deemed to have been performed at the convenience of the contractor and Government shall make no reimbursement for the services rendered.
6. Furnish in writing a detailed report including photographs of the results of the inspection/testing including any test data, general physical condition, damage/non-operating equipment. Cost estimates for any repairs and/or equipment replacement that were identified from this maintenance, recommendations for PM cycles (Additional Testing). Contractor shall furnish two copies of reports and photographs in a binder neatly arranged with dividers for each item and sub-item. Contractor shall also furnish reports in electronic PDF or on Compact Disks.

7. All work shall meet the current standards of the latest “International Electrical Testing Association” (NETA), be performed by a company that is a ten year member of NETA.
8. A NETA certified Field Service Engineer is required to supervise the maintenance, inspection, testing and calibration of the electrical distribution system equipment as outlined in the specifications.
9. All work must be performed under the supervision of a member of NETA and completed by NETA test certified technician.
10. Please provide copy of the above mentioned NETA certification along with bid.
11. The contractor shall be in the High/Medium Voltage Maintenance business for the last ten years and located within a 100 mile radius of the Dayton VA Medical Center.
12. An Infra-Red Inspection will be performed of the hospital equipment located in Buildings 310, 322, 330, 335, 340 & 341 before associated outages occur. The contractor shall provide a written report of their findings, after inspection is completed, to Mr. Brian Hays, Chief, Maintenance & Operations/COR. The Dayton VA Medical Center will supply a person to assist the technicians with locating the equipment included in the infrared inspections.
13. Contractor shall have 365 Calendar Days from receipt of the Notice to Proceed to complete the work.

**The following equipment must be inspected, tested, lubricated, and cleaned as noted:**

**69KV SUBSTATION (SOUTH)**

- ITEM #1. ONE (1) S&C ELECTRIC 69KV TYPE SERIES 2000 THREE PHASE SF6 GANG OPERATED CIRCUIT SWITCHER.  
Inspect and test as per appendix #1
- ITEM #2. THREE (3) WESTINGHOUSE ELECTRIC 69KV SINGLE PHASE STATION CLASS SURGE ARRESTERS.  
Clean, inspect, and test as per appendix #2.
- ITEM #3. ONE (1) WESTINGHOUSE 67KV-12470/7200V 10/12.5MVA THREE-PHASE OIL FILLED POWER TRANSFORMER WITH LOAD TAP CHANGER, HAVING 360 GALLONS OF MINERAL OIL (SERIAL# SLL5467-2)  
Clean, inspect, and test as per appendix #3.
- ITEM #4. THREE (3) GENERAL ELECTRIC 15KV SINGLE PHASE STATION CLASS SURGE ARRESTERS.  
Clean, inspect, and test as per appendix #2.
- ITEM #5. FIVE (5) WESTINGHOUSE 15KV TYPE VCP-W 1200A THREE-PHASE DRAW OUT VACUUM CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #4.
- ITEM #6. THREE (3) WESTINGHOUSE TYPE HU-87 SINGLE PHASE TRANSFORMER DIFFERENTIAL RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #7. THREE (3) WESTINGHOUSE TYPE CV6-27 SINGLE PHASE UNDERVOLTAGE RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #8. THREE (3) WESTINGHOUSE TYPE KAB-87 SINGLE PHASE BUS DIFFERENTIAL RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #9. THREE (3) WESTINGHOUSE TYPE CO9-50/51 SINGLE PHASE TIME OVER-CURRENT RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #10. TWENTY (20) WESTINGHOUSE TYPE CO9-51 SINGLE PHASE TIME OVER-CURRENT RELAYS  
Clean, inspect, and test as per Appendix #5.

## **69KV SUBSTATION (NORTH)**

- ITEM #11. ONE (1) S&C ELECTRIC 69KV TYPE SERIES 2000 THREE PHASE SF6 GANG OPERATED CIRCUIT SWITCHER.  
Inspect and test as per appendix #1
- ITEM #12. THREE (3) WESTINGHOUSE ELECTRIC 69KV SINGLE PHASE STATION CLASS SURGE ARRESTERS  
Clean, inspect, and test as per Appendix #2.
- ITEM #13. ONE (1) WESTINGHOUSE 67KV-12470/7200V 10/12.5MVA THREE-PHASE OIL FILLED POWER TRANSFORMER WITH LOAD TAP CHANGER, HAVING 360 GALLONS OF MINERAL OIL (SERIAL# SLL5467-1)  
Clean, inspect, and test as per Appendix #3.
- ITEM #14. THREE (3) GENERAL ELECTRIC 15KV SINGLE PHASE STATION CLASS SURGE ARRESTERS  
Clean, inspect, and test as per Appendix #2.
- ITEM #15. SEVEN (7) WESTINGHOUSE 15KV TYPE VCP-W 1200A THREE-PHASE DRAW OUT VACUUM CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #4.
- ITEM #16. THREE (3) WESTINGHOUSE TYPE HU-87 SINGLE PHASE TRANSFORMER DIFFERENTIAL RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #17. THREE (3) WESTINGHOUSE TYPE CV6-27 SINGLE PHASE UNDERVOLTAGE RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #18. THREE (3) WESTINGHOUSE TYPE KAB-87 SINGLE PHASE BUS DIFFERENTIAL RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #19. THREE (3) WESTINGHOUSE TYPE CO9-50/51 SINGLE PHASE TIME OVER-CURRENT RELAYS  
Clean, inspect, and test as per Appendix #5.
- ITEM #20. TWENTY-EIGHT (28) WESTINGHOUSE TYPE CO9-51 SINGLE PHASE TIME OVER-CURRENT RELAYS  
Clean, inspect, and test as per Appendix #5.

### **BLDG #310 SUBSTATION #1 (A/B)**

- ITEM #21. FOUR (4) SQUARE D ELECTRIC 15KV 600A TYPE HVL METAL ENCLOSED GANG-OPERATED LOAD INTERRUPTER SWITCHES.  
Clean, inspect, lubricate and test as per appendix #6
- ITEM #22. TWO (2) SQUARE D ELECTRIC 1000KVA 12470-480/277V THREE-PHASE BIO TEMP FILLED DISTRIBUTION TRANSFORMERS.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #23. SIX (6) SQUARE D ELECTRIC SINGLE PHASE 15KV CLASS SURGE ARRESTERS.  
Clean, inspect, and test as per appendix #2
- ITEM #24. FOUR (4) SQUARE D ELECTRIC 480V TYPE NW-16-H3 1600A THREE-PHASE DRAWS OUT ELECTRICAL OPERATED AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.
- ITEM #25. EIGHT (8) SQUARE D ELECTRIC 480V TYPE NW-08-H3 800A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.

### **BLDG #310 GENERATOR BREAKERS**

- ITEM #26. TWO (2) SQUARE D 480V 800A TYPE NT-08LI THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKERS.  
Clean, inspect, and test as per appendix #10
- ITEM #27. FIVE (5) SQUARE D 480V 600A TYPE PJ THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKERS.  
Clean, inspect, and test as per appendix #10

### **BLDG #330 SUBSTATION (USA, USB)**

- ITEM #28. FOUR (4) WESTINGHOUSE 15KV 600A TYPE WLI METAL ENCLOSED GANG-OPERATED AIR SWITCHES.  
Clean, inspect, lubricate and test as per appendix #6
- ITEM #29. TWO (2) SQUARE D 2000KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMERS.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #30. SIX (6) WESTINGHOUSE SINGLE PHASE 15KV CLASS SURGE ARRESTERS.  
Clean, inspect, and test as per appendix #2



ITEM #31. TWO (2) WESTINGHOUSE 480V TYPE DS-632 3200A THREE-PHASE  
DRAW OUT AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.

ITEM #32. SIX (6) WESTINGHOUSE 480V TYPE DS-416 1600A THREE PHASE  
DRAW OUT AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.

**BLDG #330 SUBSTATION (US1A, US1B)**

ITEM #33. FOUR (4) WESTINGHOUSE 15KV 600A TYPE WLI METAL ENCLOSED  
GANG-OPERATED AIR SWITCHES.  
Clean, inspect, lubricate and test as per appendix #6

ITEM #34. TWO (2) WESTINGHOUSE 1500KVA 12470-480/277V THREE-PHASE  
OIL FILLED DISTRIBUTION TRANSFORMERS.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

ITEM #35. SIX (6) WESTINGHOUSE SINGLE PHASE 15KV CLASS SURGE  
ARRESTERS.  
Clean, inspect, and test as per appendix #2

ITEM #36. THREE (3) WESTINGHOUSE 480V TYPE DS-632 3200A THREE-  
PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.

ITEM #37. TWELVE (12) WESTINGHOUSE 480V TYPE DS-416 1600A THREE-  
PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.

**BLDG #330 SUBSTATION (US1C, US1D)**

ITEM #38. FOUR (4) WESTINGHOUSE 15KV 600A TYPE WLI METAL ENCLOSED  
GANG-OPERATED AIR SWITCHES.  
Clean, inspect, lubricate and test as per appendix #6

ITEM #39. TWO (2) WESTINGHOUSE 1500KVA 12470-480/277V THREE-PHASE  
OIL FILLED DISTRIBUTION TRANSFORMERS.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

ITEM #40. SIX (6) WESTINGHOUSE SINGLE PHASE 15KV CLASS SURGE  
ARRESTERS.  
Clean, inspect, and test as per appendix #2

ITEM #41. THREE (3) WESTINGHOUSE 480V TYPE DS-632 3200A THREE-  
PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.

- ITEM #42. TWENTY (20) WESTINGHOUSE 480V TYPE DS-416 1600A THREE-PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS  
Clean, inspect, lubricate, and test as per Appendix #8.

**BLDG #330 SUBSTATION (US1X, US1P)**

- ITEM #43. FOUR (4) WESTINGHOUSE 15KV 600A TYPE WLI METAL ENCLOSED GANG-OPERATED AIR SWITCHES.  
Clean, inspect, lubricate and test as per appendix #6
- ITEM #44. ONE (1) WESTINGHOUSE 1500KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMERS (US-1P).  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #45. ONE (1) WESTINGHOUSE 1000KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMERS (US-1X).  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #46. SIX (6) WESTINGHOUSE SINGLE PHASE 15KV CLASS SURGE ARRESTERS.  
Clean, inspect, and test as per appendix #2
- ITEM #47. ONE (1) WESTINGHOUSE 480V TYPE DS-632 3200A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKER.  
Clean, inspect, lubricate and test as per Appendix #8
- ITEM #48. TWO (2) WESTINGHOUSE 480V TYPE DS-420 2000A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS.  
Clean, inspect, lubricate and test as per Appendix #8
- ITEM #49. FOURTEEN (14) WESTINGHOUSE 480V TYPE DS-416 1600A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS.  
Clean, inspect, lubricate and test as per Appendix #8

**BLDG #330 GENERATOR BREAKERS (UNITS 1-4)**

- ITEM #50. NINE (9) SQUARE D 480V TYPE NW-16H 1600A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS.  
Clean, inspect, lubricate and test as per Appendix #8
- ITEM #51. ONE (1) SQUARE D 480V TYPE NW-08H 800A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKER.  
Clean, inspect, lubricate and test as per Appendix #8

### **BLDG #330 GENERATOR BREAKERS (UNITS 6-7)**

- ITEM #52. FOUR (4) SQUARE D 480V TYPE NW-32H 3200A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS.  
Clean, inspect, lubricate and test as per Appendix #8
- ITEM #53. ONE (1) SQUARE D 480V TYPE NW-16H 1600A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKER.  
Clean, inspect, lubricate and test as per Appendix #8
- ITEM #54. FOUR (4) SQUARE D 480V TYPE NW-08H 800A THREE PHASE DRAW OUT AIR FRAME CIRCUIT BREAKERS.  
Clean, inspect, lubricate and test as per Appendix #8

### **BLDG #147 SUBSTATION (T-1)**

- ITEM #55. ONE (1) SQUARE D 500KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

### **BLDG #126 SUBSTATION (T-2)**

- ITEM #56. ONE (1) ASEA BROWN BOVERI 225KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

### **BLDG #128 SUBSTATION (T-3)**

- ITEM #57. ONE (1) WESTINGHOUSE ELECTRIC 150KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

### **BLDG #118 SUBSTATION (T-4.1) (PROTESTANT CHAPEL)**

- ITEM #58. ONE (1) COOPER ELECTRIC 167KVA 12470-240/120V SINGLE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #9

### **BLDG #119 SUBSTATION (T-4.2)**

- ITEM #59. ONE (1) ASEA BROWN BOVERI 50KVA 7200-240/120V SINGLE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #9

**BLDG #121 SUBSTATION (T-4.3)**

- ITEM #60. ONE (1) ASEA BROWN BOVERI 150KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #116 SUBSTATION (T-5)**

- ITEM #61. ONE (1) ASEA BROWN BOVERI 150KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #120 SUBSTATION (T-5A/T-5B)**

- ITEM #62. TWO (2) ASEA BROWN BOVERI 150 & 500 KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #115 SUBSTATION (T-6)**

- ITEM #63. ONE (1) ASEA BROWN BOVERI 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #64. ONE (1) WESTINGHOUSE 208V 2000A TYPE THREE PHASE STAIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER (DIGITRIP 310).  
Clean, inspect, and test as per appendix #10

**BLDG #400 SUBSTATION (T-7)**

- ITEM #65. ONE (1) ASEA BROWN BOVERI 300KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #210/214 SUBSTATION (T-8)**

- ITEM #66. ONE (1) ASEA BROWN BOVERI 1225KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

#### **BLDG #162 SUBSTATION (T-9)**

- ITEM #67. ONE (1) ASEA BROWN BOVERI 75KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

#### **BLDG #305 SUBSTATION (T-12)**

- ITEM #68. ONE (1) ASEA BROWN BOVERI 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #69. ONE (1) GENERAL ELECTRIC 480V 1600A TYPE POWER BREAK THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)  
Clean, inspect, and test as per appendix #10

#### **BLDG #408 SUBSTATION (T-13)**

- ITEM #70. ONE (1) ASEA BROWN BOVERI 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #71. ONE (1) GENERAL ELECTRIC 480V 1600A TYPE POWER BREAK THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)  
Clean, inspect, and test as per appendix #10

#### **BLDG #143 SUBSTATION (T-14)**

- ITEM #72. ONE (1) ASEA BROWN BOVERI 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

#### **BLDG #131 SUBSTATION (T-14A)**

- ITEM #73. ONE (1) ASEA BROWN BOVERI 75KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #220 SUBSTATION (T-15)**

- ITEM #74. ONE (1) ASEA BROWN BOVERI 50KVA 7200-240/120V SINGLE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #9

**BLDG #221 SUBSTATION (T-15A)**

- ITEM #75. ONE (1) ASEA BROWN BOVERI 50KVA 7200-240/120V SINGLE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #9

**BLDG #127 SUBSTATION (T-16)**

- ITEM #76. ONE (1) ASEA BROWN BOVERI 150KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #129 SUBSTATION (T-16A)**

- ITEM #77. ONE (1) ASEA BROWN BOVERI 150KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #402 SUBSTATION (T-17.1)**

- ITEM #78. ONE (1) T&R ELECTRIC 500KVA 12470/7200-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #401 SUBSTATION (T-17.2)**

- ITEM #79. ONE (1) ASEA BROWN BOVERI 225KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #225 SUBSTATION (T-18.1)**

- ITEM #80. ONE (1) ASEA BROWN BOVERI 100KVA 7200-240/120V SINGLE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #9

### **BLDG #226 SUBSTATION (T-18.2)**

- ITEM #81. ONE (1) ASEA BROWN BOVERI 100KVA 7200-240/120V SINGLE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #9

### **BLDG #302 SUBSTATION (T-19)**

- ITEM #82. ONE (1) ASEA BROWN BOVERI 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #83. ONE (1) GENERAL ELECTRIC 480V 1200A TYPE POWER BREAK THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)  
Clean, inspect, and test as per appendix #10
- ITEM #84. ONE (1) GENERAL ELECTRIC 480V 1600A TYPE POWER BREAK THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)  
Clean, inspect, and test as per appendix #10

### **BLDG #410 SUBSTATION (T-20.1)**

- ITEM #85. ONE (1) SQUARE D ELECTRIC 750KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7
- ITEM #86. ONE (1) SQUARE D 480V 2000A TYPE RG-2000 THREE PHASE STAIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER.  
Clean, inspect, and test as per appendix #10
- ITEM #87. ONE (1) SQUARE D 480V 800A TYPE PJ THREE PHASE STAIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER.  
Clean, inspect, and test as per appendix #10
- ITEM #88. ONE (1) GENERAL ELECTRIC 480V 800A TYPE POWER BREAK THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)  
Clean, inspect, and test as per appendix #10

### **BLDG #411 SUBSTATION (T-20.2)**

- ITEM #89. ONE (1) ASEA BROWN BOVERI 750KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

ITEM #90. ONE (1) GENERAL ELECTRIC 480V TYPE AKR-4A-75 3000A THREE-PHASE DRAWS OUT ELECTRICAL OPERATED AIR FRAME CIRCUIT BREAKER

Clean, inspect, lubricate, and test as per Appendix #8.

ITEM #91. ONE (1) GENERAL ELECTRIC 480V 2000A TYPE POWER BREAK THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)

Clean, inspect, and test as per appendix #10

#### **BLDG #411 SUBSTATION (T-20.3)**

ITEM #92. ONE (1) VANTRAN ELECTRIC 1000KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7

#### **BLDG #409 SUBSTATION (T-21)**

ITEM #93. ONE (1) ASEA BROWN BOVERI 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7

ITEM #94. ONE (1) WESTINGHOUSE 480V TYPE DS-416 1600A THREE-PHASE STATIONARY MOUNTED AIR FRAME CIRCUIT BREAKER

Clean, inspect, lubricate, and test as per Appendix #10.

ITEM #95. ONE (1) SQUARE D 480V 2000A TYPE RG-2000 THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER.

Clean, inspect, and test as per appendix #10

ITEM #96. ONE (1) SQUARE D 480V 1200A TYPE PG THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER.

Clean, inspect, and test as per appendix #10

ITEM #97. ONE (1) GENERAL ELECTRIC 480V 1200A TYPE SPECTRA RMS THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)

Clean, inspect, and test as per appendix #10

#### **BLDG #412 SUBSTATION (T-22)**

ITEM #98. ONE (1) ASEA BROWN BOVERI 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7



- ITEM #99. ONE (1) GENERAL ELECTRIC 480V 1600A TYPE POWER BREAK THREE PHASE STATIONARY MOUNTED INSULATED CASE CIRCUIT BREAKER. (MICRO-VERSA TRIP PLUS)  
Clean, inspect, and test as per appendix #10

**BLDG #135/137/139 SUBSTATION (T-23)**

- ITEM #100. ONE (1) ASEA BROWN BOVERI 150KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #128 SUBSTATION (SL-26.3)**

- ITEM #101. ONE (1) ASEA BROWN BOVERI 45KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #214 SUBSTATION (SL-27)**

- ITEM #102. ONE (1) ASEA BROWN BOVERI 45KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #116 SUBSTATION (SL-28)**

- ITEM #103. ONE (1) ASEA BROWN BOVERI 45KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #135 SUBSTATION (SL-29)**

- ITEM #104. ONE (1) ASEA BROWN BOVERI 45KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

**BLDG #320 480V SUBSTATION (T-30)**

- ITEM #105. ONE (1) WESTINGHOUSE 15KV 600A TYPE WLI METAL ENCLOSED GANG-OPERATED AIR SWITCH.  
Clean, inspect, lubricate and test as per appendix #6
- ITEM #106. ONE (1) WESTINGHOUSE ELECTRIC 750KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

ITEM #107. THREE (3) WESTINGHOUSE SINGLE PHASE 15KV CLASS SURGE ARRESTERS.

Clean, inspect, and test as per appendix #2

ITEM #108. ONE (1) WESTINGHOUSE ELECTRIC 480V TYPE DS-416 1600A THREE-PHASE STATIONARY MOUNTED AIR FRAME CIRCUIT BREAKER WITH AMPTECTOR 1A TRIP UNIT  
(T-30 Secondary Main)

Clean, inspect, lubricate, and test as per Appendix #10.

#### **BLDG #307 SUBSTATION (T-31)**

ITEM #109. ONE (1) SQUARE D ELECTRIC 500KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7

ITEM #110. ONE (1) ITE ELECTRIC 480V TYPE K-1600S 1600A THREE-PHASE STATIONARY MOUNTED AIR FRAME CIRCUIT BREAKER (SS-3)

Clean, inspect, lubricate, and test as per Appendix #10.

#### **BLDG #315 SUBSTATION (T-33)**

ITEM #111. ONE (1) ASEA BROWN BOVERI 750KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7

#### **BLDG #1301 SUBSTATION (T-34)**

ITEM #112. ONE (1) ASEA BROWN BOVERI 300KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7

#### **BLDG #108 SUBSTATION (T-35)**

ITEM #113. ONE (1) ASEA BROWN BOVERI 225KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7

#### **BLDG #340 SUBSTATION (T-36)**

ITEM #114. ONE (1) COOPER ELECTRIC 750KVA 12470-480/277V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.

*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*

Clean, inspect, and test as per appendix #7

### **BLDG #133 SUBSTATION (T-37)**

- ITEM #115. ONE (1) ASEA BROWN BOVERI 75KVA 12470-208/120V THREE-PHASE OIL FILLED DISTRIBUTION TRANSFORMER.  
*PRIMARY & SECONDARY CABLES WILL BE DISCONNECTED.*  
Clean, inspect, and test as per appendix #7

### **15KV PADMOUNT SWITCHES**

- ITEM #116. TWENTY (20) FPE ELECTRIC 15KV 600A THREE PHASE PADMOUNT METAL ENCLOSED SWITCHES.  
Clean, inspect, and perform infrared inspection as per appendix #11

### **INFRA-RED INSPECTION**

- ITEM #117. INFRA-RED INSPECTION OF HOSPITAL EQUIPMENT LOCATED IN BUILDINGS 310, 322, 330, 335, 340 & 341.  
EQUIPMENT INCLUDES DRY-TYPE TRANSFORMERS, DISTRIBUTION PANELS/MCCs AND ATS SWITCHES, BOTH NORMAL AND EMERGENCY POWER.  
An infra-red inspection should be performed on your entire electrical system each year. This will indicate any loose electrical connections, insufficient contact pressures, excessive conductor loading, etc. This inspection should be completed under normal loading conditions and in advance of any upcoming equipment shutdown periods. With this inspection, you will receive a photograph(s) and an engineering report, which will indicate any problem areas found during this inspection.

### **BLDG #310 – 208/120 V Transformers**

- ITEM #118. FOURTEEN (14) 30 kVA – 75 kVA 480 V-208/120 V THREE-PHASE DRY TYPE TRANSFORMERS  
Inspect, infrared, and clean exterior enclosures only

### **BLDG #322 – 208/120 V Transformers**

- ITEM #119. TEN (10) 30 kVA – 75 kVA 480 V-208/120 V THREE-PHASE DRY TYPE TRANSFORMERS  
Inspect, infrared, and clean exterior enclosures only

### **BLDG #330 – 208/120 V Transformers**

- ITEM #120. SEVENTY-FIVE (75) 15 kVA – 75 kVA 480 V-208/120 V THREE-PHASE DRY TYPE TRANSFORMERS  
Inspect, infrared, and clean exterior enclosures only

**BLDG #335 – 208/120 V Transformers**

ITEM #121. SEVEN (7) 30 kVA – 225 kVA 480 V-208/120 V THREE-PHASE DRY TYPE TRANSFORMERS

Inspect, infrared, and clean exterior enclosures only

**BLDG #340 – 208/120 V Transformers**

ITEM #122. THREE (3) 45 kVA – 112.5 kVA 480 V-208/120 V THREE-PHASE DRY TYPE TRANSFORMERS

Inspect, infrared, and clean exterior enclosures only

**BLDG #341 – 208/120 V Transformers**

ITEM #123. TWO (2) 75 kVA – 150 kVA 480 V-208/120 V THREE-PHASE DRY TYPE TRANSFORMERS

Inspect, infrared, and clean exterior enclosures only

\*\*\*

## **APPENDIX #1**

### **SF6 CIRCUIT SWITCHER**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical damage and compare nameplate data with plans and specifications.
- ❑ Perform mechanical operator tests in accordance with manufacturer's instructions.
- ❑ Check gas pressure indicator.
- ❑ Check pole opening indicator. Operate breaker several times to check mechanism operation.

#### **B) ELECTRICAL TESTS**

- ❑ Perform contact resistance test across each pole, closed and open.
- ❑ Perform insulation resistance tests, pole-to-pole, pole-to-ground, and across open poles at 2500V minimum.
- ❑ Circuit Switcher to be tripped by operation of each protective device, if possible.
- ❑ Perform timing tests, if possible.

\*\*\*

## **APPENDIX #2**

### **MEDIUM AND HIGH VOLTAGE SURGE PROTECTION DEVICES**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ☐ Inspect for physical damage.
- ☐ Compare nameplate information with latest single line diagram and report discrepancies.
- ☐ Inspect for proper mounting and adequate clearances.
- ☐ Check tightness of connections.
- ☐ Check ground lead on each device for individual attachment to ground bus or ground electrode.

#### **B) ELECTRICAL TESTS**

- ☐ Perform an insulation power factor test.
- ☐ Perform an insulation resistance test.

\*\*\*

## **APPENDIX #3**

### **TRANSFORMERS - LIQUID FILLED**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical damage. Make a close examination for all damage that may have occurred as the result of environment, or other problems, which could interfere with normal operation.
- ❑ Verify proper manual operation such as fans, pumps, indicators, tap changer, and gas pressurization system.
- ❑ Check all liquid in tanks and bushings for proper level and inspect for oil leaks.
- ❑ Perform specific inspection and mechanical tests as recommended by manufacturer.
- ❑ Perform tap changer inspection. Pump liquid from compartment, remove covers, clean all carbon, dirt, etc. from internal parts and walls. Thoroughly inspect all moving and stationary contacts, pins, supports, springs, holders, gaskets, wear indicators, etc. Return oil back into tap changer by filter press.

#### **B) ELECTRICAL TESTS**

- ❑ Insulation resistance tests shall be performed winding-to-winding and winding-to-ground. Appropriate guard shall be utilized over all bushings.
- ❑ Insulation power factor tests shall be made on all high and low voltage winding and bushings. Overall dielectric loss and power factor (CH, CL, CHL) shall be determined. Ungrounded specimen tests (UST) shall be made on any bushing equipped with power factor or capacitance taps.
- ❑ A turn's ratio test shall be performed between windings for all tap positions.
- ❑ Perform winding resistance test on each winding in final tap position.
- ❑ Perform a ground resistance test on each transformer main grounding system.
- ❑ Insulating oil shall be sampled in accordance with ASTM D-923. Sample shall be laboratory tested for:

- a) Dielectric breakdown voltage, Acid neutralization number, Specific gravity
- b) Interfacial tension, Color, Visual condition, PPM water
- c) Perform dissolved gas analysis (DGA)

\*\*\*



## **APPENDIX #4**

### **CIRCUIT BREAKER - MEDIUM VOLTAGE - VACUUM**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical damage.
- ❑ Inspect anchorage, alignment, and grounding.
- ❑ Perform all mechanical operational tests on both the circuit breaker and its operating mechanism.
- ❑ Measure critical distances such as contact gap, as recommended by manufacturer.

#### **B) ELECTRICAL TESTS**

- ❑ Perform a contact resistance test.
- ❑ Trip circuit breaker by operation of each protective device.
- ❑ Perform insulation resistance tests, pole-to-pole, pole-to-ground, and across open poles at 2500V minimum.
- ❑ Perform vacuum bottle integrity test (overpotential) across each vacuum bottle with the breaker in the open position in strict accordance with manufacturer's instructions. **DO NOT EXCEED MAXIMUM VOLTAGE STIPULATED FOR THIS TEST.** Do not perform this test unless the contact displacement of each interrupter is within manufacturer's tolerance. Be aware that some DC high potential test sets are half-wave rectified and may produce peak voltages in excess of the breaker manufacturer's recommended maximum.

\*\*\*

## **APPENDIX #5**

### **PROTECTIVE RELAYS**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Relays shall be inspected for physical damage.
- ❑ Inspect cover gasket, cover glass, and presence of foreign materials, moisture, and condition of spiral spring, disc clearance, contacts, and case short in contacts if present.
- ❑ Check mechanically for freedom of movement, proper travel and alignment, and tightness of mounting hardware and tap plugs.
- ❑ Perform all settings in accordance with owner/user's provided settings.

#### **B) ELECTRICAL TESTS**

- ❑ Perform the following tests on the nominal settings specified by owner/user's electrical engineer:
  - a) Pickup parameters on each operating element.
  - b) Timing test shall be performed at two (2) points on time dial curve.
  - c) Pickup targets and seal in units.
  - d) Special tests as required to check operation of restraint, direction, and other elements per manufacturer's instructions.

\*\*\*

## **APPENDIX #6**

### **AIR SWITCHES - MEDIUM VOLTAGE - METAL ENCLOSED**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical and mechanical condition.
- ❑ Check for proper anchorage and required area clearances.
- ❑ Verify that fuse size and types correspond to drawings.
- ❑ Check blade alignment and arc interrupter operation.
- ❑ Check each fuse holder for adequate mechanical support for each fuse.
- ❑ Test all electrical and mechanical interlock systems for proper operation and sequencing.
- ❑ Clean entire switch using approved methods and materials.
- ❑ Verify proper phase barrier materials and installation.
- ❑ Lubricate as required.

#### **B) ELECTRICAL TESTS**

- ❑ Perform insulation resistance tests on each pole, phase-to-phase and phase-to-ground for one (1) minute.
- ❑ Perform contact resistance tests across each switch blade and fuse holder.

\*\*\*

## **APPENDIX #7**

### **TRANSFORMERS - LIQUID FILLED**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical damage. Make a close examination for all damage that may have occurred as the result of environment, or other problems, which could interfere with normal operation.
- ❑ Compare equipment nameplate information with latest single-line diagram and report discrepancies.
- ❑ Verify proper manual operation such as fans, pumps, indicators, tap changer, and gas pressurization system.
- ❑ Check all liquid in tanks and bushings for proper level and inspect for oil leaks.
- ❑ Inspect Grounding System. Check all connections and report any physical damage or deficiencies.
- ❑ Verify and provide documentation of fuse sizes and types.

#### **B) ELECTRICAL TESTS**

- ❑ Insulation resistance tests shall be performed winding-to-winding and winding-to-ground. Appropriate guard shall be utilized over all bushings.
- ❑ Insulation power factor tests shall be made on all high and low voltage winding and bushings. Overall dielectric loss and power factor (CH, CL, CHL) shall be determined. Ungrounded specimen tests (UST) shall be made on any bushing equipped with power factor or capacitance taps.
- ❑ A turn's ratio test shall be performed between windings for the "as found" tap position.
- ❑ Perform a ground resistance test on each transformer main grounding system.
- ❑ Insulating oil shall be sampled in accordance with ASTM D-923. Sample shall be laboratory tested for:
  - ❑ Dielectric breakdown voltage / Acid neutralization number
  - ❑ Specific gravity / Interfacial tension / Color / Visual condition

- ❑ Perform individual excitation current tests on each phase.
- ❑ Perform winding resistance testing.

\*\*\*

## **APPENDIX #8**

### **CIRCUIT BREAKERS - LOW VOLTAGE - POWER**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical damage.
- ❑ Perform mechanical operational test.
- ❑ Check cell fit and element alignment.
- ❑ Check arc chutes for damage.
- ❑ Clean entire circuit breaker using approved methods and materials.
- ❑ Lubricate as required.

#### **B) ELECTRICAL TESTS**

- ❑ Perform a contact resistance test.
- ❑ Perform an insulation resistance test at 1000 volts DC from pole-to-pole and from each pole-to-ground with breaker closed and across open contacts of each phase.
- ❑ Determine minimum pickup current by primary current injection.
- ❑ Determine long time delay by primary injection.
- ❑ Determine short time pickup and delay by primary current injection.
- ❑ Determine ground fault pickup and delay by primary current injection.
- ❑ Determine instantaneous pickup value by primary current injection.
- ❑ Check charging mechanism.

\*\*\*

## **APPENDIX #9**

### **TRANSFORMERS - LIQUID FILLED – SINGLE PHASE**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical damage. Make a close examination for all damage that may have occurred as the result of environment, or other problems, which could interfere with normal operation.
- ❑ Compare equipment nameplate information with latest single-line diagram and report discrepancies.
- ❑ Verify proper manual operation such as fans, pumps, indicators, tap changer, and gas pressurization system.
- ❑ Check all liquid in tanks and bushings for proper level and inspect for oil leaks.

#### **B) ELECTRICAL TESTS**

- ❑ Insulation resistance tests shall be performed winding-to-winding and winding-to-ground. Appropriate guard shall be utilized over all bushings.
- ❑ Insulation power factor tests shall be made on all high and low voltage winding and bushings. Overall dielectric loss and power factor (CH, CL, CHL) shall be determined. Ungrounded specimen tests (UST) shall be made on any bushing equipped with power factor or capacitance taps.
- ❑ A turn's ratio test shall be performed between windings for all tap positions.
- ❑ Perform a ground resistance test on each transformer main grounding system.
- ❑ Perform individual excitation current tests on each phase.

\*\*\*

## **APPENDIX #10**

### **CIRCUIT BREAKERS - LOW VOLTAGE - POWER**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ☐ Inspect for physical damage.
- ☐ Perform mechanical operational test.
- ☐ Check cell fit and element alignment.
- ☐ Check arc chutes for damage.
- ☐ Clean entire circuit breaker using approved methods and materials.
- ☐ Lubricate as required.

#### **B) ELECTRICAL TESTS**

- ☐ Perform a contact resistance test.
- ☐ Determine long time delay by secondary injection.
- ☐ Determine short time pickup and delay by secondary current injection.
- ☐ Determine ground fault pickup and delay by secondary current injection.
- ☐ Check charging mechanism.

\*\*\*



## **APPENDIX #11**

### **PAD-MOUNT SWITCHES**

#### **A) VISUAL AND MECHANICAL INSPECTION**

- ❑ Inspect for physical and mechanical condition.
- ❑ Check for proper anchorage and required area clearances.
- ❑ Verify and provide documentation of fuse sizes and types.
- ❑ Check blade alignment and arc interrupter operation.
- ❑ Check each fuse holder for adequate mechanical support for each fuse.
- ❑ Test all electrical and mechanical interlock systems for proper operation and sequencing.
- ❑ Clean entire switch using approved methods and materials.
- ❑ Verify proper phase barrier materials and installation.
- ❑ Lubricate as required.
- ❑ Perform infrared inspection

\*\*\*

## SECTION C - CONTRACT CLAUSES

### C.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/index.html>  
<http://www.va.gov/oal/library/vaar/>

(End of Clause)

<u>FAR Number</u>	<u>Title</u>	<u>Date</u>
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS	APR 2014
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	MAY 2011
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	JUL 2016
52.209-9	UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS	JUL 2013
52.212-4	CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS	JAN 2017
52.228-5	INSURANCE—WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.232-40	PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS	DEC 2013
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.245-1	GOVERNMENT PROPERTY	JAN 2017
52.245-9	USE AND CHARGES	APR 2012
852.203-70	COMMERCIAL ADVERTISING	JAN 2008
852.203-71	DISPLAY OF DEPARTMENT OF VETERANS AFFAIRS HOTLINE POSTER	DEC 1992
852.219-10	VA NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE	JUL 2016
852.232-72	ELECTRONIC SUBMISSION OF PAYMENT REQUESTS	NOV 2012

## **C.2 FAR 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (JAN 2017)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (NOV 2015).

(3) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(4) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

☒ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

☐ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (OCT 2015) (41 U.S.C. 3509).

☐ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

☒ (4) 52.204–10, Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2016) (Pub. L. 109–282) (31 U.S.C. 6101 note).

☐ (5) [Reserved]

☒ (6) 52.204–14, Service Contract Reporting Requirements (OCT 2016) (Pub. L. 111–117, section 743 of Div. C).

☐ (7) 52.204–15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (OCT 2016) (Pub. L. 111–117, section 743 of Div. C).

[X] (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (OCT 2015) (31 U.S.C. 6101 note).

[X] (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

[] (10) [Reserved]

[] (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

[] (ii) Alternate I (NOV 2011) of 52.219-3.

[] (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

[] (ii) Alternate I (JAN 2011) of 52.219-4.

[] (13) [Reserved]

[] (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

[] (ii) Alternate I (NOV 2011).

[] (iii) Alternate II (NOV 2011).

[] (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

[] (ii) Alternate I (Oct 1995) of 52.219-7.

[] (iii) Alternate II (Mar 2004) of 52.219-7.

[X] (16) 52.219-8, Utilization of Small Business Concerns (NOV 2016) (15 U.S.C. 637(d)(2) and (3)).

[] (17)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2017) (15 U.S.C. 637(d)(4)).

[] (ii) Alternate I (NOV 2016) of 52.219-9.

[] (iii) Alternate II (NOV 2016) of 52.219-9.

[] (iv) Alternate III (NOV 2016) of 52.219-9.

[] (v) Alternate IV (NOV 2016) of 52.219-9.

- ☐ (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).
- ☐ (19) 52.219-14, Limitations on Subcontracting (JAN 2017) (15 U.S.C. 637(a)(14)).
- ☐ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ☐ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).
- ☒ (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C 632(a)(2)).
- ☐ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (DEC 2015) (15 U.S.C. 637(m)).
- ☐ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (DEC 2015) (15 U.S.C. 637(m)).
- ☒ (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- ☐ (26) 52.222–19, Child Labor—Cooperation with Authorities and Remedies (OCT 2016) (E.O. 13126).
- ☒ (27) 52.222-21, Prohibition of Segregated Facilities (APR 2015).
- ☒ (28) 52.222–26, Equal Opportunity (SEP 2016) (E.O. 11246).
- ☒ (29) 52.222-35, Equal Opportunity for Veterans (OCT 2015) (38 U.S.C. 4212).
- ☒ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (JUL 2014) (29 U.S.C. 793).
- ☒ (31) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).
- ☒ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).
- ☒ (33)(i) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- ☐ (ii) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- ☒ (34) 52.222-54, Employment Eligibility Verification (OCT 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

[] (35) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (OCT 2016). (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

**Note to paragraph (b)(35):** By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the **Federal Register** advising the public of the termination of the injunction.

[X] (36) 52.222-60, Paycheck Transparency (Executive Order 13673) (OCT 2016).

[] (37)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C.6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (JUN 2016) (E.O. 13693).

[] (39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (JUN 2016) (E.O. 13693).

[] (ii) Alternate I (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (40)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).

[] (ii) Alternate I (OCT 2015) of 52.223-13.

[] (41)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

[] (ii) Alternate I (JUN 2014) of 52.223-14.

[] (42) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007)(42 U.S.C. 8259b).

[] (43)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

[] (ii) Alternate I (JUN 2014) of 52.223-16.

[X] (44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)

[] (45) 52.223-20, Aerosols (JUN 2016) (E.O. 13693).

[] (46) 52.223-21, Foams (JUN 2016) (E.O. 13693).

[] (47) (i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

[] (ii) Alternate I (JAN 2017) of 52.224-3.

[] (48) 52.225-1, Buy American—Supplies (MAY 2014) (41 U.S.C. chapter 83).

[] (49)(i) 52.225-3, Buy American—Free Trade Agreements—Israeli Trade Act (MAY 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

[] (ii) Alternate I (MAY 2014) of 52.225-3.

[] (iii) Alternate II (MAY 2014) of 52.225-3.

[] (iv) Alternate III (MAY 2014) of 52.225-3.

[] (50) 52.225-5, Trade Agreements (OCT 2016) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

[X] (51) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

[] (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (OCT 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

[] (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

[] (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

[] (55) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

[] (56) 52.232-30, Installment Payments for Commercial Items (JAN 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

[] (57) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332).

[X] (58) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

[] (59) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

☐ (60) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

☐ (61) 52.242-5, Payments to Small Business Subcontractors (JAN 2017)(15 U.S.C. 637(d)(12)).

☐ (62)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

☐ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

☒ (1) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495).

☒ (2) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

☒ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

Employee Class  
WG-2

Monetary Wage-Fringe Benefits  
\$16.74 to \$19.51

☒ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (MAY 2014) (41 U.S.C. chapter 67).

☐ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (MAY 2014) (41 U.S.C. chapter 67).

☒ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).

☒ (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

☐ (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).



[] (11) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (OCT 2015) (41 U.S.C. 3509).

(ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) 52.219-8, Utilization of Small Business Concerns (NOV 2016) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities.

(iv) 52.222-17, Non-displacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(v) 52.222-21, Prohibition of Segregated Facilities (APR 2015).

(vi) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).

(vii) 52.222-35, Equal Opportunity for Veterans (OCT 2015) (38 U.S.C. 4212).

(viii) 52.222-36, Equal Opportunity for Workers with Disabilities (JUL 2014) (29 U.S.C. 793).

(ix) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).

(x) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(xi) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

(xii)(A) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).

(B) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

(xiii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (MAY 2014) (41 U.S.C. chapter 67).

(xiv) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (MAY 2014) (41 U.S.C. chapter 67).

(xv) 52.222-54, Employment Eligibility Verification (OCT 2015) (E. O. 12989).

(xvi) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).

(xvii) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (OCT 2016) (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

**Note to paragraph (e)(1)(xvii):** By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the **Federal Register** advising the public of the termination of the injunction.

(xviii) 52.222-60, Paycheck Transparency (Executive Order 13673) (OCT 2016)).

(xix) 52.222-62 Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

(xx)(A) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

(B) Alternate I (JAN 2017) of 52.224-3.

(xxi) 52.225–26, Contractors Performing Private Security Functions Outside the United States (OCT 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxiii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

### **C.3 VAAR 852.237-70 CONTRACTOR RESPONSIBILITIES (APR 1984)**

The contractor shall obtain all necessary licenses and/or permits required to perform this work. He/she shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract. He/she shall be responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by his/her employees fault or negligence, and shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of California. Further, it is agreed that any negligence of the Government, its officers, agents, servants and employees, shall not be the responsibility of the contractor hereunder with the regard to any claims, loss, damage, injury, and liability resulting there from.

(End of Clause)

### **C.4 SUPPLEMENTAL INSURANCE REQUIREMENTS**

In accordance with FAR 28.307-2 and FAR 52.228-5, the following minimum coverage shall apply to this contract:

(a) Workers' compensation and employer's liability: Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 is required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) General Liability: \$500,000.00 per occurrences.

(c) Automobile liability: \$200,000.00 per person; \$500,000.00 per occurrence and \$20,000.00 property damage.

(d) The successful bidder must present to the Contracting Officer, prior to award, evidence of general liability insurance without any exclusionary clauses for asbestos that would void the general liability coverage.

(End of Clause)

#### **C.5 LIMITATIONS ON SUBCONTRACTING-- MONITORING AND COMPLIANCE (JUN 2011)**

This solicitation includes VAAR 852.219-10 VA Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside. . Accordingly, any contract resulting from this solicitation will include this clause. The contractor is advised in performing contract administration functions, the CO may use the services of a support contractor(s) retained by VA to assist in assessing the contractor's compliance with the limitations on subcontracting or percentage of work performance requirements specified in the clause. To that end, the support contractor(s) may require access to contractor's offices where the contractor's business records or other proprietary data are retained and to review such business records regarding the contractor's compliance with this requirement. All support contractors conducting this review on behalf of VA will be required to sign an "Information Protection and Non-Disclosure and Disclosure of Conflicts of Interest Agreement" to ensure the contractor's business records or other proprietary data reviewed or obtained in the course of assisting the CO in assessing the contractor for compliance are protected to ensure information or data is not improperly disclosed or other impropriety occurs. Furthermore, if VA determines any services the support contractor(s) will perform in assessing compliance are advisory and assistance services as defined in FAR 2.101, Definitions, the support contractor(s) must also enter into an agreement with the contractor to protect proprietary information as required by FAR 9.505-4, obtaining access to proprietary information, paragraph (b). The contractor is required to cooperate fully and make available any records as may be required to

enable the CO to assess the contractor's compliance with the limitations on subcontracting or percentage of work performance requirement.

## **C.6 IT CONTRACT SECURITY**

### **VA INFORMATION AND INFORMATION SYSTEM SECURITY/PRIVACY**

#### **1. GENERAL**

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, Security, and Preparedness is responsible for these policies and procedures.

c. 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 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.

d. 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.

e. 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 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.

d. 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.

e. 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.

f. If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.

g. If a VHA contract is terminated for cause, the associated BAA must also be terminated and appropriate actions taken in accordance with VHA Handbook 1600.01, Business Associate Agreements. Absent an agreement to use or disclose protected health information, there is no business associate relationship.

h. The contractor/subcontractor must store, transport, or transmit VA sensitive information in an encrypted form, using VA-approved encryption tools that are, at a minimum, FIPS 140-2 validated.

i. The contractor/subcontractor's firewall and Web services security controls, if applicable, shall meet or exceed VA's minimum requirements. VA Configuration Guidelines are available upon request.

j. Except for uses and disclosures of VA information authorized by this contract for performance of the contract, the contractor/subcontractor may use and disclose VA information only in two other situations: (i) in response to a qualifying order of a court of competent jurisdiction, or (ii) with VA's prior written approval. The contractor/subcontractor must refer all requests for, demands for production of, or inquiries about, VA information and information systems to the VA contracting officer for response.

k. Notwithstanding the provision above, the contractor/subcontractor shall not release VA records protected by Title 38 U.S.C. 5705, confidentiality of medical quality assurance records and/or Title 38 U.S.C. 7332, confidentiality of certain health records pertaining to drug addiction, sickle cell anemia, alcoholism or alcohol abuse, or infection with human immunodeficiency virus. If the contractor/subcontractor is in receipt of a court order or other requests for the above mentioned information, that contractor/subcontractor shall immediately refer such court orders or other requests to the VA contracting officer for response.

l. For service that involves the storage, generating, transmitting, or exchanging of VA sensitive information but does not require C&A or an MOU-ISA for system interconnection, the contractor/subcontractor must complete a Contractor Security Control Assessment (CSCA) on a yearly basis and provide it to the COR.

#### 4. INFORMATION SYSTEM DESIGN AND DEVELOPMENT

a. Information systems that are designed or developed for or on behalf of VA at non-VA facilities shall comply with all VA directives developed in accordance with FISMA, HIPAA, NIST, and related VA security and privacy control requirements for Federal information systems. This includes standards for the protection of electronic PHI, outlined in 45 C.F.R. Part 164, Subpart C, information and system security categorization level designations in accordance with FIPS 199 and FIPS 200 with implementation of all baseline security controls commensurate with the FIPS 199 system security categorization (reference Appendix D of VA Handbook 6500, VA Information Security Program). During the development cycle a Privacy Impact Assessment (PIA) must be completed, provided to the COR, and approved by the VA Privacy Service in accordance with Directive 6507, VA Privacy Impact Assessment.

b. The contractor/subcontractor shall certify to the COR that applications are fully functional and operate correctly as intended on systems using the VA Federal Desktop Core Configuration (FDCC), and the common security configuration guidelines provided by NIST or the VA. This includes Internet Explorer 7 configured to operate on Windows XP and Vista (in Protected Mode on Vista) and future versions, as required.

c. The standard installation, operation, maintenance, updating, and patching of software shall not alter the configuration settings from the VA approved and FDCC configuration. Information technology staff must also use the Windows Installer Service for installation to the default "program files" directory and silently install and uninstall.

d. Applications designed for normal end users shall run in the standard user context without elevated system administration privileges.

e. The security controls must be designed, developed, approved by VA, and implemented in accordance with the provisions of VA security system development life cycle as outlined in NIST Special Publication 800-37, Guide for Applying the Risk Management Framework to Federal Information Systems, VA Handbook 6500, Information Security Program and VA Handbook 6500.5, Incorporating Security and Privacy in System Development Lifecycle.

f. The contractor/subcontractor is required to design, develop, or operate a System of Records Notice (SOR) on individuals to accomplish an agency function subject to the Privacy Act of 1974, (as amended), Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Privacy Act may involve the imposition of criminal and civil penalties.



g. The contractor/subcontractor agrees to:

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies:

(a) The Systems of Records (SOR); and

(b) The design, development, or operation work that the contractor/ subcontractor is to perform;

(1) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a SOR on individuals that is subject to the Privacy Act; and

(2) Include this Privacy Act clause, including this subparagraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a SOR.

h. In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a SOR on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a SOR on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a SOR on individuals to accomplish an agency function, the contractor/subcontractor is considered to be an employee of the agency.

(1) "Operation of a System of Records" means performance of any of the activities associated with maintaining the SOR, including the collection, use, maintenance, and dissemination of records.

(2) "Record" means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and contains the person's name, or identifying number, symbol, or any other identifying particular assigned to the individual, such as a fingerprint or voiceprint, or a photograph.

(3) "System of Records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

i. The vendor shall ensure the security of all procured or developed systems and technologies, including their subcomponents (hereinafter referred to as "Systems"), throughout the life of this contract and any extension, warranty, or maintenance periods. This includes, but is not limited to workarounds, patches, hotfixes, upgrades, and any physical components (hereafter referred to as Security Fixes) which may be necessary to fix all security vulnerabilities published or known to the vendor anywhere in the Systems, including Operating Systems and firmware. The vendor shall ensure that Security Fixes shall not negatively impact the Systems.

j. The vendor shall notify VA within 24 hours of the discovery or disclosure of successful exploits of the vulnerability which can compromise the security of the Systems (including the confidentiality or integrity of its data and operations, or the availability of the system). Such issues shall be remediated as quickly as is practical, but in no event longer than 3 days.

k. When the Security Fixes involve installing third party patches (such as Microsoft OS patches or Adobe Acrobat), the vendor will provide written notice to the VA that the patch has been validated as not affecting the Systems within 10 working days. When the vendor is responsible for operations or maintenance of the Systems, they shall apply the Security Fixes within 3 days.

l. All other vulnerabilities shall be remediated as specified in this paragraph in a timely manner based on risk, but within 60 days of discovery or disclosure. Exceptions to this paragraph (e.g. for the convenience of VA) shall only be granted with approval of the contracting officer and the VA Assistant Secretary for Office of Information and Technology.

## 5. INFORMATION SYSTEM HOSTING, OPERATION, MAINTENANCE, OR USE

a. For information systems that are hosted, operated, maintained, or used on behalf of VA at non-VA facilities, contractors/subcontractors are fully responsible and accountable for ensuring compliance with all HIPAA, Privacy Act, FISMA, NIST, FIPS, and VA security and privacy directives and handbooks. This includes conducting compliant risk assessments, routine vulnerability scanning, system patching and change management procedures, and the completion of an acceptable contingency plan for each system. The contractor's security control procedures must be equivalent, to those procedures used to secure VA systems. A Privacy Impact Assessment (PIA) must also be provided to the COR and approved by VA Privacy Service prior to operational approval. All external Internet connections to VA's network involving VA information must be reviewed and approved by VA prior to implementation.

b. Adequate security controls for collecting, processing, transmitting, and storing of Personally Identifiable Information (PII), as determined by the VA Privacy Service, must be in place, tested, and approved by VA prior to hosting, operation, maintenance, or use of the information system, or systems by or on behalf of VA. These security controls

are to be assessed and stated within the PIA and if these controls are determined not to be in place, or inadequate, a Plan of Action and Milestones (POA&M) must be submitted and approved prior to the collection of PII.

c. Outsourcing (contractor facility, contractor equipment or contractor staff) of systems or network operations, telecommunications services, or other managed services requires certification and accreditation (authorization) (C&A) of the contractor's systems in accordance with VA Handbook 6500.3, Certification and Accreditation and/or the VA OCS Certification Program Office. Government- owned (government facility or government equipment) contractor-operated systems, third party or business partner networks require memorandums of understanding and interconnection agreements (MOU-ISA) which detail what data types are shared, who has access, and the appropriate level of security controls for all systems connected to VA networks.

d. The contractor/subcontractor's system must adhere to all FISMA, FIPS, and NIST standards related to the annual FISMA security controls assessment and review and update the PIA. Any deficiencies noted during this assessment must be provided to the VA contracting officer and the ISO for entry into VA's POA&M management process. The contractor/subcontractor must use VA's POA&M process to document planned remedial actions to address any deficiencies in information security policies, procedures, and practices, and the completion of those activities. Security deficiencies must be corrected within the timeframes approved by the government. Contractor/subcontractor procedures are subject to periodic, unannounced assessments by VA officials, including the VA Office of Inspector General. The physical security aspects associated with contractor/ subcontractor activities must also be subject to such assessments. If major changes to the system occur that may affect the privacy or security of the data or the system, the C&A of the system may need to be reviewed, retested and re- authorized per VA Handbook 6500.3. This may require reviewing and updating all of the documentation (PIA, System Security Plan, Contingency Plan). The Certification Program Office can provide guidance on whether a new C&A would be necessary.

e. The contractor/subcontractor must conduct an annual self-assessment on all systems and outsourced services as required. Both hard copy and electronic copies of the assessment must be provided to the COR. The government reserves the right to conduct such an assessment using government personnel or another contractor/subcontractor. The contractor/subcontractor must take appropriate and timely action (this can be specified in the contract) to correct or mitigate any weaknesses discovered during such testing, generally at no additional cost.

f. VA prohibits the installation and use of personally-owned or contractor/subcontractor-owned equipment or software on VA's network. If non-VA owned equipment must be used to fulfill the requirements of a contract, it must be stated in the service agreement, SOW or contract. All of the security controls required for

government furnished equipment (GFE) must be utilized in approved other equipment (OE) and must be funded by the owner of the equipment. All remote systems must be equipped with, and use, a VA-approved antivirus (AV) software and a personal (host-based or enclave based) firewall that is configured with a VA-approved configuration. Software must be kept current, including all critical updates and patches. Owners of approved OE are responsible for providing and maintaining the anti-viral software and the firewall on the non-VA owned OE.

g. All electronic storage media used on non-VA leased or non-VA owned IT equipment that is used to store, process, or access VA information must be handled in adherence with VA Handbook 6500.1, Electronic Media Sanitization upon: (i) completion or termination of the contract or (ii) disposal or return of the IT equipment by the contractor/subcontractor or any person acting on behalf of the contractor/subcontractor, whichever is earlier. Media (hard drives, optical disks, CDs, back-up tapes, etc.) used by the contractors/ subcontractors that contain VA information must be returned to the VA for sanitization or destruction or the contractor/subcontractor must self-certify that the media has been disposed of per 6500.1 requirements. This must be completed within 30 days of termination of the contract.

h. Bio-Medical devices and other equipment or systems containing media (hard drives, optical disks, etc.) with VA sensitive information must not be returned to the vendor at the end of lease, for trade-in, or other purposes. The options are:

- (1) Vendor must accept the system without the drive;
- (2) VA's initial medical device purchase includes a spare drive which must be installed in place of the original drive at time of turn-in; or
- (3) VA must reimburse the company for media at a reasonable open market replacement cost at time of purchase.
- (4) Due to the highly specialized and sometimes proprietary hardware and software associated with medical equipment/systems, if it is not possible for the VA to retain the hard drive, then;
  - (a) The equipment vendor must have an existing BAA if the device being traded in has sensitive information stored on it and hard drive(s) from the system are being returned physically intact; and
  - (b) Any fixed hard drive on the device must be non-destructively sanitized to the greatest extent possible without negatively impacting system operation. Selective clearing down to patient data folder level is recommended using VA approved and validated overwriting technologies/methods/tools. Applicable media sanitization specifications need to be pre-approved and described in the purchase order or contract.

(c) A statement needs to be signed by the Director (System Owner) that states that the drive could not be removed and that (a) and (b) controls above are in place and completed. The ISO needs to maintain the documentation.

## 6. 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.

## 7. LIQUIDATED DAMAGES FOR DATA BREACH

a. Consistent with the requirements of 38 U.S.C. 5725, a contract may require access to sensitive personal information. If so, the contractor is liable to VA for liquidated damages in the event of a data breach or privacy incident involving any SPI the contractor/subcontractor processes or maintains under this contract.

b. The contractor/subcontractor shall provide notice to VA of a "security incident" as set forth in the Security Incident Investigation section above. Upon such notification, VA

must secure from a non-Department entity or the VA Office of Inspector General an independent risk analysis of the data breach to determine the level of risk associated with the data breach for the potential misuse of any sensitive personal information involved in the data breach. The term 'data breach' means the loss, theft, or other unauthorized access, or any access other than that incidental to the scope of employment, to data containing sensitive personal information, in electronic or printed form, that results in the potential compromise of the confidentiality or integrity of the data. Contractor shall fully cooperate with the entity performing the risk analysis. Failure to cooperate may be deemed a material breach and grounds for contract termination.

c. Each risk analysis shall address all relevant information concerning the data breach, including the following:

- (1) Nature of the event (loss, theft, unauthorized access);
- (2) Description of the event, including:
  - (a) date of occurrence;
  - (b) data elements involved, including any PII, such as full name, social security number, date of birth, home address, account number, disability code;
- (3) Number of individuals affected or potentially affected;
- (4) Names of individuals or groups affected or potentially affected;
- (5) Ease of logical data access to the lost, stolen or improperly accessed data in light of the degree of protection for the data, e.g., unencrypted, plain text;
- (6) Amount of time the data has been out of VA control;
- (7) The likelihood that the sensitive personal information will or has been compromised (made accessible to and usable by unauthorized persons);
- (8) Known misuses of data containing sensitive personal information, if any;
- (9) Assessment of the potential harm to the affected individuals;
- (10) Data breach analysis as outlined in 6500.2 Handbook, Management of Security and Privacy Incidents, as appropriate; and
- (11) Whether credit protection services may assist record subjects in avoiding or mitigating the results of identity theft based on the sensitive personal information that may have been compromised.

d. Based on the determinations of the independent risk analysis, the contractor shall be responsible for paying to the VA liquidated damages in the amount of \$37.50 per

affected individual to cover the cost of providing credit protection services to affected individuals consisting of the following:

- (1) Notification;
- (2) One year of credit monitoring services consisting of automatic daily monitoring of at least 3 relevant credit bureau reports;
- (3) Data breach analysis;
- (4) Fraud resolution services, including writing dispute letters, initiating fraud alerts and credit freezes, to assist affected individuals to bring matters to resolution;
- (5) One year of identity theft insurance with \$20,000.00 coverage at \$0 deductible; and
- (6) Necessary legal expenses the subjects may incur to repair falsified or damaged credit records, histories, or financial affairs.

## 8. SECURITY CONTROLS COMPLIANCE TESTING

On a periodic basis, VA, including the Office of Inspector General, reserves the right to evaluate any or all of the security controls and privacy practices implemented by the contractor under the clauses contained within the contract. With 10 working-days' notice, and/or at the request of the government, the contractor must fully cooperate and assist in a government-sponsored security controls assessment at each location wherein VA information is processed or stored, or information systems are developed, operated, maintained, or used on behalf of VA, including those initiated by the Office of Inspector General. The government may conduct a security control assessment on shorter notice (to include unannounced assessments) as determined by VA in the event of a security incident or at any other time.

## 9. TRAINING

a. All contractor employees and subcontractor employees requiring access to VA information and VA information systems shall complete the following before being granted access to VA information and its systems:

- (1) Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the Contractor Rules of Behavior, Appendix E relating to access to VA information and information systems;
- (2) Successfully complete the VA Cyber Security Awareness and Rules of Behavior training and annually complete required security training;
- (3) Successfully complete the appropriate VA privacy training and annually complete required privacy training; and

(4) Successfully complete any additional cyber security or privacy training, as required for VA personnel with equivalent information system access [to be defined by the VA program official and provided to the contracting officer for inclusion in the solicitation document - e.g., any role-based information security training required in accordance with NIST Special Publication 800-16, Information Technology Security Training Requirements.]

b. The contractor shall provide to the contracting officer and/or the COR a copy of the training certificates and certification of signing the Contractor Rules of Behavior for each applicable employee within 1 week of the initiation of the contract and annually thereafter, as required.

c. Failure to complete the mandatory annual training and sign the Rules of Behavior annually, within the timeframe required, is grounds for suspension or termination of all physical or electronic access privileges and removal from work on the contract until such time as the training and documents are complete.

(End of Clause)



## **SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS**

1. Wage Determination
2. Past Performance Survey

## SECTION E - SOLICITATION PROVISIONS

### E.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/index.html>  
<http://www.va.gov/oal/library/vaar/>

(End of Provision)

<u>FAR Number</u>	<u>Title</u>	<u>Date</u>
52.204-7	SYSTEM FOR AWARD MANAGEMENT	OCT 2016
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING	JUL 2016
	REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION)	MAR 2012
52.212-3	OFFEROR REPRESENTATIONS AND CERTIFICATIONS—COMMERCIAL ITEMS	JAN 2017
52.217-5	EVALUATION OF OPTIONS	JUL 1990
52.225-25	PROHIBITION ON CONTRACTING WITH ENTITIES ENGAGING IN CERTAIN ACTIVITIES OR TRANSACTIONS RELATING TO IRAN—REPRESENTATION AND CERTIFICATIONS	OCT 2015
852.233-70	PROTEST CONTENT/ALTERNATIVE DISPUTE RESOLUTION	JAN 2008
852.233-71	ALTERNATE PROTEST PROCEDURE	JAN 1998
852.233-71	ALTERNATE PROTEST PROCEDURE (MAY 2010) NOTE	MAY 2010
852.270-1	REPRESENTATIVES OF CONTRACTING OFFICERS	JAN 2008

### E.2 FAR 52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JUL 2013)

(a) *Definitions.* As used in this provision—

"Administrative proceeding" means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

"Federal contracts and grants with total value greater than \$10,000,000" means—

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

"Principal" means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror ☐ has ☐ does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of Provision)

## ADDENDUM to FAR 52.212-1 INSTRUCTIONS TO OFFERORS—COMMERCIAL ITEMS

Provisions that are incorporated by reference (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

The following provisions are incorporated into 52.212-1 as an addendum to this solicitation:

### **E.1 FAR 52.212-1 - INSTRUCTIONS TO OFFERORS –COMMERCIAL ITEMS (OCT 2016)**

#### **SUBMISSION INSTRUCTIONS**

##### **(a) General Instructions**

(1) Electronic Submissions: Contractors must email their quote to Bob Ivey at [Robert.Ivey@va.gov](mailto:Robert.Ivey@va.gov). Include the solicitation number in the Subject line. Any attachments must be readable using Microsoft Office or Adobe PDF. The size of the email is limited to 5 megabytes (MB) but multiple emails are allowable. Quotes must be submitted electronically and will not be accepted through fax or postal mail.

(2) All questions regarding this solicitation must be emailed to [Robert.Ivey@va.gov](mailto:Robert.Ivey@va.gov) no later than 2:00 PM (Local Time) on August 8, 2017. Verbal inquiries or questions will not be addressed or accepted.

(3) The quote must be prepared in two parts consisting of a "Technical Approach" and separate section for "Pricing Information". Each of the parts shall be separate and complete so that evaluation of each part can be accomplished independently.

**(b) Selection Process**

- (1) Evaluations will be conducted under the procedures of FAR Part 13.
- (2) In accordance with FAR 13.106-2(b)(3), the quotes will undergo a comparative evaluation to determine which vendor provides the best value to the government in terms of high technical capability and past performance, while also providing a competitive price.

**(c) Technical Approach**

- (1) The technical approach must not contain any references to pricing. Resource information such as data concerning labor hours and categories, equipment, materials, subcontracts, should be included in so that contractor's understanding of the Scope of Work may be evaluated; however, any reference to pricing must not be included. Pricing information will be submitted in a separate document.
- (2) The technical approach must address all of the required information for Factor #1, Technical Capability and Factor #2, Past Performance.
- (3) The technical approach must clearly identify each element of the technical capability factor listed in provision 52.212-2. There are six elements listed and the vendors must indicate in the technical approach document which element they are addressing so that the Government can clearly identify which factor the information is addressing. This is not intended to be an overly burdensome task and can be accomplished by a simple heading indicating which element is being addressed followed by the supporting information. The Government will not sift through several pages of a technical approach document trying to determine which element is being addressed. The Government is not requesting boilerplate technical approaches that have been prepared for a wide variety of Government solicitations.
- (4) For the individual elements of the technical capability factor, the quote must state how the contractor will address each element and should not simply restate the Performance Work Statement. Simply restating the Performance Work Statement will not be evaluated favorably.
- (5) For Factor #2 Past Performance, the past performance surveys can be incorporated into the technical approach document. Please include at least three but not more than five recent (within the past five years) and relevant (similar in size and scope) completed surveys. The surveys do not need to be submitted directly to the Contracting Officer/Specialist from the individual that completed the survey. The completed surveys can be compiled by the contractor and submitted as part of a technical approach package.

**(d) Pricing Information**

(1) The pricing information will consist of the price schedule that includes a flat monthly rate. The vendor will also provide the calculations that were used in determining their price so that the government can review how the amount was derived. To submit the pricing information, fill out the price schedule with the unit price and calculate the extended total.

(End of Addendum to 52.212-1)

**E.3 FAR 52.212-2 EVALUATION—COMMERCIAL ITEMS (OCT 2014)**

(a) The Government will award a contract resulting from this solicitation to the responsible contractor whose quote conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors will be used to evaluate the quotes:

- 1) Factor #1, Technical Capability
- 2) Factor #2, Past Performance
- 3) Factor #3, Price

In accordance with FAR 13.106-2(b)(3), the quotes will undergo a comparative evaluation to determine which vendor provides the best value to the government in terms of high technical capability and past performance, while also providing a competitive price.

**FACTOR 1 – Technical Capability**

The quotes will be evaluated using the information submitted in the technical approach addressing the following elements:

- 1) Expertise: What is the Contractor's level of expertise in this field? This includes key personnel.
- 2) Project Management: What processes and methods will the contractor use to ensure delivery of high quality work within the contract's schedule and budget?
- 3) Troubleshooting: What is the Contractors technical approach for troubleshooting and resolving problems reported by users?
- 4) Subcontracting: Does the Contractor plan to subcontract out any portion of the work? If so, do they have a letter of commitment from the subcontractor indicating their commitment to this project upon award?
- 5) Quality Control Plan: What is the contractor's internal quality control plan to ensure a high level of quality is delivered?
- 6) Reporting: What methods does the Contractor propose for reporting progress and issues to the Government?

## **FACTOR 2 – Past Performance**

The past performance surveys that the contractor submits with their quote package will be reviewed to determine if the previous work was recent (within the past 5 years) and relevant (similar size and magnitude). The surveys will also be reviewed to determine the overall trend in the ratings of quality for the previous contracts.

## **FACTOR 3 – Price**

The pricing information will consist of the contractor's overall price to provide these services. In evaluating the contractor's price, the Government's determination will include whether the price reflects a clear understanding of the requirements, is consistent with the information provided in the contractor's quote, and is reasonable in comparison with other quotes that have been submitted in response to the solicitation.

(End of Provision)

### **E.4 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a Firm-Fixed-Price contract resulting from this solicitation.

(End of Provision)

### **E.5 FAR 52.233-2 SERVICE OF PROTEST (SEP 2006)**

Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Bob Ivey  
Contracting Officer:

Email: [Robert.Ivey@Va.Gov](mailto:Robert.Ivey@Va.Gov)

Hand-Carried Address:

Department of Veterans Affairs  
Network Contracting Office (NCO) 10  
3140 Governor's Place Blvd. – Suite 210  
Kettering, OH 45409

Mailing Address:

Department of Veterans Affairs  
Network Contracting Office (NCO 10)  
Attn: Bob Ivey (VA250-17-Q-0819)

3140 Governor's Place Blvd. – Suite 210  
Kettering, OH 45409

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Provision)