

# **Statement of Work (SOW)(Rev.1)**

## **Hurricane Assessment Corrections Project**

### **1 Introduction**

The Department of Veterans Affairs Regional Office (VARO), 9500 Bay Pines Blvd., St. Petersburg, Florida 33708 requires a three pronged project to replace and repair some of the existing weathered and deteriorating exterior building features.

#### **1.1 Mission**

The VARO is in the business of providing for our nations veterans and families to provide them with the respect and honor they deserve. Veterans are our customers and our reason for being here. Any and all work shall be conducted as to not to interfere with the daily operations of this facility.

#### **1.2 Background**

The St Petersburg VARO is a three storied office building with occupancy of over one thousand employees from different organizations. Based on a hurricane assessment conducted in 2011 as well as 20 years of outdoor exposure, several exterior features have become damaged, requiring refurbishment and in some cases replacement.

#### **1.3 Scope**

The contractor shall provide all services required for the completion of a project to correct deficiencies found during a 2011 hurricane assessment. Work includes but is not limited to general construction, alterations, and mechanical work for the necessary removal/replacement of existing exterior pipe support rods and insulation, the removal/replacement of exterior wooden doors, repair of exterior doors, and the repair or replacement of ninety-seven (97) non-performing hurricane shutters. Construction work is to be performed in accordance to local building code, specifications, and contract/documents.

### **2 General Requirements**

This section describes the general requirements for this effort. The following sub-sections provide details of various considerations on this effort.

#### **2.1 Non-Personal Services**

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer (CO) immediately.

## **2.2 Business Relations**

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

## **2.3 Contract Administration and Management**

The following subsections specify requirements for contract, management, and personnel administration.

### **2.3.1 Contract Management**

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the VA staff at the St. Petersburg Department of Veterans Affairs Regional Office (VARO), St. Petersburg, Florida, the COR, and the contractor.

### **2.3.2 Contract Administration**

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintain proper and accurate time keeping records of personnel assigned to work on the requirement.

## **2.4 Subcontract Management**

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the Contracting Officer (CO) or Contracting Officer Representative (COR).

## **2.5 Contractor Personnel, Disciplines, and Specialties**

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources. The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

## **2.6 Location and Hours of Work**

Accomplishment of the results contained in this SOW requires work at St Petersburg VA Regional Office, 9500 Bay Pines Blvd, St Petersburg, FL 33708. Normal workdays will be from 7:00AM until 5:00PM Monday through Friday except US Federal Holidays. Weekend work may be authorized but access to the building may / may not be available. Weekend work must be coordinated in advance (48hrs) with the COR.

The contractor will provide the COR a Work Breakdown Structure showing the work schedule (see 3.1.2). The preferred format for the WBS is MS Project.

### **3 Performance Requirements**

#### **3.1. Pre-construction Activities.**

Pre-construction includes all activities that must be completed prior beginning work inside the RO. These activities include but are not limited to completing all TMS training, OSHA training, Security badge requirements, Risk assessments and all other deliverables as identified in the SOW.

##### **3.1.1 Complete mandatory TMS training**

Prior entering the building to begin construction the Contractor will provide the COR a list of employee names to include sub-contractor employees to include e-mail addresses. Every contractor employee to include sub-contractor employees must complete the mandatory Information Security Awareness training. See paragraph 4 for more detail on mandatory training.

##### **3.1.2 Prepare work schedule**

Ten (10) days prior construction the Contractor will provide the COR a detailed work schedule or work breakdown structure (WBS) outlining all of the major work required by this contract. The WBS will be submitted as a formal submittal and require VBA approval.

##### **3.1.3 Training and Certification**

Contractor will provide the following training certifications:

Site supervisor(s) - 30hr OSHA Safety Course Certificate

All employees - 10hr OSHA Safety Course Certificate

#### **3.2 Pipe Support Rod Replacement**

Remove and replace approximately 1,550 pipe support rods of differing sizes and no more than 100 pipe support brackets of differing sizes. Remove and replace approximately 1,500 linear feet of pipe insulation on pipes of differing sizes. Replace all markings on pipes and insulation.

##### **3.2.1 Scope**

Contractor will:

Conduct field site survey to verify quantities, measurements, locations, and site conditions of pipe supports, pipe brackets, pipe insulation, and pipe markings at the VARO St. Petersburg, Florida.

Remove and replace approximately 1,550 pipe support rods of differing sizes and remove and replace no more than 100 pipe support brackets that comply with ANSI / MSS Sp-58. Patch all holes and blemishes in the ceiling from the old support rods (See Figure 1).

Remove and replace approximately 500 linear feet of 4" piping insulation (See Figure 2).

Remove and replace approximately 850 linear feet of 2" piping insulation.

Remove and replace approximately 150 linear feet of 1" piping insulation.

Sizes of pipe will vary from 1", 2", and 4".

Replace all markings on pipe insulation.

Dispose of old rods, brackets, insulation, and residual parts.

Ensure construction area is free of trash and debris upon completion of this project.

### **3.3 Door Repair and Replacement**

Remove and replace one exterior wooden single door with a Government furnished steel door, and refinish the frame. Remove and replace one exterior wooden double door set with new painted exterior steel doors, and refinish the frame. Repair and repaint seven exterior steel single doors and frames, four exterior steel double doors and frames, and two steel overhead doors and frames. All work to be performed in accordance with Florida state and local hurricane specifications.

#### **3.3.1 Scope**

Contractor will:

Conduct field site survey to verify measurements, colors, locations, and site conditions for 15 sets of exterior steel doors and frames located at the VARO St. Petersburg, Florida.

Remove and replace one existing 36" X 80" exterior wood single door (See Figure 3), and one existing 72" X 80" double wood door with same size painted exterior and interior, steel doors: Existing frames to be refinished. The single steel door will be furnished by the Government for installation by the contractor. The doors should be impact resistant to a design pressure of -64.8 psf / +48.4 psf and meet all effective Florida state and local hurricane specifications and building codes. Repair and touch up interior and exterior surfaces surrounding the door frames to look like new.

Repair, prepare surface, prime and repaint (3 coats total), both inside and outside and edges of 13 sets of existing exterior steel double doors and frames, and 2 sets of exterior wood doors.

Dispose of the old doors, residual parts and trash.

Ensure construction area is free of trash and debris upon completion of this project.

#### **3.3.2 Specifications**

Doors are of 45 mm (1-3/4 in.) hollow steel construction (except roll up doors). Removable hinge pins on door exteriors must be retained with set pins or spot welded, preventing their removal. Doors set in steel frames must be fitted with a mortise lock with a deadlock feature, in accordance with ANSI/BHMA A 156.13 American National Standards for Mortise Locks.

Repairs will ensure locking and closing mechanisms are in good condition and working easily, thresholds are in good shape, and hinge pins are not removable for doors opening to the outside.

Ensure all existing features such as badge swipe readers, locking mechanisms, and hinges are in excellent working condition.

### **3.4 Repair Hurricane Shutters**

Repair ninety-seven (97) non-performing motorized hurricane shutters covering 4' by 8' windows ensuring they raise and lower in sequential order. This may include replacing the shutter motor.

#### **3.4.1 Scope**

Contractor will:

Conduct field site survey to verify measurements, locations, and site conditions for ninety-seven (97) non-performing motorized hurricane shutters at the VARO St. Petersburg, Florida.

Repair ninety-seven (97) existing non-performing motorized hurricane shutters (See Figures 4 and 5). This may include replacing the shutter motor.

Ensure ninety-seven (97) repaired motorized hurricane shutters are tied into the existing building circuit grid (Metasys) so they raise and lower in sequential order (first floor shutters are exempt).

Properly dispose of the old residual parts.

Ensure construction area is free of trash and debris upon completion of this project.

#### **3.4.2 Shutter Specifications**

2" X 5" X 1/8" stainless steel mounting brackets and 5" X 5" stainless steel adjustable plates.

Complete seamless aluminum reels, coupled with aluminum 6063-T6 alloy shaft housing and 5/8" solid shaft, supported by stainless steel roller saddles.

Stainless steel worm drive gears, permanently lubricated, with cast aluminum housing.

Aluminum removable crank handles, with stainless steel joints, for all overrides.

Brand new motors with manual overrides.

One piece hoods, .036" heavy gauge aluminum, smooth finish with top sloped.

Double wall slats .050" thick of 6063-T6 aluminum non-vented.

Slat interlocking system.

2" left and right side slats.

White Step-3™ electrostatic paint process, .08 mil. Minimum coating thickness, on all aluminum surfaces.

Dade County Large Missile Impact Compliance and Certificates #02-0318.11 and #00-0609.08, or better.

## **4 Special Requirements**

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

### **4.1 Security**

The Contractor if required will enter and exit the St Petersburg VARO through the front entrance. Entering or exiting the building through any other door will require VARO approval as well as an escort. Upon entering the building the contractor and/or contractor employees will be required to show proof of identity (must have a valid photo ID) as well as pass through a security screening.

#### **4.1.1 Badging and Identification**

Homeland Security Presidential Directive (HSPD) -12 directs all federal agencies and departments to issue identity credentials to provide government workers, contractors, and affiliates with a credential that provides the attributes of security, authentication, trust, and privacy and can be used to verify identities in order to enter federal buildings or gain access to federal computer networks. All contractors to include their direct employees, subcontractors and subcontractor employees entering the St Petersburg VARO are required to have an individual Non-PIV badge prior beginning work inside the VARO. Therefore it is essential the contractor complete section I of VA Form 0711 (attached) for all employees to include subcontractor employees who will be working **inside** the building and provide the completed form to the COR within 5 days of being awarded the contract. Once the COR receives the VA Form 0711 it will take approximately 2 Federal working days before a Non-PIV card can be prepared. The contractor will be notified by the COR when each employee is to report to room 238, PIV Office for photographs and issuance of a Non-PIV badge. The employee must bring TWO (2) forms of identification when they report to room 238. The contractor is responsible for the cost of fingerprinting and background investigations (if required). The contractor should also include the time necessary to process Non-PIV badges in his/her schedule.

### **4.3 Government Furnished Materials**

Parking. The government shall provide at no cost parking space and access to the VARO loading docks as necessary. The government will also if required provide space for construction equipment that may need to be maintained on site; prior coordination with the COR is required.

#### **4.3.1 Contractor Furnished Equipment**

General. The contractor shall furnish all transportation, equipment, tools, utilities, safety barrier materials, dumpster and any other items and all services to perform all operations required by this statement of work. There are no outside bathrooms; contractor will provide a porta potty for construction employees. The COR will designate a suitable location for the porta potty. Contractor will ensure the porta potty is maintained and serviced; does not exude an offensive odor.

Onsite Manager - The contractor shall provide a fully qualified on-site manager who shall be responsible for the performance of work. The name of the person and all alternates shall be designated in writing to the designated COR. The project manager shall have full authority to act for the contractor. The project manager shall be on-site during work hours and for contingencies requiring work beyond normal work

hours. The Contracting Officer (CO) shall have the right to determine whether the proposed representative has sufficient technical and lingual capabilities and the contractor shall immediately replace any individual not acceptable to the Government

## **4.4 Environmental Requirements**

### **Non-Hazardous waste disposal**

Demolition - The Construction Contractor shall provide all demolition, removal and legal disposal of materials. The Construction Contractor shall ensure that facilities used for recycling, reuse and disposal shall be permitted for the intended use to the extent required by local, state, federal regulations.

Disposal vendors - The Whole Building Design Guide website <http://www.cwm.wbdg.org> provides a Construction Waste Management Database that contains information on companies that haul, collect, and process recyclable debris from construction projects.

### **Hazardous waste disposal**

Abatement - In order to provide for abatement and control of all environmentally hazardous materials arising from demolition and/or construction activities, the Construction Contractor shall comply with all applicable environmentally hazardous material control and abatement and all applicable provisions of the Corps of Engineers Manual EM 385-1-1, "General Safety Requirements as well as the specific requirements stated elsewhere in the Contract Documents. EM 385-1-1 can be found at [http://federalconstruction.phslegal.com/uploads/file/EM-385-1-1\\_2008.pdf](http://federalconstruction.phslegal.com/uploads/file/EM-385-1-1_2008.pdf).

Manifesto - The Construction Contractor shall provide a waste manifesto for all hazardous waste disposals.

### **Mandatory compliance**

- 29 CFR 1926.20

## **4.5 Applicable Directives**

The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3.0, Performance Requirements. Compliance with documents listed as non-mandatory is the contractors' option.

### **Mandatory compliance (list)**

- 29 CFR 1926.20

## **4.6 Quality**

This section describes the Quality Control components for this effort. The following sub-sections provide details of various considerations on this effort.

### **4.6.1 Quality Control**

The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the contract and this SOW. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.

### **4.7 Safety**

Equipment - The Contractor shall provide all safety equipment/devices, MSDS, personal protective equipment and clothing as required for its employees.

OSHA - Prior to commencing work the Contractor shall provide proof that an OSHA designated "competent person (CP)(29 CFR 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are not present. The Contractor as well as the on-site supervisor will have completed no less than 30 hours of OSHA approved safety training. All other Contractor employees will have no less than 10 hours of OSHA approved safety training.

Safety Plan - Contractor will provide a site specific safety plan as well as an Activity Hazards Analysis. An example of a VA approved AHA can be found at <http://www.usace.army.mil/Portals/2/docs/AHA2.pdf>

Compliance - The Contractor shall comply with all applicable Federal, State and local legal requirements regarding workers health and safety. The requirements include but are not limited to, those found in Federal and State Occupational Safety and Health Act (OSHA) statutes and regulations, such as applicable provisions of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926. Contractor is solely responsible for determining the legal requirements that apply to activities, and shall ensure safe and healthful working conditions for its employees. The contractor and its subcontractors shall comply with Public Law 91-596 (Occupational Safety and Health Act (OSHA)) and the National Institute for Occupational Safety and Health

<http://www.cdc.gov/niosh/>

Mishap Notification and Investigation: The contractor and its subcontractors (if applicable) shall promptly report pertinent facts regarding mishaps involving Government property damage or injury to Government personnel and to cooperate in any resulting safety investigation. The contractor shall notify (via telephone) the cognizant contracting officer, the Contracting Officer's Representative (COR), and/or other applicable members within four (4) hours of all mishaps or incidents. The Government person notified by the contractor will in-turn notify the Safety office. Contractor notifications made after duty hours shall be reported to the appropriate installation Command Post. If requested by the cognizant contracting officer, the contracting officers representative, and/or the cognizant program manager, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records until released by the investigating safety office. If the Government investigates the mishap, the contractor and the subcontractors shall cooperate fully and assist the Government personnel until the investigation is completed.



## 5 Related Documents

The following Documents/Sites are related to this project

Florida Building Codes - [http://floridabuilding.org/bc/bc\\_default.aspx](http://floridabuilding.org/bc/bc_default.aspx)

VHA Directive 2011-036, Safety and Health During Construction -  
[http://www.va.gov/vhapublications/ViewPublication.asp?pub\\_ID=2448](http://www.va.gov/vhapublications/ViewPublication.asp?pub_ID=2448)

VA Handbook 6500.6, Appendix D, Contractor Rules of Behavior -  
[http://www.va.gov/vapubs/viewPublication.asp?Pub\\_ID=471&FType=2](http://www.va.gov/vapubs/viewPublication.asp?Pub_ID=471&FType=2)

ASCE 7-02 Minimum Design Loads for Buildings and Other Structures, Second Edition

Found at <https://law.resource.org/pub/us/cfr/ibr/003/asce.7.2002.pdf>

29 CFR 1926.20 - Application of the multi-employer policy to particular construction standards.


Found at

[https://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=INTERPRETATIONS&p\\_toc\\_level=3&p\\_keyvalue=1926.20&p\\_status=CURRENT](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=INTERPRETATIONS&p_toc_level=3&p_keyvalue=1926.20&p_status=CURRENT)

VA Technical Information Library: <https://www.cfm.va.gov/til/>

## Attachment:

Form Approved: OMB No. 2900-0673  
Respondent Burden: 5 Minutes

 Department of Veterans Affairs		<b>REQUEST FOR PERSONAL IDENTITY VERIFICATION CARD</b>	
<p><b>PRIVACY ACT STATEMENT:</b> VA is authorized to ask for the information requested on this form by Homeland Security Presidential Directive (HSPD)-12, and 31 USC 7701. The information and biometrics collected, collected as part of the Federal identity-proofing program under HSPD-12 are used to verify the personal identity of VA applicants for employment, employees, contractors, and affiliates (such as students, WOC employees, and others) prior to issuing a Department identification credential. The credentials themselves are to be used to authenticate electronic access requests from VA employees, contractors, and affiliates issued a Department identification credential to gain access to VA facilities and networks (where available) through digital access control systems, as well as to other federal government agency facilities and systems where permitted by law. The information collected on this form is protected by the Privacy Act, 5 USC Section 552(a) and maintained under the authority of 38 USC Section 501 and 38 USC Sections 901-905 in VA system of records "Police and Security Records-VA (103VA07B)". VA may make a "routine use" disclosure of the information in this system of records for the routine uses listed in this system of records, including: civil or criminal law enforcement, constituent congressional communications initiated at your request, litigation or administrative proceedings in which the United States is a party or has an interest, the administration of VA programs, verification of identity and status, and personnel administration by Federal agencies. Failure to provide all of the requested information may result in VA being unable to process your request for a Personal Identity Verification Card, or denial of issuance of a Personal Identity Verification Card. If you do not have a Personal Identity Verification Card, you may not be granted access to VA facilities or networks, which could have an adverse impact on your application to become, or status as, a VA employee, contractor or affiliate where such access is required to perform your assigned duties or responsibilities.</p> <p><b>PAPERWORK REDUCTION ACT NOTICE:</b> The public reporting burden is approximately 5 minutes including time to review instruction, find the information, and complete this form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the VA Clearance Officer (005E3), 810 Vermont Avenue, Washington, DC 20420.</p>			
<b>SECTION I - APPLICANT INFORMATION</b>			
<b>APPLICANT INFORMATION (Completed by Applicant)</b>			
1. LEGAL NAME OF APPLICANT (Insert last, first, middle and suffix name)		2. NICKNAME TO BE USED FOR APPLICANT (Insert last name and first name, if applicable)	
3. DATE OF BIRTH (MM/DD/YYYY)	4. SOCIAL SECURITY NO.	5. HOME PHONE NUMBER (Include Area Code) (Optional)	
6. HOME E-MAIL ADDRESS (Optional)		7. HOME ADDRESS	
8. SIGNATURE OF APPLICANT		9. DATE SIGNED	
<b>SECTION II - SPONSOR VERIFICATION (Completed by Sponsor)</b>			
<b>PART A - APPLICANT EMPLOYMENT INFORMATION (Completed by Sponsor)</b>			
1. NAME AND ADDRESS OF FACILITY OR ASSIGNED DUTY STATION		2. NAME OF SPONSORING DEPARTMENT, SERVICE, OR SECTION, AND MAIL ROUTING SYMBOL	
		3. CREDENTIALS/ORGANIZATIONAL TITLE (AKA Position/Job Title)	4. COST CTR.
		5. WORK PHONE NUMBER (If applicable)	6. WORK E-MAIL ADDRESS
<b>PART B - TYPE OF REQUEST AND EMPLOYMENT STATUS (Completed by Sponsor)</b>			
1. TYPE OF REQUEST <input type="checkbox"/> NEW ID <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT ID (Damaged/Lost) <input type="checkbox"/> CHANGE LEVEL OF ACCESS			
2. TYPE OF CARD <input type="checkbox"/> PERSONAL IDENTITY VERIFICATION (PIV) <input type="checkbox"/> VA (NON-PIV)		3. TYPE OF ACCESS <input type="checkbox"/> LOGICAL ACCESS (Domain) <input type="checkbox"/> PHYSICAL ACCESS (Complete Part D)	
4. EMPLOYMENT STATUS <input type="checkbox"/> VA EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> AFFILIATE (Specify) <input type="checkbox"/> TEMPORARY VA EMPLOYMENT			
<b>PART C - PHYSICAL SECURITY ACCESS DATA (Completed by Sponsor)</b>			
1. SPECIAL SECURITY ACCESS REQUIRED <input type="checkbox"/> YES (If "YES," Specify in Item 2) <input type="checkbox"/> NO		2. SPECIFY LOCATION OF SPECIAL SECURITY (i.e. tower, bldg. no., etc.)	
		3. IS APPLICANT A KEY EMERGENCY RESPONDER, CRITICAL EMPLOYEE, OR NEITHER? <input type="checkbox"/> EMERGENCY RESPONDER <input type="checkbox"/> CRITICAL EMPLOYEE <input type="checkbox"/> NEITHER	
<b>PART D - TYPE OF BACKGROUND INVESTIGATION FOR POSITION (Completed by Sponsor)</b>			
TYPE OF BACKGROUND INVESTIGATION FOR POSITION <input type="checkbox"/> SAC <input type="checkbox"/> NACI <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> OTHER (Specify)			
<b>PART E - CONTRACTORS, AFFILIATES, AND TEMPORARY EMPLOYMENT INFORMATION (Completed by Sponsor)</b>			
1. EMPLOYMENT EXPIRATION DATE /CONTRACT END DATE (MM/DD/YYYY)(For Contractors, Affiliates, and Temporary Employment)		2. NAME OF FIRM OR COMPANY (If applicable)	
3. NAME OF CONTRACTING OFFICER TECH. REPR. (If applicable)		4. NAME OF RESPONSIBLE VA ORGANIZATION	5. MAIL ROUTING SYM.

**.VA Form 0711 Completion Instructions**

**IMPORTANT:** Carefully follow instructions for each section , especially with respect to who completes the section.

**Section I- Applicant Information**

**Applicant Information - Completed by Applicant**

- Item 1 - Enter Applicant's full legal name. (Should match IDs)
- Item 2 - Enter any Nickname to be used for Applicant. (NOTE: Applies only to new Applicant that does not have an E-mail account)
- Item 3 - Enter Applicant's date of birth.
- Item 4 - Enter Social Security Number.
- Item 5 - Enter Applicant's home phone number, including area code.
- Item 6 - Enter Applicant's personal home e-mail address.
- Item 7 - Enter Applicant's home mailing address.
- Item 8 - Applicant Signature.
- Item 9 - Date Signed.

**Section II - Sponsor Verification - Completed by Sponsor**

**Part A - Applicant Employment Information - Completed by Sponsor**

- Item 1 - Enter the facility or duty station, name and address, that applicant is assigned to.
- Item 2 - Enter name of Sponsoring Department, Service, Section and Mail Routing Symbol.
- Item 3 - Enter applicant's position job title
- Item 4 - Enter cost center.
- Item 5 - Enter Applicant's work phone number (As applicable).
- Item 6 - Enter work E-mail address.

**Part B - Type of Request and Employment Status - Completed by Sponsor**

- Item 1 - Check applicable box.
- Item 2 - Check applicable box based on type of appointment.
- Item 3 - Check applicable box. If Logical box is checked, enter Domain name.
- Item 4 - Check applicable box.

**Part C - Physical Security Access Data - Completed by Sponsor**

- Item 1 - Check applicable box.
- Item 2 - Enter location where access is needed.
- Item 3 - Emergency Responder is a person who has completed forty to sixty hours of Department of Transportation approved training in providing care for medical emergencies (otherwise known as a First Responder); Critical Employee is a Designated VA official/employee who requires access to a VA facility during emergency situations.

**Part D - Type of Background Investigation for Position**

- Item 1 - Check applicable box.

**Part E - Contractors, Affiliates, and Temporary Employment Information - Completed by Sponsor**

- Item 1 - Enter employment expiration date for contractors, affiliates, and temporary employment.
- Item 2 - Self Explanatory (As applicable).
- Item 3 - Enter full legal name of Contracting Officer's Technical Representative (COTR) (As applicable).
- Item 4 - Enter Name of Responsible VA Organization.
- Item 5 - Enter Mail Routing Symbol.

**Part F - Sponsor Authorization and Certification - Completed by Sponsor**

- Item 1 - Enter name of sponsor.
- Item 2 - Enter Sponsor Credentials and Organizational Title.
- Item 3 - Enter Certificate Number which is issued by the Registrar. Contact your Registrar if you do not know the number.
- Items 4-9 - Self explanatory.



Figure 1 – Rusted pipe support rod hanging from exterior ceiling.



Figure 2 – Pipe insulation to be replaced.



Figure 3 – Single wood door and frame.



Figure 4 – Windows with Hurricane Shutters.



Figure 5 – Windows and Hurricane Shutters.