



PRODUCT DESCRIPTION TEMPLATE

**DEPARTMENT OF VETERANS AFFAIRS
Office of Information & Technology
Facilities Management Unit (305A)**

Uninterrupted Power Supply (UPS) Battery Replacements

**Date: 7/21/17
TAC-FY-XXXXX
Product Description Version Number: 2.0**

Uninterrupted Power Supply (UPS) Battery Replacements

PRODUCT DESCRIPTION

1. REQUIREMENTS

The Department of Veterans Affairs (VA) Austin Information Technology Center (VAAITC) requires contractor services to purchase & replace five Hundred and Sixteen (516) "end of service life" Valve Regulated Lead Acid (VRLA) batteries associated with our Uninterrupted Power Supply (UPS) Modules #1, #2, #3, #5, and #6) to match existing batteries specifications. The contractor services shall include providing materials and labor for removal of existing batteries, demolishing the existing end-of-life batteries; providing a certificate of disposal upon disposal; installation of new batteries with Eaton™ certificate of acceptance & warranty service upon completion of the batteries installation. See Attachment "A" for detail of existing UPS battery cabinet locations with battery quantities per cabinet identified. See Attachment B for picture of existing battery. See Attachment C & D of existing battery cabinets with required battery layout. NOTE: Attachment "C" shows twelve (12) batteries per cabinet (eighteen (18) cabinets each) and Attachment "D" shows fifteen (15) batteries per cabinet (twenty (20) cabinets each)

NOTE: Demo of existing lead acid batteries (516 each) performed as part of the purchase of the new batteries. A certificate of disposal will be provided to the Government upon completion of work.

New Batteries Specification Requirements

Description	Part no.	Quantity
16v batteries (8 min backup @ 675kw/) 16V DC nominal front terminal batteries	ENERSYS DataSafe™ 16HX925F-FR or equivalent	516
Warranty for new batteries	3 year parts and labor w/ (7 year pro rated)	516
Demo old UPS batteries after new batteries installed.	N/A	516

SCHEDULE FOR DELIVERABLES

1. Delivery of new VLRA batteries (516 each) NLT 10 weeks after receipt of order.
2. Demo and disposal of five hundred and sixteen (516) end-of-life VRLA batteries
3. Provide Government with documentation of disposal of batteries noted in item #2 above.

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4. The two (2) active EATON™ UPS systems (Module “A” -UPS 1, 2, 3, and Module “B” – UPS 5 & 6) will remain fully operational for the duration of the battery replacement services.
5. Temporary removal of UPS battery monitoring system control wiring, removal of old batteries and installation of five-hundred & Sixteen (516), new batteries to replace existing batteries.
6. Coordinate all work and battery staging plans with VAAITC COR at least ten (10) business days prior to work.
7. Only one (1) UPS battery cabinet shall be powered off at a time for removal and replacement of all batteries and reconnection of existing Cellwatch™ battery monitoring systems control wiring.
8. All old batteries shall be removed from work site each work day prior to contractor departure.
9. Provide and install numbering/ID labels on new batteries to match existing to all new batteries.
10. A certificate of disposal shall be provided to the Government upon completion of demolition of batteries.
11. Ensure Cellwatch™ (UPS battery monitoring systems (2 each) are fully connected and operational after each work day.
12. All new batteries will be installed in existing battery cabinets to match existing battery arrangement, mounting, configuration and utilizing existing wiring configuration on battery power connections without modifying existing wiring arrangement
13. Contractor shall ensure all batteries are properly installed and functional.
14. Battery warranties shall include a minimum coverage of three years on parts and labor (seven year pro rated)..
15. Contractor shall assume full responsibility and liability for compliance with all applicable codes, standards, and regulations pertaining to the health and safety of personnel during execution of the work, and shall hold the Government harmless for any action on the Contractor’s part, or that of the Contractor’s employees or subcontractors, that results in illness, injury, or death. The Contractor shall have written safety and health programs in compliance with 29 CFR Part 1910.

Inspection: AITC

Acceptance: AITC

Free on Board (FOB): AITC

Ship To and Mark For:

Primary: Name: David Lamb
Address: 1615 Woodward St. Austin, TX. 78772
Voice: (512) 326-6602
Email: david.lamb@va.gov

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Special Shipping Instructions:

Prior to shipping, Contractor shall notify Site POCs ten (10) business days before shipment, by phone followed by email, of all incoming deliveries including line-by-line details for review of requirements. Contractor cannot make any changes to the delivery schedule without the approval of the Site POC. The VAAITC loading dock hours are M-F 7:00 AM to 4:00 PM (CST)

Contractors must coordinate deliveries with Site POCs before shipment of batteries to ensure sites have adequate storage space. All shipments, either single or multiple container deliveries, will bear the VA Purchase Order number on external shipping labels and associated manifests or packing lists. In the case of multiple container deliveries, a statement readable near the VA PO number will indicate total number of containers for the complete shipment (ex. "Package 1 of 2"), clearly readable on manifests and external shipping labels.

Packing Slips/Labels and Lists shall include the following:

IFCAP PO # _____ (i.e., 166-E11234)

Total number of Containers: Package ___ of _____. (i.e., Package 1 of 3)

NOTE: VAAITC UPS Battery Replacement Project

INFORMATION SECURITY CONSIDERATIONS:

All VA sensitive information shall be protected at all times in accordance with local security field office System Security Plans (SSP's) and Authority to Operate (ATO)'s for all systems/LAN's accessed while performing the tasks detailed in this Product Description.

- a. A prohibition on unauthorized disclosure: "Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor 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." See VA handbook 6500.6, Appendix C, paragraph 3.a.
- b. A requirement for data breach notification: Upon discovery 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, the contractor/subcontractor shall immediately and simultaneously notify the COR, the designated ISO, and Privacy Officer for the

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contract. 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. See VA Handbook 6500.6, Appendix C, paragraph 6.a.

- c. A requirement to pay liquidated damages in the event of a data breach: “In the event of a data breach or privacy incident involving SPI the contractor processes or maintains under this contract, the contractor shall be liable to VA for liquidated damages for a specified amount per affected individual to cover the cost of providing credit protection services to those individuals.” See VA handbook 6500.6, Appendix C, paragraph 7.a., 7.d.
- d. A requirement for annual security/privacy awareness training: “Before being granted access to VA information or information systems, all contractor employees and subcontractor employees requiring such access shall complete on an annual basis either: (i) the VA security/privacy awareness training (contains VA security/privacy requirements) within 1 week of the initiation of the contract, or (ii) security awareness training provided or arranged by the contractor that conforms to VA’s security/privacy requirements as delineated in the hard copy of the VA security awareness training provided to the contractor. If the contractor provides their own training that conforms to VA’s requirements, they will provide the COR or CO, a yearly report (due annually on the date of the contract initiation) stating that all applicable employees involved in the VA’s contract have received their annual security/privacy training that meets VA’s requirements and the total number of employees trained. See VA Handbook 6500.6, Appendix C, paragraph 9.
- e. A requirement to sign VA’s Rules of Behavior: “Before being granted access to VA information or information systems, all contractor employees and subcontractor employees requiring such access shall sign on annual basis an acknowledgement that they have read, understand, and agree to abide by VA’s Contractor Rules of Behavior which is attached to this contract.” See VA Handbook 6500.6, Appendix C, paragraph 9, Appendix D. Note: If a medical device vendor anticipates that the services under the contract will be performed by 10 or more individuals, the Contractor Rules of Behavior may be signed by the vendor’s designated representative. The contract must reflect by signing the Rules of Behavior on behalf of the vendor that the designated representative agrees to ensure that all such individuals review and understand the Contractor Rules of Behavior when accessing VA’s information and information systems.

CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

VA-AITC Security requirements: The VA-AITC has stringent security requirements on all facilities. Contractor shall adhere to VA security requirements at all times. All contractor resources shall present valid government-issued photo ID, such as driver’s license or passport, upon each visit to VA-AITC. On-site contractor resources shall have no significant criminal history (class B misdemeanor or higher). Prior to being granted unescorted access, VA-AITC security will conduct a criminal history check, which requires information from an unexpired state driver’s license or state issued identification for contractor resources. Laptops and tablet computers may be used by contractor resources, but equipment shall be inspected and scanned by VA-AITC security personnel before entering or leaving the building. Contractor

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shall contact VA-AITC representative at least 10 days prior to working onsite for instructions on submitting information for the required information and accessing the building.

All persons employed within the boundaries of the property or restricted-access areas shall comply with the security regulations in place at the site, including posted instructional signs. A copy of the VA-AITC's security regulations will be made available to the contractor for an on-site review upon written request to the CO prior to the date of contract award. VA-AITC's security regulations may not be copied or removed from the site.

The contractor agrees on behalf of himself, all employees, and employees of all subcontractors to abide by VA-AITC's security regulations. The contractor is required to notify all contractor and subcontractor personnel of the security regulations in place at this site.

The contractor agrees to maintain the security and integrity of documents and drawings. They shall be clearly marked in accordance with VA-AITC policy and may not be released or replicated without the written consent of the VA-AITC. Any third party that they are released to (with the approval of the VA-AITC) shall be bound by the same conditions. Any such items transmitted via the Internet may only be transmitted in an encrypted format using encryption methods approved by the Department of Commerce's National Institute for Standards and Technology (NIST).

VA-AITC reserves the right to exclude or remove from the site any employee of the contractor or subcontractor whom the Chief, Security Services deems incompetent, careless, insubordinate, unsafe, or otherwise objectionable. The CO shall be notified of any contractor or subcontractor personnel removed from the site.

Contractor agrees to maintain all safety and health provisions of the contract. If the Contractor is notified by the Contracting Officer or the Contracting Officer's authorized representative of non-compliance with safety or health provisions, the Contractor shall immediately, unless otherwise instructed, correct the unsafe or unhealthy conditions. If the contractor fails to comply promptly, all or part of the work shall be stopped by notice from the Contracting Officer or the Contracting Officer's representative. When satisfactory corrective action has been taken by the Contractor, work shall resume. The Contractor shall not be allowed any extension of time or compensation of damages in connection with a work stoppage for unsafe or unhealthy conditions.

No building operations shall be disrupted by excessive noise, odors, etc. Any disruption noted shall stop immediately and a plan will be developed to perform the services at a mutually agreed upon time. Any equipment or other operation under the immediate work area will be protected. All cutover electrical or mechanical work shall be scheduled and mutually agreed upon by the Contractor and the Contracting Officer's representative. All risks shall be identified by the contractor for discussion as part of the cutover plan.

Contractor shall be responsible for maintaining environmental conditions for the immediate area.

Release of Information - The Contracting Officer will be the sole authorized official to release verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this task order. The contractor shall release no information.

Press releases, marketing material or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the Contracting Officer.

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POINT(S) OF CONTACT:

VA Program Manager

Name: Paul Hoffman
Address: 1615 Woodward St.
Voice: (512) 529-8378
Email: paul.hoffman@va.gov

Contracting Officer

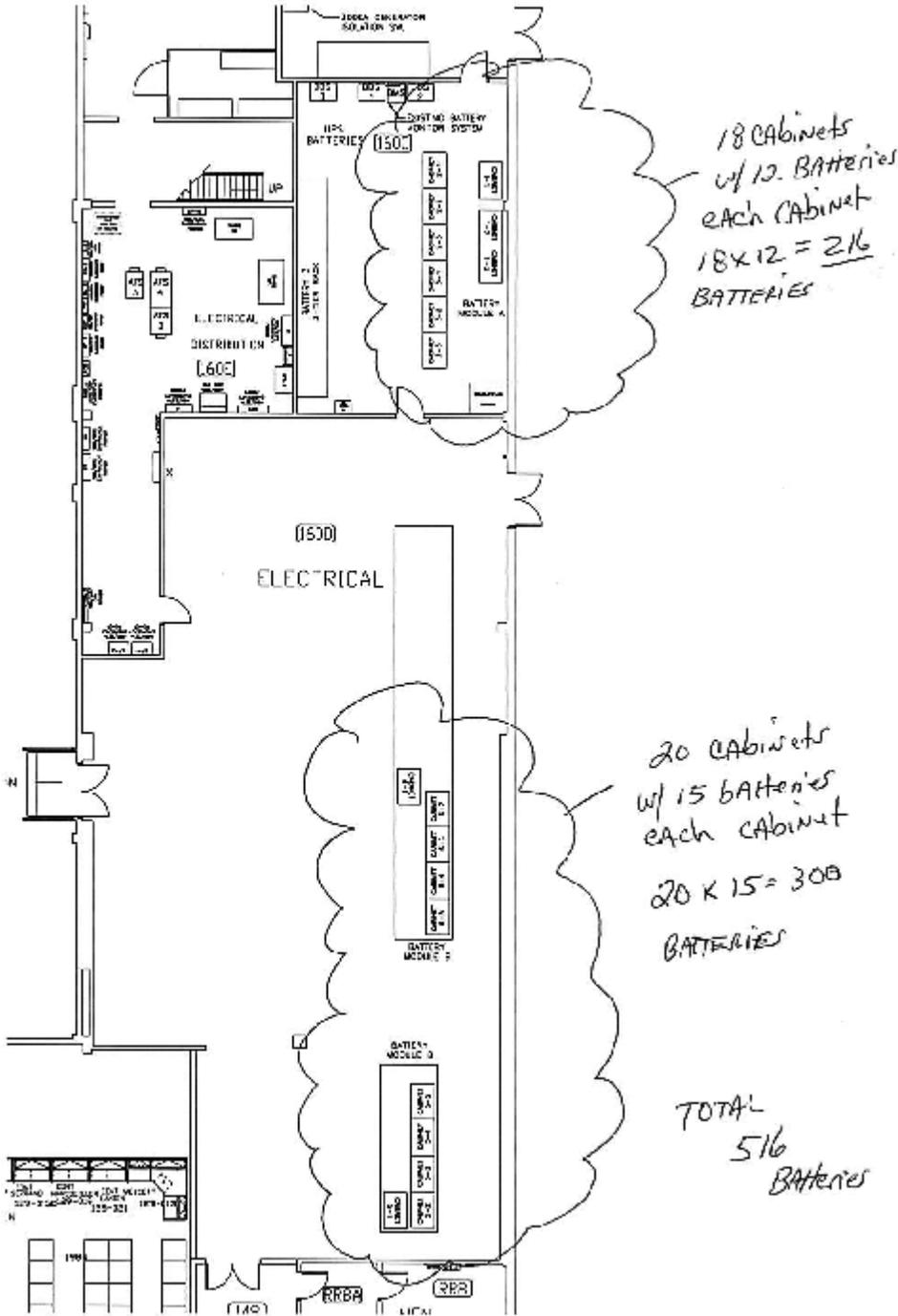
Name: _____
Address: _____
Voice: _____
Email: _____

Contracting Officer's Representative

Name: David W. Lamb
Address: 1615 Woodward St.
Austin, Texas 78772
Voice: (512) 663-0492
Email: david.lamb@va.gov

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ATTACHMENT 'A'



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