

ATTACHMENT A – STATEMENT OF WORK

SUPPLIES OR SERVICES & PRICES / COSTS

PRICE SCHEDULE: Furnish all parts, materials, labor, transportation, equipment and tools necessary to collect and test water and maintain Government owned Water Purification System located at the Gerald B.H. Solomon (Saratoga) National Cemetery, 200 Duell Road, Schuylerville NY 12871-1721.

Site Visit: Offerors or quoters are **Urged & Expected** to inspect the equipment on which preventive maintenance services are to be performed, and to satisfy themselves regarding the overall condition of the equipment that may affect the cost of contract performance. In no event shall failure to inspect the equipment constitute grounds for a claim after contract award. If you are planning to conduct an inspection of the equipment, YOU MUST CONTACT the following VA Cemetery Personnel to make arrangements:

Scott Lamb, Director - Saratoga National Cemetery..... (518) 581-9128
Bill Nelson, Foreman – Saratoga National Cemetery (518) 581-9128
Fax: (518) 583-6975

Term of Contract: The contract will contain one (1) base period effective from October 1, 2017 or From Date of Award through September 30, 2018, with four (4) one year renewable options, *if exercised*.

All-Inclusive Pricing: The Monthly Unit Cost offered must be “**All-Inclusive**” for materials, labor, transportation, surcharges, fees, licenses, permits and services (i.e., all water testing {including all tests required by New York State Department Of Health}, preventive / routine maintenance, consumable items, assessments, reports, training, etc.) necessary and incident to the provision of Water Purification System Testing, Maintenance & Record Keeping Services as specified herein. There will be no additional costs or special service charges. Invoices shall reflect only the monthly cost indicated in the Price Schedule.

DESCRIPTION / SPECIFICATIONS / WORK STATEMENT

A.1 SCOPE

The Contractor shall furnish all labor, equipment, parts, materials, supplies, services and transportation necessary for water testing and maintenance of the Government owned Water Purification System located at Saratoga National Cemetery. Emergency maintenance and repair services shall be provided by the Contractor on an "as-needed / as-requested" basis.

A.2 GENERAL REQUIREMENTS

Contractor shall be responsible for maintenance of the complete chlorination system including, but not limited to, weekend and holiday water testing, all tests required by New York State Department of Health, quarterly and routine preventive maintenance services and emergency repair services. Contractor shall assist in delivering adequate and safe drinking water to all visitors and staff by keeping water system components such as source, treatment, storage and distribution functioning efficiently and effectively.

A.2.1 Weekend Testing Including Weekly Monitoring and Documentation:

- (a) The vendor will monitor the chlorine feed pumps and other system components. Daily readings will be made by facility personnel during Monday through Friday, excluding Federal Holidays. The vendor will take the daily readings on Saturday and Sunday and all Federal Holidays.
- (b) Weekly review of daily chlorine readings will be performed. Review/filling of chlorine solution tanks. Monitoring of test reagent stock. As part of the monitoring and record keeping the vendor will perform the following:
 - (i) Monitor effectiveness of treatment
 - (ii) Comply with relevant regulations to protect visitor and staff health.
 - (iii) Maintain a sampling plan, designed to protect the system that covers monitoring requirements.
 - (iv) Collect samples as required.
 - (v) Conduct routine inspections of the sources, storage and distribution to identify potential sources of contamination.
 - (vi) File all required reports and maintain records.
 - (vii) Assist in resolving compliance problems, in consultation with regulators.
 - (viii) Monthly submittal of reports to the New York State Department of Health.
 - (ix) Report analytical results to regulators as required.
 - (x) Inform Facility Director or (COR) Contracting Officer Technical Representative of any key findings from routine inspections and scheduled maintenance.
- (c) Vendor shall demonstrate a clear understanding of, and the sensitivity to all environmental issues such as ground water contamination, air emissions, etc., and shall be consistent and fully compliant with all Federal, State, and County, City laws, ordinances and regulations.

A.2.2 Preventative Maintenance:

(a) Routine & Scheduled Quarterly Preventive Maintenance Services:

- (i) The vendor shall furnish all labor, supervision, professional expertise, technical engineering verification, equipment, and tools to perform routine and quarterly scheduled inspections and preventive maintenance servicing repairs to include consumable items to Government owned Chlorine Pump Station equipment. All maintenance services shall be accomplished during normal working business hours. Maintenance services provided outside normal business hours shall require prior written approval from the COR.
- (ii) Vendor shall provide to the cemetery a routine and quarterly preventive/maintenance program to service, repair and make proper adjustments to all related sensors, gauges, vacuum pumps and valves, gas detection and sensor system to include testing detection system for operation, clean out screens, cylinder mounted vacuum regulators with automatic switchover, flow regulators, check booster pump operation, chlorine injector, 2 cylinder scale system and injector and vent tubing, fittings & compression unions.
- (iii) Contractor shall provide a written test results report for all scheduled maintenance and testing services performed. This report shall be mailed to Saratoga National Cemetery to the attention of the Cemetery Director or COR as appropriate.

(b) Annual Assessment Report:

- (i) Prepare and maintain records of readings, test, equipment, sodium hypochlorite use, and correspondence.
 - (ii) Establish and maintain Standard Operating Procedures.
 - (iii) Make process control/system integrity decisions necessary to maintain the quality and quantity of water delivered to the facilities.
 - (iv) Address any problems as they may arise and ensure follow-up steps are taken, including follow up testing and notification.
 - (v) File all required reports and maintain records with the New York State Department of Health.
 - (vi) Gather upcoming regulations.
 - (vii) Provide input for planning and preparing of equipment.
 - (viii) Develop a plan to protect the facilities in case of an emergency.
 - (ix) Maintain a list of emergency contacts.
 - (x) Educate cemetery staff members on emergency procedures.
- (c) All services, or repairs not covered under the service agreement plan will get prior approval from the Facility Director or the (COR) before proceeding with repairs or services. Vendor will ensure no modifications or alterations to the chlorine system without prior authorization from the Cemetery Director.
- (d) Contractor shall provide annual written test results report addressing all items. This report shall be mailed to Saratoga National Cemetery to the attention of the Cemetery Director or COR as appropriate.

- (e) Any damage to equipment, structures, etc., caused by the contractor shall be repaired or replaced at the contractor's expense as directed by the COR.

A.2.3 **General & Emergency Repair Services**

- (a) General & Emergency Repair Services: On an as needed / as requested basis, the Contractor shall provide general and emergency equipment repair services on chlorination system equipment. Prior to commencement of any general or emergency repair work, the Contractor shall obtain written approval from the COR or designee.
- (b) Note: Base and Option Year Labor Rates & Discounted Parts for chlorination system maintenance and and/or repair are not purchased by this contract. Contractors are advised to provide their best hourly rates and parts discount percentage when submitting their offer for any additional services not covered by this contract. VA reserves the right to purchase repair services from sources other than the contract awardee when determined to be in the best interest of the Government.

A.3 **CONTRACT MANAGEMENT**

A.3.1 **REPRESENTATIVES OF THE CONTRACTING OFFICER**

- (a) The Contracting Officer reserves the right to designate representatives to act for him/her in furnishing technical guidance and advice or generally supervises the work to be performed under this contract. Such designation will be in writing and will define the scope and limitations of the designee's authority. A copy of the designation(s) shall be furnished to the Contractor at time of award.
- (b) The VA Contracting Officer will delegate one (or more) representatives to serve as the Contracting Officer's Technical Representative (COR). The COR may direct and arrange the Contractor's work schedule in specific areas of the cemetery to coordinate with daily cemetery activities and operations. Duties and responsibilities of the COR include, but are not limited to, the following:
 - (i) Provides contract oversight and technical guidance to the Contractor.
 - (ii) Acts as technical liaison between the National Cemetery and the Contractor and between the cemetery and the Contracting Officer.
 - (iii) Placing orders for services.
 - (iv) Determining whether contract deliverables meet functional, technical and performance specifications.
 - (v) Verification / certification of payments to the Contractor for services rendered.
 - (vi) Assuring that any changes effecting work involved, price, terms and/or conditions under the contract are not implemented before written authorization is issued by the Contracting Officer.
 - (vii) The COR may not modify the intent or the terms and conditions of the contract.

- (c) Contracting Officer: All administrative functions remain with the VA Contracting Officer. Any modifications to the contract, including those involving no-cost changes, increases and decreases in cost or level of services provided, termination or extension of the contract (in part or in whole) and decisions concerning claims or disputes, must be authorized in writing by the Government Contracting Officer.

A.3.2 Communication & Coordination of Work with COR: Communication with the COR (or designee) is strongly encouraged. Burial activities at NCA shall take precedence over contract work activities. Work activity and noise cannot disturb Burial Services. Trucks and workmen are prohibited from passing through the service area during this period.

A.3.3 Notwithstanding the Contractors responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The Government shall provide, at the time of contract award, a list of Government personnel authorized to act as Contracting Officer's Technical Representatives.

A.3 FEDERAL HOLIDAYS

All work under this contract will be done during normal business days and daylight hours unless otherwise required.. The following is a list of Federal holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

A.4 RESPONSIBILITIES

A.4.1 INSURANCE, LICENSES & PERMITS

- (a) The Contractor shall obtain all necessary licenses and permits necessary to perform the work involved and will take all precautions necessary to protect persons and property from injury or damage during the performance of this contract. Contractor is responsible for any injury or damage during the performance of this contract including injury to himself/herself, his/her employees, or others.
- (b) Contractor shall be liable for any damage to personal or public property that occurs during the performance of this contract that is caused by him/her or his/her employee's fault or negligence.
- (c) The Contractor shall maintain personal liability and property damage insurance prescribed by the laws of the State of New York.

A.4.2 LIABILITY & INDEMNIFICATION

- (a) The Contractor shall take all necessary precautions to prevent damage to cemetery structures and Government property. The Contractor shall be charged current replacement costs for any property damaged because of actions by Contractor personnel.
- (b) It is agreed and understood that there is no limitation on the Contractor's liability. In no event shall the Government indemnify and hold harmless the Contractor from all damages, expenses or harm incurred by the Contractor, or from all damages, expenses, or claims, which may arise from third party claims.
- (c) The Department of Veterans Affairs, shall indemnify and hold harmless the Contractor from and against any and all claims, demands, damages, liabilities or causes of action resulting from the negligent acts or omissions of the Department, its agents, and employees, acting within the scope of their Federal employment, arising from the performance of this contract.

A.4.3 MISCELLANEOUS

- (a) The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance.
- (b) The Contractor shall also be responsible for training and safety precautions for contractor employees performing work under these specifications. OSHA standards shall be observed by the Contractor in all work performed. Appropriate safety equipment shall be furnished by the Contractor to contractor personnel and shall be used as prescribed by OSHA standards, including hard hats, safety shoes, safety glasses, and hearing protection devices.

(End of Work Statement)