

Statement of Work (SOW)
Epoxy Coating of Kitchen Floor
St Petersburg VARO

1. Introduction

The Department of Veterans Affairs is seeking a qualified construction firm for the awarding of a Firm Fixed Price contract for the removal of the existing porcelain tile flooring in the kitchen area of the St Petersburg VA Regional Office (VARO) and replaced the flooring with an epoxy resin coating. The purpose for the epoxy resin coating is to remediate the water seepage from the kitchen into room 107 (fire control panel room) directly below the kitchen as well as traversing across the subflooring to the outside of the building.

1.1 Background

For the past year leaking from the roof in room 107 has progressed to the point it is become a risk for the IT equipment as well as the fire control panel in room 107. Directly above room 107 is the kitchen and previous investigation would suggest the floor in the kitchen has deteriorated to the point when water gets on the floor from cleaning operations as well as water being discharged at the drain near the dishwasher is traversing under the tile floor and leaking in room 107. The Investigation also suggests the leaking through the kitchen floor is the primary contributor to the water leak outside the building adjacent room 107. By removing the tile and encapsulating the floor with an epoxy resin coating leaking will be mitigated. Additionally, the existing trend wall adjacent the storage room that contains a door is beyond repair and after demolition the contractor will replace the trend wall with a new similar trend wall to include door.

1.2 Scope

This project involves removing all kitchen appliances supplies; removing damaged trend walls; removing the existing porcelain tile on the floor and base board; floating and leveling the sub floor ensuring transition points are flush with adjacent tiled areas; applying a durable epoxy resin coating that provides an anti-microbial and anti-slip finish that will encapsulate the kitchen floor preventing moisture from getting to the sub flooring; building and replacing trend wall and door leading into storage area; returning all kitchen appliances to original location ensuring fully operational; and returning any removed supplies to original location. The new epoxied floor must traverse up the perimeter wall approximately 6 inches and have an appropriate grade / pitch towards the existing kitchen drains allowing water to flow by gravity to the all floor drains without creating puddles. Contractor will coordinate with the COR the replacement of the trendwalls with a similar product to the original locations.

- The contractor, COR and Canteen manager will verify together that all equipment being removed is operational. When said equipment is reinstalled, the contractor, COR and Canteen manager will verify that all equipment is operational.
- The Canteen Manager's Office and entrance to storeroom will be Demountable walls with 18" of glass at the tops to match existing (reference sheet attached). See diagram for dimensions of the Managers office and the storeroom entrance. Walls are 9 feet on height. Handle sets will be repurposed. When handle set are removed all hardware for them will be given to the COR for security purposes.

Equipment: Pictures enclosed

- Double door commercial upright freezer
- Double door commercial upright refrigerator
- Deep fryer
- Flat grill
- Flat grill with double burner
- Dishwasher
- Single, double and triple sinks with garbage disposals
- Table with roaster oven
- Salad bar case
- Hot serve case
- Ice machine

2 General Requirements

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 support operations at the Saint Petersburg Regional Office and the contractor's corporate offices.

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 maintaining 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). Cross teaming may or may not be permitted.

2.5 Location and Hours of Work

The work will be performed on the second floor (kitchen and cook line) of the Saint Petersburg Regional Office, 9500 Bay Pines Blvd, Saint Petersburg Florida 33708. Normal workdays will be Monday through Friday except US Federal Holidays after normal business hours. All work will be after hours. Start time will be no earlier than 6:00 pm and the contractor must vacate by 6:00 am so there is no disruption to employees. Possible weekend working with prior approval from the COR.

After prior coordination and approval by the COR, Contractors may be able to start at 2:00 pm for the disconnect and removal of kitchen equipment, providing there is no disruptions to the Service Center.

3 Performance Requirements

The following sections specify the Performance Objectives and Performance Elements for this contract.

3.1 Pre-Construction activities.

3.1.1 Prior performance of this SOW Contractor must complete all training as identified in paragraph 4.1 Security and 4.1.1 Badging and Identification.

Performance Standards

Standard: All employees to include subcontractor employees complete training as outlined in Section 4 of this SOW.

AQL: 100% of employees have completed VA Privacy, Information Security and Rules of Behavior; submit VA Form 20-0344 (to be provided after award) and VA Form 0711 (to be provided after award); and have acquired a Non-PIV badge prior performance of this SOW / Contract.

Deliverables

- 10176 VA Privacy, Information Security and Rules of Behavior
- 30hr OSHA Safety Course
- VA Form 20-0344
- VA Form 0711

3.1.2 The Contractor shall provide insurance certificate for pre-award documentation for of insurance.

Performance Standards

STD: Contractor must have valid insurance

AQL: Insurance must be in compliance with all, local, state and federal regulations.

Deliverables

Copy of construction insurance

3.1.3 The Contractor shall provide 30 hour Supervisor and 10 hour employee OSHA Certificates prior to beginning working.

Performance Standards

STD: Completion of OSHA training for supervisor and employees

AQL: 100% completion for the contractor supervisor and employees for the project

3.2 Construction Activities - Contractor will:

3.2.1 Barrier off the kitchen/cook line with dust control measures. Erect plastic sheeting, dust off mats and negative air machine. Use adequate ventilation to control personnel exposure to dust and odors during the demolition and epoxy sealing activity. Ventilation is to be connected to HEPA filters or other collection systems, approved by the industrial hygienist. Local exhaust ventilation systems shall be designed, constructed, installed, and maintained in accordance with ANSI Z9.2. Local exhaust ventilation shall exhaust to a collection container being that the exterior of the building.

Performance Standards

STD: Kitchen area is sealed off to surrounding work space

AQL: 100% of containment area is ventilated and in a negative air pressure environment
3.2.6 Remove floor tile, prep subsurface for epoxy resin application.

3.2.2 Remove all appliances, racks and sinks in a manner that they are not damaged.

Performance Standards

STD: All appliances removed to allow for epoxy resin application

AQL: All appliances removed without damage and stored safely for reinstallation

3.2.3 The contractor will provide a storage container for the kitchen equipment, as well as a dumpster for debris.

Performance Standards

STD: Storage container sufficient in size for storage of kitchen equipment. Container for equipment does NOT need to be air-conditioned. Freight elevator is at the disposal of the contractor, which gives access to the loading dock area.

AQL: Storage container of type sufficient for storing kitchen equipment without causing damage to equipment

3.2.4 Remove tile from the cook line, kitchen and kitchen storeroom

Performance Standards

STD: All tile removed to concrete slab

AQL: Concrete tile is smooth and free of any residual tile/glue/sealant, etc.

3.2.5 Remove Trend walls and doors form entrance to the storeroom and Canteen Office.

Performance Standards

STD: Trend walls removed

AQL: Area prepared for new trend wall.

3.2.6 Remove floor tile, prep subsurface for epoxy resin application.

Performance Standards

STD: All tile removed

AQL: Subsurface clean, level, free of cracks, bumps, dimples, etc.

3.2.7 Ensure that the kitchen perimeter is sealed from the floor up the wall 6 inches.

Performance Standards

STD: Epoxy will make an impermeable seal where the wall transitions to the floor.

AQL: 100% sealed around the perimeter around the kitchen and cook line walls.

3.2.8 Ensure final floor is level at transition areas and is anti-microbial and anti-slip.

Performance Standards

STD: No visible rises or drops in floor as well as transition areas level at both points.

AQL: No tripping hazards.

3.2.9 Return all kitchen appliances to original location, ensuring all appliances are fully operational.

Performance Standards

STD: All appliances returned

AQL: 100% of appliances removed by contractor fully operational.

3.2.10 Erect new trend walls and door locks sets.

Performance Standards

STD: Trend wall will configure to the diagram that is provided.

AQL: 100% Trend wall will be new and of like existing Trend wall. Existing Locksets will be repurposed.

3.3 Post Construction Activities - Punch list

The general contractor will prepare an initial punch list towards the completion of the project. After the contractor has made the corrections to the faults listed on the initial punch list the contractor and COR will jointly conduct a final inspection. The contractor should not schedule the joint final inspection until the work has reached substantial completion. Any faults identified during the joint inspection will be added to the initial punch list. There will only be one punch list. The punch list should be published within 24 hours of the joint inspection. The punch list will list the subcontractor responsible for each item and anticipated completion date. Each item should be checked, initialed by the prime Contractor and dated on the punch list document when completed. Once the Contractor has completed and re-inspected all the punch list items, the Contractor will request final inspection with the COR. If it becomes clear that the work was not corrected the final inspection will be rescheduled. The final inspection will be signed off on by the COR and Contractor. The Contractors initial work breakdown schedule (WBS) will include punch list activities.

Performance Standards

a) Standard: Identifies and corrects deficiencies

AQL: 100% of all deficiencies corrected by the contractor

Deliverables

A002 Punch list

4 Security and Safety

4.1 Security

The contractor is required to enter and exit the Saint Petersburg VARO through the front entrance. Entering or exiting the building through any other door will require VARO approval and an escort will be required. Upon entering the building the contractor and/or contractors employees will be required to show proof of identity (Must have valid photo ID) as well as pass through security screening. Due to the sensitivity and personal information processed at the VARO the Contractor as well as the Contractors employees will be required to complete VA Privacy and Information Security and Rules of Behavior Training. This training will be provided by the COR to all Contractor employees to include sub-contractor employees. The Contractor will coordinate and schedule the Contractor. Certification of completion of training will be submitted to the COR within 10 working days from the contract award date. In addition, in VA Forms 20-0334 and 0711 must be completed by the Contractor, contractor employees, and sub-contractors and original copies turned into the COR prior to the beginning of construction. See Attachment 1 to this SOW for VA Form 20-0344 and VA Form 0711.

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 credentials 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, sub-contractors and sub-contractor's employees entering the Saint Petersburg VARO are required to have a Non-PIV badge prior to beginning work inside the VARO. Therefore, it is essential the Contractor complete section 1 of VA Form 0711, Request for Personal Identity Verification Card, (Attachment 2) for all employees to include sub-contractors employees who will be working inside the building and provide the completed forms 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 employees 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/hers schedule.

4.2 Safety

The contractor shall provide all safety equipment/Personal protective equipment and clothing as required for their employees.

OSHA - Prior to the 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 present. The contractor as well as, the on-site supervisor will have completed a 30 hours of OSHA approved safety training. All other contractor employees will have no less than 10 hours of OSHA approved safety training.

Compliance, the Contractor shall comply with all applicable Federal, State and local legal requirements regarding worker health and safety. The requirements include but 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.

4.3 Government Furnished Materials

The Government shall provide at no cost: Parking spaces and access to the VARO loading docks as necessary. Contractor will be given areas for both the dumpster for debris and a storage container for storage of the Kitchen equipment. Contractor will make determination of size of Dumpster and Container.

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.

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

MSDS – Contractor will provide the COR a copy of all MSDS for products and materials applied during the performance of this contract.

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. See attached document for door specifications.

Mandatory compliance

OSHA - Occupational Safety and Health Administration Department of Labor <http://www.osha.gov>

NIOSH - The National Institute for Occupational Safety and Health <http://www.cdc.gov/niosh/>

Non Mandatory document

Corps of Engineers Manual EM 385-1-1

5 Related Documents

The following Documents are related to this project

VA Handbook 6500.6, Appendix D, Contractor Rules of Behavior -
http://www.va.gov/vapubs/viewPublication.asp?Pub_ID=471&FTtype=2