

## Statement of Work

# Utility Systems Review and Critical Utility Management Plan

### **1. REQUIREMENT:**

Requirement is for a contractor to conduct on-site interviews and perform an evaluation of the facility system utilities located at Dorn VA Medical Center, Columbia, SC. Upon completion of this service, the contractor shall provide equipment inventory, risk ranking, preventive maintenance plan and lock-out and tag-out procedures for each piece of equipment at Dorn VA Medical Center.

### **2. BACKGROUND:**

To comply with Standard EC.01.01.01 (new requirement), Dorn VAMC needs to categorize all equipment and provide risk ranking, preventive maintenance plans and lock-out and tag-out procedures for each piece of equipment. This service will establish a Critical Utility Management Program to support the central mission of the facility. The purpose of the program is to identify systems for which there is a risk of serious harm or death to a patient or staff member, should the system fail; prioritize preventive maintenance (PM) of critical system components to reduce the likelihood and frequency of system failure, and to comply with VA Central Office reporting requirements.

### **3. PERIOD OF PERFORMANCE:**

The period of performance shall be **February 19, 2018 through April 27, 2018**. Services will be performed during normal duty hours of 8:00am - 5:00pm Monday – Friday, excluding Federal holidays. If extended hours are required, the contractor shall notify the Contracting Officer's Representative (David Bagley, (803) 776-4000 x4344) prior to scheduling the work the work.

### **4. PLACE OF PERFORMANCE:**

The place of performance shall be WJB Dorn VA Medical Center, 6439 Garners Ferry Road, Columbia, SC 29209

### **5. PERFORMANCE REQUIREMENTS:**

The contractor shall perform the following tasks:

#### **UTILITY SYSTEMS REVIEW**

Develop a Utility Systems Equipment Inventory, which documents all operating assemblies and major components of the utility systems. Contractor shall identify whether each item is a

component of a critical or non-critical utility system. The following utility systems shall be included in the Utility Systems Equipment Inventory:

- Electrical Distribution and Emergency Power
- Vertical and Horizontal Transport
- Heating, Ventilating, and Air Conditioning (HVAC)
- Plumbing, Boiler and Steam
- Refrigeration
- Piped Gases and Vacuum Systems
- Fire Alarm and Suppression Systems
- Communication Systems, including Data Exchange Systems
- The contractor shall provide a Utility System Equipment Inventory in spreadsheet format suitable for upload into CMMS

### **CRITICAL UTILITY SYSTEMS MANAGEMENT PLAN**

1. Contractor shall recommend a process by which to evaluate new types of utility components before initial use to determine whether they should be included in Utility Systems Equipment Inventory.
  - Describe procedures for the inspection, testing, and maintenance of these utility system components before initial use and how to document such activity.
2. With input from the Dorn VA Medical Center Staff, the Contractor shall rank the operating assemblies and major components of the utility systems to identify high-risk items for which there is a risk of serious harm or death to a patient or staff member should the component fail.
  - Contractor shall recommend a process to inspect, test, and maintain high-risk, infection control and non-high-risk utility system components and how to document these activities.
3. Contractor shall provide written description of the tasks and associated frequencies required for inspecting, testing and maintaining the operating assemblies and major components of utility systems on the inventory.
  - Tasks and associated frequencies will be in accordance with the manufactures' recommendations of with strategies of an alternative equipment maintenance (AEM) program.
4. Contractor shall assess the adequacy of emergency power system(s) for supporting operation of the following as required by the Life Safety Code:
  - Alarm systems.
  - Exit route and exit sign illumination.
  - Emergency communication systems.
  - Elevators (at least one for non-ambulatory patients).
  - Equipment that could cause patient harm when it fails.
  - Areas in which loss of power could result in patient harm.

5. Contractor shall recommend a process by which to inspect and maintain the organization's emergency power systems, and document those activities, in accordance with Joint Commission standards for the following:
  - Master signal panels.
  - Area Alarms.
  - Automatic pressure switches.
  - Shutoff valves.
  - Flexible connectors, and outlets.

**IMPLEMENTATION PLAN**

Upon completion of the Utility System Review and Critical Utility Management System Plan, the Contractor shall perform an analysis of requirements compared to actual performance. Where actual performance does not meet requirements, the Contractor shall provide detailed recommendations to bring the organization into compliance with applicable Joint Commission standards and assist with implementing all corrective actions to assure a fully-compliant critical utility management system.

The Contractor shall provide a three-hour training session for Dorn VA Medical Center staff to discuss each recommendation in detail and answer all questions related to the documentation provide, procedures described, criteria for determining criticality among other topics. Following this training, the Contractor shall provide a final revision of the document(s) to reflect any necessary changes.

**EQUIPMENT SPECIFIC LOCKOUT TAGOUT PROCEDURES**

The Contractor shall prepare Equipment Specific Lockout Tagout Procedures for each individual piece of equipment included in the equipment inventory developed during the Utility Systems Review with the following Classifications and Types:

CLASSIFICATION	TYPE
Electrical	Generator
HVAC	Pump
	Air Handling Unit
	Boiler, Chiller, Cooling Tower, Condensing Unit
	Exhaust Fan
	Package AC Unit, Heat Pump, Split System
	Heat Exchanger
	Air Compressor
Plumbing	Hot Water Heater
	Pump
Refrigeration	Walk in Cooler, Walk in Freezer
Conveying	Elevator
Piped Gases and Vacuum Systems	Vacuum Pumps

Service includes applying isolation point tags to mechanical isolation points and developing graphical lockout tagout procedures to be delivered in .pdf format. Electrical isolation points will be identified by panel and breaker number when labeled on the equipment or can be visually traced to a panel within the same room and panel schedules are filled out. This service will not include electrically tracing the power source for any equipment.

## 6. INVOICES:

a. Payment will be made upon receipt of a properly prepared detailed invoice, prepared by the Contractor and submitted through Tungsten Network (formerly known as OB10) <http://www.tungsten-network.com/us/en/>. A properly prepared invoice shall contain:

- ✓ Invoice Number and Date
- ✓ Contractor's Name and Address
- ✓ Accurate Purchase Order Number
- ✓ Supply or Service provided
- ✓ Period Supply or Service Provided
- ✓ Total Amount Due

b. Please begin submitting your electronic invoices through the Tungsten Network for payment processing, free of charge.

c. If you have questions about the e-invoicing program or Tungsten Network, contact information is as follows:

- Tungsten e-Invoice Setup Information: 1-877-489-6135
- Tungsten e-Invoice email: [VA.Registration@Tungsten-Network.com](mailto:VA.Registration@Tungsten-Network.com)
- FSC e-Invoice Contact Information: 1-877-353-9791
- FSC e-invoice email: [vafscshd@va.gov](mailto:vafscshd@va.gov)

d. Web Address: [HTTP://WWW.FSC.VA.GOV/EINVOICE.ASP](http://WWW.FSC.VA.GOV/EINVOICE.ASP)

**7. TERMINATION FOR CONVENIENCE:** In accordance with FAR 52.212-4 (l) The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience.

## 8. RECORDS MANAGEMENT LANGUAGE FOR CONTRACTS:

The following standard items relate to records generated in executing the contract and should be included in a typical Electronic Information Systems (EIS) procurement contract:

- a. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.

- b. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
- c. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
- d. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
- e. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
- f. The Government Agency owns the rights to all data/records produced as part of this contract.
- g. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
- h. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
- i. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.