

STATEMENT OF WORK

Portable Cargo Storage Containers

1. Background:

The Southern Arizona VA Health Care System (SAVAHCS) located at 3601 S. 6th Ave., Tucson, AZ 85723, has an ongoing requirement to provide high-security, commercial grade, portable cargo storage containers to temporarily house a wide variety of equipment, supplies, and products in support of various clinical and administrative programs, numerous and ongoing construction projects and extra facilities and maintenance storage space on a recurring basis, as needed at the SAVAHCS.

2. Scope:

This is a non-personnel, labor, materials and services contract to provide rented, high-security, commercial grade portable cargo storage containers on the SAVAHCS campus. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government. The Contractor must be prepared for immediate execution of portable cargo storage container rental agreements within **30 days of contract award**.

3. Requirements:

3.1 The Contractor shall provide labor, materials and services needed to fulfill orders for the delivery, placement, setup, temporary storage, securing, removal and transport of commercial, industrial-grade, steel cargo portable storage containers to locations specified by the SAVAHCS designated Contracting Officer Representative (COR) on the SAVAHCS campus located at: 3601 South 6th Avenue, Tucson, Arizona, 85723.

3.2 The Contractor shall provide for all the following features and requirements related to providing commercial, industrial-grade portable cargo storage containers:

- 1) Storage containers must be made of high-security, waterproof steel
- 2) Storage containers must be able to be kept clean, dry, secure, portable cargo storage container units matching dimensions provided in this statement of work
- 3) Access to goods and services 7 days a week, to include evenings and holidays
- 4) 24-hour Contractor availability for labor, materials and services
- 5) Availability of climate-controlled units
- 6) Ability to support online invoice payment
- 7) Watertight and weather-proof containers
- 8) Ability to secure stored items to container walls with tie downs or rope
- 9) Containers should be light-colored: neutral, white or sand-colored
- 10) Ability for Contractor to install shelf supports or brackets for SAVAHCS-supplied wooden or metal shelving when required.
- 11) Contractor to provide container delivery, unload, pickup and removal services
- 12) Variety of container sizes and models deemed on customer need

- 13) Secure, convenient and safe ground-level access
- 14) Easy-opening, customizable doors
- 15) Anti-theft and vandalism features
- 16) Various types of door options
- 17) Portable container width must be a minimum of 8 feet, allowing side-by-side pallet storage on the inside, with a 2-ft aisle down the middle
- 18) Minimum dimensions of container:
 - 20-ft long or more
 - 8-ft and/or 10-ft wide
 - 8-ft ceiling height
- 19) Interior requirements:
 - Slip and trip-resistant flooring
 - Flat ceiling
 - Ability to install or attach secured, safe, removable shelving
 - Minimum of 1" plywood sub-floor
- 20) Exterior
 - Steel siding
 - Drip rail gutters
 - All-steel structural components
- 21) Security Locks for storage containers
 - Provided by Contractor upon request of the SAVAHCS

Itemized Goods and Services Needed Through This Contract:

*** Please see List of Required Items to quote on base period and all Option Years (1-4)**

CLIN	Equipment Rentals	Base Period	Quantity
0001	10' x 25' unit with doors on both ends	6	2
0002	8' x 20' unit with doors on both ends	6	1
0003	8' x 40' high cube unit with doors on both ends	6	1
0004	8' x 40' office / storage unit with air conditioning	6	1
0005	8' x 40' premium unit with doors on both ends	6	1
0006	8' x 40' unit with doors on both ends	6	6
0007	8' x 40' unit with doors on one end	6	3
0008	8' x 45' unit with doors on both ends	6	1
0009	Steel storage unit(s) with specifications to be determined for future use as needed	6	3

4. Required Administrative Procedures

4.1 Designated SAVAHCS Contracting Officer's Representatives (CORs) will coordinate with and work exclusively with the Contractor in advance of the Contractor conducting any business with or providing any goods and services for use by the SAVAHCS. The Contracting Officer (CO) will provide the Contractor with a written purchase order which has been approved by an official authorized to commit Government funds for such goods or services. The Contractor must be in receipt of the written purchase order prior to providing goods or services for SAVAHCS use.

4.2 The Contractor shall be given **48 hours** advanced notice of the date and time that the delivery, placement, setup, temporary storage, securing, removal and transport of commercial, industrial-grade, steel portable cargo storage containers are needed. SAVAHCS staff will provide this advanced notice to the Contractor in writing via email. Contractor must acknowledge receipt of email **immediately** after it is received. In cases of emergency need, the SAVAHCS will give as much as advanced notice of the need for goods/services as possible, in writing via email or fax.

4.3 Most requests for goods and services made by the SAVAHCS staff to the Contractor will be provided in writing, via email. This includes SAVAHCS staff requests to the Contractor made via telephone that are followed by an emailed confirmation of the SAVAHCS- requested goods and services within **24 hours** of the initial request made to the Contractor by the SAVAHCS.

5. Emergent Situations:

5.1 In the event of an emergency where there is an unplanned need for the provision of portable cargo storage containers (and all associated expenses related to this provision of goods and services); the Contractor will be able to provide such goods and services **within 4 hours**, if needed.

5.2 Emergency Response Time by Contractor: In the event of an emergency requiring the Contractor's immediate provision of goods or services, the Contractor will be required to respond by performing the requested work **within 4 hours** of the time of the Contractor's initial notification of the emergent need.

5.3 Container Repairs: Contractor will maintain the portable cargo storage container throughout the rental term. SAVAHCS will contact the Contractor in the event that unplanned maintenance is needed. **Contractor must provide a warranty and maintenance plan of the proposed units when submitting a quote in response to this RFQ.** Contractor must also perform regular maintenance/repairs on portable cargo storage containers, as needed, at no cost to SAVAHCS.

5.4 Replacement of Containers: If a portable cargo storage container must be replaced due to container unserviceability (including, but not limited to, leaking), the Contractor will replace the portable cargo storage container within 24 hours. In this instance, there will be only one delivery and fuel charge for the replacement of the unserviceable container known as Other Direct Costs (ODCs).

5.5 Placement of Additional Containers: If an additional portable cargo storage container (not in the current inventory on location) must be placed, the Contractor will place the portable cargo

storage container at the requested location on the SAVAHCS campus. In this instance, there will be only one delivery and fuel charge for the placement of the additional portable cargo storage container known as ODCs.

6. Delivery Requirements:

The Government shall be held harmless against any or all loss, cost, damage, claim expense or liability whatsoever, because of accident or injury to persons or property of others occurring in the performance of this contract.

The Contractor shall be responsible for all damage to property, which may be done by the Contractor, or any contracted employee engaged in the performance of this contract.

Standard delivery on storage units to occur within two (2) to seven (7) business days. The SAVAHCS will be provided a 4-hour delivery window in writing via email the day before the scheduled delivery.

7. Period of Performance: The period of performance shall be for one (1) Base Period and four (4) 12-month option years.

- Base Period - 01 April 2018 – 30 September 2018
- Option Year 1 – 01 October 2018 – 30 September 2019
- Option Year 2 – 01 October 2019 – 30 September 2020
- Option Year 3 – 01 October 2020 – 30 September 2021
- Option Year 4 – 01 October 2021 – 30 September 2022

7.1 Recognized Holidays: The Contractor is required to perform services on the below holidays only on an as-needed basis.

• New Year’s Day	• Labor Day
• Martin Luther King Jr.’s Birthday	• Columbus Day
• President’s Day	• Veteran’s Day
• Memorial Day	• Thanksgiving Day
• Independence Day	• Christmas Day

7.2 Hours of Operation: The contractor is responsible for conducting business, between the hours of 7:30 a.m. to 4:00 p.m., Monday thru Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

7.3 Place of Performance: The work to be performed under this contract will be performed at:

The Southern Arizona VA Health Care System (SAVAHCS)
3601 S. 6th Avenue
Tucson, AZ 85723

8. Performance:

8.1 Post-Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity and/or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5 Post award Orientation. The Contracting Officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically via teleconference or in person with the Contractor to review the Contractor's performance. These meetings shall be at no additional cost to the Government.

At these meetings, the Contracting Officer will apprise the Contractor of his/her assessment of the Contractor's performance. Additionally, the Contractor will apprise the Government of problems or concerns. Appropriate action shall be taken by both the Contractor and the Government to resolve outstanding issues.

8.2 Contracting Officer's Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notify both the Contracting Officer and Contractor of any deficiencies, and ensure site entry to Contractor personnel.