



**PERFORMANCE WORK STATEMENT (PWS)
DEPARTMENT OF VETERANS AFFAIRS**

Records Center and Vault (RCV)

Fire Pump Weekly Testing and Inspection

**Date: 11/28/2017
TAC-18-49122**

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1.0 BACKGROUND

The Department of Veterans Affairs (VA) operates a 403,000 square foot records storage warehouse in Neosho, Missouri, known as the Records Center and Vault (RCV). The facilities' fire suppression system is equipped with a non-VA owned **electric fire pump**. Contractor support is being sought to perform the weekly inspection and testing of the pump in accordance with current National Fire Protection Association (NFPA) 25 regulations, Chapter 8: Table 8.1.1.2, and Sections 8.2 and 8.3.2. At the conclusion of each visit and before departing the center the vendor shall also provide the VA a written report of the inspection and testing results and deficiencies found.

APPLICABLE DOCUMENTS

Not applicable.

2.0 SCOPE OF WORK

Perform weekly inspections and testing and provide VA a written report of results (include noted deficiencies) in accordance with current National Fire Protection Association (NFPA) 25 regulations Chapter 8: Table 8.1.1.2, and Sections 8.2 and 8.3.2, for the following non-VA owned fire pump equipment:

Pump Manufacturer: Aurora Model 481, Size 5-481-11C, 1000 GPM, 120 PSI, 3560 PRM, Serial # 01-249115

Motor Manufacturer: Marathon, 100 HP, 3550 RPM, 120 FLA, 460 V, Serial # 8850-1/8-02

Controller Manufacturer: Joslyn Clark, Model 10630, Serial # 2088612-01

NOTE: Maintenance and repairs are excluded from this contract.

3.0 PERFORMANCE DETAILS

3.1 PERFORMANCE PERIOD

The period of performance shall be March 1, 2018, through February 28, 2019, with four, 12-month option periods. Contractor shall provide on-site services at weekly intervals between 8:00 AM and 2:00 PM, Central Standard Time, Monday through Thursday, excluding federal holidays. No more than one inspection may occur per calendar week (i.e., a missed inspection cannot be made up by performing two inspections the following week). The VA will not reimburse vendor for attempts to perform service on the following nationally recognized federal holidays, or in cases of local area road closures due to inclement weather (excessive snow/heavy rains causing flooding of access roads, etc.).

There are ten (10) Federal holidays set by law (USC Title 5 Section 6103) that VA follows:

Under current definitions, four are set by date:

New Year's Day	January 1
Independence Day	July 4
Veterans Day	November 11
Christmas Day	December 25

If any of the above falls on a Saturday, then Friday shall be observed as a holiday. Similarly, if one falls on a Sunday, then Monday shall be observed as a holiday.

The other six are set by a day of the week and month:

Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving	Fourth Thursday in November

3.2 PLACE OF PERFORMANCE

Tasks under this PWS shall be performed at the following VA facility:

Department of Veterans Affairs (VA)
Records Center and Vault (RCV)
11693 Lime Kiln Drive
Neosho, MO 64850

3.3 TRAVEL

Contractor shall travel to the VA facility to perform all inspections and testing. Travel expenses shall not be reimbursed.

4.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall perform the following:

Provide in writing to the VA Contracting Officer's Representative (COR) the names of qualified technicians authorized to provide service on behalf of the vendor prior to vendor's first visit, and each time vendor staff changes. Access to the fire pump equipment will only be granted to staff on the approved list.

Verify with the VA Contracting Officer's Representative (COR) that the facility fire suppression system is on test prior to start of service.

Provide weekly fire pump inspections and testing services for non-VA owned fire pump equipment to meet current NFPA 25, Chapter 8: Table 8.1.1.2, and Sections 8.2 and 8.3.2.

Issue to the VA Contracting Officer's Representative (COR) at the conclusion of each visit and before leaving the site reporting documentation that includes:

- Vendor's company name, mailing address and business phone number; technicians first/last name, signature, and date service was provided; VA facility name, address, and contract or PO number.
- Operating condition of the applicable fire pump components per current NFPA 25, Chapter 8, Section 8.2.2 prior to testing;
- Visual observations/adjustments made as specified during testing per current NFPA 25, Chapter 8, Section 8.3.2.
- Deficiencies detected during the inspection and testing process.

NOTE TO VENDORS WHO ARE MEMBERS OF THE AMERICAN FIRE SPRINKLER ASSOCIATION (AFSA): A completed, current version of AFSA Form 105A, Weekly Inspection and Churn Testing Results, meets reporting requirements of the PWS.

Change the pressure recorder graph paper and turn in prior weeks' chart to the VA at the conclusion of testing.

Return system to full operational condition following testing and prior to leaving the site.

Perform all work in compliance with applicable industry standards and equipment manufacturer requirements.

Dispose of waste items and clean-up spills generated in performance of duties. Disposal shall be in accordance with all federal, state, local, Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and other relevant guidelines.

NOTE: VA personnel are not qualified to perform fire pump inspection and testing. No instructions or guidance shall be provided by VA RCV staff.

Deliverables:

- A. Weekly inspection and testing report to the VA COR. This report includes the inspection and testing results and noted deficiencies per NFPA 25, Chapter 8: Section 8.2 and 8.3.2.
- B. Provide the VA in writing the names of qualified technicians authorized to provide service on behalf of the vendor. Furnish a copy to the COR prior to vendor's first visit, and each time vendor staff changes.

4.1 PROJECT MANAGEMENT

4.1.1 CONTRACTOR PROJECT MANAGEMENT PLAN

Not applicable.

4.1.2 REPORTING REQUIREMENTS

Not applicable.

4.2 ADDITIONAL TASK(S)

Not applicable.

5.0 GENERAL REQUIREMENTS

5.1 ENTERPRISE AND IT FRAMEWORK

Not applicable.

5.2 SECURITY AND PRIVACY REQUIREMENTS

Not applicable.

5.2.1 POSITION/TASK RISK DESIGNATION LEVEL(S)

Not applicable.

5.2.2 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

Not applicable.

5.3 METHOD AND DISTRIBUTION OF DELIVERABLES

The Contractor shall deliver documentation in electronic format, unless otherwise directed in Section B of the solicitation/contract. Acceptable electronic media include: MS Word 2000/2003/2007/2010, MS Excel 2000/2003/2007/2010, MS PowerPoint 2000/2003/2007/2010, MS Project 2000/2003/2007/2010, MS Access 2000/2003/2007/2010, MS Visio 2000/2002/2003/2007/2010, AutoCAD 2002/2004/2007/2010, and Adobe Postscript Data Format (PDF).

5.4 PERFORMANCE METRICS

The table below defines the Performance Standards and Acceptable Levels of Performance associated with this effort.

Performance Objective	Performance Standard	Acceptable Levels of Performance
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A. Technical Needs	<ol style="list-style-type: none"> 1. Shows understanding of requirements. 2. Efficient and effective in meeting requirements. 3. Meets technical needs and mission requirements. 4. Offers quality services/products. 	Acceptable / Unacceptable
B. Project Milestones and Schedule	<ol style="list-style-type: none"> 1. Established milestones and project dates are met 2. Products completed, reviewed, delivered in accordance with the established schedule 3. Notifies customer in advance of potential problems 	Acceptable / Unacceptable
C. Staffing	<ol style="list-style-type: none"> 1. Personnel possess necessary knowledge, skills and abilities to perform tasks 	Acceptable / Unacceptable

The COR will utilize a Quality Assurance Surveillance Plan (QASP) throughout the life of the contract to ensure that the Contractor is performing the services required by this PWS in an acceptable level of performance. The Government reserves the right to alter or change the surveillance methods in the QASP at its own discretion. A Performance Based Service Assessment may be used by the COR in accordance with the QASP to assess Contractor performance.

5.5 FACILITY/RESOURCE PROVISIONS

Not applicable.

5.6 GOVERNMENT FURNISHED PROPERTY

None. Contractor shall provide all labor, tools, and equipment to perform services.

5.7 SHIPMENT OF HARDWARE OR EQUIPMENT.

Not applicable. This effort is for services.

ADDENDUM A – ADDITIONAL VA REQUIREMENTS

A1.0 Physical Security & Safety Requirements:

The Contractor and their personnel shall follow all VA policies, standard operating procedures, applicable laws and regulations while on VA property. Violations of VA regulations and policies may result in citation and disciplinary measures for persons violating the law.

1. The Contractor and their personnel shall wear visible identification at all times while they are on the premises.
2. It is the responsibility of the Contractor to park in the appropriate designated parking areas. VA will not invalidate or make reimbursement for parking violations of the Contractor under any conditions.
3. Smoking is prohibited inside/outside any building other than the designated smoking areas.
4. Possession of weapons is prohibited.
5. The Contractor shall obtain all necessary licenses and/or permits required to perform the work, with the exception of software licenses that need to be procured from a Contractor or vendor in accordance with the requirements document.
6. The Contractor shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract.

A2.0 Confidentiality and Non-Disclosure

The Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations.

1. The VA CO will be the sole authorized official to release in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. The Contractor shall release no information. Any request for information relating to this contract presented to the Contractor shall be submitted to the VA CO for response.
2. Contractor personnel recognize that in the performance of this effort, Contractor personnel may receive or have access to sensitive information, including information provided on a proprietary basis by carriers, equipment manufacturers and other private or public entities. Contractor personnel agree to safeguard such information and use the information exclusively in the performance of this contract. Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations as enumerated in this section and elsewhere in this Contract and its subparts and appendices.

3. Contractor shall limit access to the minimum number of personnel necessary for contract performance for all information considered sensitive or proprietary in nature. If the Contractor is uncertain of the sensitivity of any information obtained during the performance of this contract, the Contractor has a responsibility to ask the VA CO.
4. Contractor shall train all of their employees involved in the performance of this contract on their roles and responsibilities for proper handling and nondisclosure of sensitive VA or proprietary information. Contractor personnel shall not engage in any other action, venture or employment wherein sensitive information shall be used for the profit of any party other than those furnishing the information. The sensitive information transferred, generated, transmitted, or stored herein is for VA benefit and ownership alone.
5. Contractor shall maintain physical security at all facilities housing the activities performed under this contract, including any Contractor facilities according to VA-approved guidelines and directives. The Contractor shall ensure that security procedures are defined and enforced to ensure all personnel who are provided access to patient data must comply with published procedures to protect the privacy and confidentiality of such information as required by VA.
6. Contractor must adhere to the following:
 - a. All terminated personnel are denied physical and electronic access to all data, program listings, data processing equipment and systems.
 - b. Contractor PM and VA PM are informed within twenty-four (24) hours of any employee termination.
 - c. Acquisition sensitive information shall be marked "Acquisition Sensitive" and shall be handled as "For Official Use Only (FOUO)".
 - d. Contractor does not require access to classified data.
7. Regulatory standard of conduct governs all personnel directly and indirectly involved in procurements. All personnel engaged in procurement and related activities shall conduct business in a manner above reproach and, except as authorized by statute or regulation, with complete impartiality and with preferential treatment for none. The general rule is to strictly avoid any conflict of interest or even the appearance of a conflict of interest in VA/Contractor relationships.

**ADDENDUM B – VA INFORMATION AND INFORMATION SYSTEM
SECURITY/PRIVACY LANGUAGE**

Not applicable.

Notes to the Contracting Officer

(This section to be removed from PWS before solicitation)

TYPE OF CONTRACT(S)

(Choose the type of contract that applies by selecting the checkbox, or, if a hybrid, select all that apply)

- Firm Fixed Price
- Cost Reimbursement
- Labor-Hour
- Time-and-Materials
- Other _____

SCHEDULE FOR DELIVERABLES

Note: Days used in the table below refer to calendar days unless otherwise stated. Deliverables with due dates falling on a weekend or holiday shall be submitted the following Government work day after the weekend or holiday.

Task	Deliverable ID	Deliverable Description
5.0	A	<u>Weekly inspection and testing report that includes deficiencies detected.</u> <ul style="list-style-type: none"> • Completed, signed and delivered same day services are performed throughout period of performance. • Distribution: Hard copy to COR. The COR provides copies to CO and Program Manager (PM).
5.0	B	<u>Current list of qualified technicians and their credentials.</u> <ul style="list-style-type: none"> • Prior to start of contract and revised each time there is a staffing change. • Distribution: Electronic copy to VA COR. The COR provides copies to CO and PM.

POINTS OF CONTACT

VA Program Manager:

Name: TBD
Address: 11693 Lime Kiln Drive, Neosho, MO 64850
Voice: TBD
Email: TBD

Contracting Officer's Representative:

Name: TBD
Address: 11693 Lime Kiln Drive, Neosho, MO 64850
Voice: TBD
Email: TBD

Contracting Officer:

Name:
Address:
Voice:
Email: