

INSPECTION, TESTING, AND MAINTENANCE OF THE FIRE DETECTION AND ANNUNCIATION SYSTEM

(DRAFT)

1. Introduction

The purpose of this Statement of Work (SOW) is to outline the tasks and responsibilities of the successful offer or in relation to the maintenance of VA San Diego Healthcare System (VASDHS) Fire Detection and Annunciation System.

2. Scope

Contractor shall provide all necessary equipment, tools, and parts for the replacement, modification, and installation of the Fire Sprinkler System for VASDHS, located at 3350 La Jolla Village Dr., San Diego, CA 92161. This area of Responsibility is as follows:

- 1) Perform quarterly testing of all fire alarm points and devices on the VASDHS Campus. This includes all fire supervisory, initiating, notification, control and interlock devices in all buildings. These devices shall be tested in accordance with NFPA 72, NFPA 101, and NFPA 99 guidelines.
- 2) The System is located throughout the VASDHS Campus to include but not limited to the following buildings:
 - Bldg. #1 (approx. 700,000sft, 17 floors to include interstitial spaces in a hazardous asbestos environment)
 - SCI #11 (approx. 75,000sft, 3 floors),
 - MRI #14 (approx. 3,900sft),
 - Bldg. #2 (approx. 20,000sft)
 - Bldg. #16 (approx. 2,300sft)
 - Bldg. #18 (approx. 2,300sft)
 - Bldg. #22 (approx. 2,880sft)
 - Bldg. #23 (approx. 5,500sft)
 - Bldg. #24 (approx. 2,000sft)
 - Bldg. #27 (approx. 30,000sft, 3 floors)
- 3) In order to perform Quarterly testing, the company shall provide sufficient manpower to complete all quarterly testing within 2 ½ workdays. Two additional workdays will be allowed for the Annual Fire alarm notification device testing in February of each year.

This manpower to include 1 individual at the Fire Works Station in building #2 to monitor and document each device tested. All testing shall be completed per the existing schedule. All testing procedures will be provided 10 workdays in advance and all proposed testing schedules will be provided 20 workdays in advance. Some testing may be required to be completed outside of normal working hours to gain access and elevator testing must be done on a weekend and coordinated with the elevator service company.

3. Tasks

3.1 General Requirements

- The contractor shall be a Strategic Partner with UTC Edwards Signal Division.
- The contractor and/or their staff shall have current State of California certification to conduct these inspections, testing and repairs
- The contractor shall have 5 years of experience testing, installing, troubleshooting and maintaining a UTC Edwards EST 3 Security and Life Safety Equipment System.
- The contractor's technicians proposed for this service shall have 3 years of testing installing, troubleshooting and maintaining a UTC Edwards EST 3 Security and Life Safety Equipment System.
- The contractor and all their technicians shall be thoroughly knowledgeable of all NFPA, VA, Federal, State and City and other regulations as it relates to this contract.
- The contractor shall complete this task in accordance with National Fire Protection Association Standard (NFPA 72, 101, 99) most current revision.
- The contractor shall possess Current Asbestos Worker (16 hours) California State certification to work in and around Asbestos and the interstitial spaces in VASDHS.
- The contractor shall have the current Respirator fit test (Half Mask) to work in and around Asbestos and the interstitial spaces in VASDHS.
- The contractor shall provide all labor, tools, material, and equipment necessary to perform Test & Inspection on the Fire Alarm System located at the VASDHS Campus.
- Response time: The contractor shall have technicians available on 24 hours, 7 days a week for 365 days basis and respond on site to the VASDHS within 1 hour.

3.2 Mandatory Tasks

COMPLETION OF THE PROVIDED SERVICES

- Daily updates of tasked accomplished shall be provided to the Impairment Coordinator at VASDHS
- Contractor shall be available 24 hours a day, 7 days a week and shall respond within 2 hours to an emergency request.
- Detailed report in writing shall be submitted immediately upon the identification or locations of any (Critical Deficiency) that will affect the immediate performance of the system.
- Any (Noncritical Deficiency) shall be reported in writing within 14 days of the end of the scheduled inspection.
- Documentation shall be provided from the Contractor and completion of each inspection, test, and maintenance record maintained at the facility.
- Contractor to provide a verified inventory spreadsheet in Excel format of all fire alarm initiating, control, notification and supervisory points connected to the EST 3 system. This spreadsheet will provide the Logical Address Number, Description (Message) Test Frequency and Testing Month for initiating devices; and Floor, area, device type, test frequency and testing month for Magnetic Door Releases and AV devices. All panels and sub panels will be provided with permanent identification tags as well as all panel and system supervisory devices and all items requiring testing and verification shall be uniquely identified and included in the inventory Spreadsheet.

3.2.1 Hours of Operation

- A normal tour-of-duty hour at the VASDHS is 7:00 am to 4:00 pm, Monday through Friday, excluding Federal holidays. There may be instances in which the contractor's workday may be outside of this period. The contractor is required to coordinate these times with the designated Program Manager.
- After hour work will be required to accomplish the list of discrepancies due to the normal working schedule of the facility and the impact this work will have on patient care.
- Scheduling for repairs shall be coordinated with the impairment coordinator prior to commencement of any and all repairs.
- Checking In and Out with building 2 (power plant) is required to Start and upon completion of a day's work.
- In accordance with 5 U.S.C. 6103, Executive Order 11582 and Public Law 94-97 the following national holidays are observed and for the purpose of this contract are defined as "Legal Federal official holidays"

New Year's Day	January 1 st
Martin Luther King's Birthday	Third Monday in January
President's Day	Last Monday in January
Memorial Day	Last Monday in January
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th

When a holiday falls on a Sunday, the following Monday will be observed as a National Holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a National Holiday by U.S. Government Agencies.

3.2.2 Acceptance/Period of Performance

Contractor shall provide completed reports in accordance with Section 3.2

4. Contractor Responsibilities

- The contractor shall be responsible for any and all liability actions or suits when the contractor is at fault or negligent in the performance of installation and testing activities. Pecuniary liability is also included for any and all damages to VA buildings and equipment caused by installation activities. The contractor shall comply with all local building and fire codes in addition to VA policy and procedures at the site.

- The contractor shall operate under, but not limited, to the following national codes, telecommunications industry standards and practices: National Electric Code (NEC), Building Industry Consulting Service International (BICSI), all standards, Electronic Industries Association/Telecommunications Industry Association EIA/TIA, Americans with Disabilities Act (ADA), National Fire Protection Association (NFPA), Underwriters Laboratories (UL), ITU and IETF and all applicable audio, video, communication, data and control standards.

5. VASDHS Responsibilities

- The VASDHS shall provide the contractor a list of key personnel associated with the project along with the name and contact information for the POC/Project Manager.
- The Project Manager shall provide access to the appropriate personnel (management, technical, subject matter expertise, etc.) necessary to fulfill the contractor's requirements in a timely fashion.
- Location and dates for the required inspection, testing, and maintenance of the system.
- Coordinate and notify the Medical Center of the scheduled inspection, testing, and maintenance
- Coordinate any administrative documentation required for the inspection, testing, and maintenance of the system.

6. Travel

- All travel shall be responsibility of the contractor.
- Whenever possible, conference calls, emails, and video conferencing should be used.

7. Security

7.1 Information Security

- The contractor shall ensure adequate LAN/Internet, data, information, and system security in accordance with VA standard operating procedures and standard contract language, conditions laws, and regulations. The contractor's firewall and web server shall meet or exceed the government minimum requirements for security. All Government data shall be protected behind an approved firewall. Any security violations or attempted violations shall be reported to the VA Project Manager and the VBA Headquarters Information Security Officer as soon as possible. The contractor shall follow all applicable VA policies and procedures governing information security, especially those that pertain to certification accreditation.

- The contractor shall follow The Veterans Affairs Acquisition Regulation (VAAR) security clause VAAR- 852.273-75 “SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES” sited in section C. Contract Clauses
 - (a) The contractor and their personnel shall be subject to the same Federal laws, regulations, standards and VA policies as VA personnel, regarding information and information system security. These include, but are not limited to Federal Information Security Management Act (FISMA), Appendix III of OMB Circular A-130, and guidance and standards, available from the Department of Commerce's National Institute of Standards and Technology (NIST). This also includes the use of common security configurations available from NIST's Web site at: <http://checklists.nist.gov>
 - (b) To ensure that appropriate security controls are in place, Contractors shall follow the procedures set forth in "VA Information and Information System Security/Privacy Requirements for IT Contracts" located at the following Web site: <http://www.iprm.oit.va.gov>

7.2 Contract Personnel Security

All contractor employees who require access to the Department of Veterans Affairs' computer systems shall be the subject of a background investigation and must receive a favorable adjudication from the VA Security and Investigations Center (07C). The level of background security investigation will be in accordance with VA Directive 0710 dated September 10, 2004 and is available at: <http://www.va.gov/pubs/asp/edsdirec.asp> (VA Handbook 0710, Appendix A, Tables 1 - 3). Appropriate Background Investigation (BI) forms will be provided upon contract (or task order) award, and are to be completed and returned to the VA Security and Investigations Center (07C) within 30 days for processing. Contractors will be notified by 07C when the BI has been completed and adjudicated. These requirements are applicable to all subcontractor personnel requiring the same access. If the security clearance investigation is not completed prior to the start date of the contract, the employee may work on the contract while the security clearance is being processed, but the contractor will be responsible for the actions of those individuals they provide to perform work for the VA. In the event that damage arises from work performed by contractor personnel, under the auspices of the contract, the contractor will be responsible for resources necessary to remedy the incident.

8. Completion Date

The contractor shall have all services rendered and equipment received **no later than the set working schedule** from the date of Contract Award and receipt of Contract Award.