

STATEMENT OF WORK

1. **General Requirements/Services:** The VA Loma Linda Healthcare System requires a Contractor to provide Programming Automatic Transfer Switches (ATS) Services.
2. **Background:** During a recent un-scheduled power outage, the ATS failed to properly sequence leaving the hospital vulnerable in ensuring emergency power back-up to the hospital.
3. **Scope of Work:** The Contractor shall provide all the labor, materials, supplies, to program 25 ATS in compliance to the VHA and the Joint Commission and the NFPA codes and standards to ensure compliance and emergency power readiness. The Contractor shall provide services to program 25 ATS. The Contractor shall provide services that comply with all VA, local, state, and Federal policies and regulations. Services performed shall conform to industry standards and this statement of work (SOW). As per the scope below:
 - a) De-energize the switchgear in compliance with NFPA and VA Electrician.
 - b) Inspect, alignment, anchorage, grounding and required clearances.
 - c) Remove pole covers and arc chutes.
 - d) Inspect, clean and lubricate all 3-phase main and arching contacts.
 - e) Remove dust from switchgear and adjoining area.
 - f) Inspect for moisture.
 - g) Verify tightness of all control sections.
 - h) Inspect bolted connections for resistance.
 - i) Inspect all insulating parts for cracks or decolorization due to excessive heat.
 - j) Inspect all main arcing contacts for excessive erosion.
 - k) Check all cable and control wire connections and tighten as needed.
 - l) Perform manual transfer and verify operation.
 - m) As needed perform contact/pole resistance test.
 - n) Calibrate and set relays and timers
 - o) Perform auto transfer tests and verify timing and operation.
 - p) Simulate loss of power for verification.
 - q) Return to normal power and observe sequence.
 - r) Simulate loss of emergency power.
 - s) Simulate all forms of single-phase conditions.
 - t) Verify normal source voltage sensing relays, engine start sequence, time delay upon transfer, alternate

source voltage sensing relays, ATS operation, interlocks and limit switch function, time delay and retransfer upon normal power restoration, engine cool down and shutdown procedure.

2. **Deliverable:**

Final test report that includes findings and recommendations.

3. **Period of Performance:**

10 days

4. **Place of Performance:**

Department of Veteran Affairs
VA Loma Linda Healthcare System (VALLHS)
11201 Benton St
Loma Linda, CA 92357

5. **Licensing requirements:**

- a) Offeror must possess a 30-hour Occupational Safety and Health Administration (OSHA) safety card.
- b) Licensed journeyman electrician, with high voltage experience.

6. **Badges:** All Contractor employees shall wear I.D. badges, at all times, in a visible location above the waist, while on Federal property and while performing contractual services. Prior to start of job, all contractor employees shall obtain a VA Loma Linda PIV Badge. Any worker without proper ID will be escorted off our grounds by VA Police.

The Contractor's personnel shall wear distinctive clothing and badges bearing the Company's name/logo that clearly identifies the individual as a contractor for this requirement. Contractor shall provide identification (I.D.) badges to its employee(s) with the employee's name and employee's picture if applicable. The Contractor personnel shall not wear sandals, flip-flop style footwear, or open toe shoes.

9. **Smoking:** The VASDHS is a smoke free campus to include the designated construction site. Contractors may only smoke in designated areas. Smoking is prohibited inside any buildings at the VASDHS.

10. **VA Policy & Regulations:** Possession of weapons is prohibited. Enclosed containers, including tool kits, are subject to search. Violations of VA regulations may result in citations answerable in the United States (Federal) District Court.

11. **Reporting:** The Contractor personnel shall check-in with the Police Service and with the COR before proceeding to the job site. Vendor shall also check-out with the COR and Police Service before leaving the job site.

12. **Changes/Authorized Services:** Only those services specified herein are authorized under this contract. Before performing any service or repairs of a non-contract nature, the COR or Contracting Officer must be advised of the reasons for this additional work. If appropriate, the Contracting Officer or his/her designee may authorize the additional services or repairs under a separate purchase authorization. The Vendor is cautioned that only the Contracting Officer may authorize additional services or repairs and that reimbursement will not be made unless this prior authorization is obtained.

13. **Normal Working Hours:** Normal working hours are defined as 7:00 AM to 3:30 PM during weekdays Monday through Friday, excluding weekends and National Holidays. Contractor to work during normal working hours unless otherwise coordinated with the VA COR. If the Contractor proposes different hours of operation, and

the Government accepts the Contractor’s proposal, the Contractor’s proposed hours of operation shall prevail.

14. **Government Holidays:** Work to be accomplished during normal work hours, excluding Federal Holidays or any other holiday declared by the President of the United States as a national holiday. Whenever a scheduled work falls on a federal holiday, the Contractor shall consult with the COR to determine if a deviation from the work schedule is necessary. Listed below are the legal Government holidays.

The following national holidays are observed by the Federal Government:

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

15. **Contracting Officer Representative (COR):** No service shall be provided without the approval of the Contracting Officers Representative (COR) or his/her designee of this contract. The Contractor shall not accept any instructions issued by any other person(s) other than the Contracting Officer or his/her delegated representative acting within the limits of his/her authority.

16. **Contractor Point of Contact:** The Contractor shall assign a Point of Contact (POC) and an alternate POC for the purpose of ensuring compliance with all the terms and conditions of this contract and who shall be responsible for administration and clinical matters in the performance of services under this contract. The POC shall have full authority to act for the Contractor on all matters relating to the daily operation of this contract. The POC shall be available by telephone Monday through Friday, between 7:30 a.m. to 4:00 p.m. excluding National Holidays.

Point of Contact (Full Name):	
Telephone Number:	
E-mail Address:	
Point of Contact (Full Name):	
Telephone Number:	
E-mail Address:	

Alternate Point of Contact (Full Name):	
Telephone Number:	
E-mail Address:	
Point of Contact (Full Name):	
Telephone Number:	
E-mail Address:	

17. **Conflict of Interest:** The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person creates a conflict of interest. The Contractor shall not employ any person who is an employee of the Department of Veterans Affairs (VA) unless such person seeks and receives approval in accordance with VA Regulations and public law. Nor shall the Contractor employ any person who is a member of the immediate family of a VA employee employed at the VA Health Care System if the employment of that family member would create a conflict of interest or appearance of a conflict of interest, particularly with regard to influencing the contract negotiations, terms of the contract, or the work carried out under the contract. In any such case, the VA must review the matter and give its approval in accordance with agency ethics rules.

Contractor shall ensure no violation of ethics occurs between VA staff, VA patients and families of VA staff. Staff shall not accept, solicit, allow or invite gifts, gratuities, sales of items, etc. Any occurrence shall be reported to the COTR along with corrective action taken, and the reports will be kept on file for the duration of the contract.

18. **Specific Requirements:**

- a) Schedule with Contracting Officer Representative (COR) or Designee five (5) business days in advance prior to start of work.
- b) Prior to working, ALL energy sources (electrical, water, etc.) shall be locked and tagged out, and upon completion of work, will be re-energized and verified.
- c) Prior to work each day, workers or a designated lead or supervisor are/is to check in with the Graphics Control in the plant.
- d) The Contractor shall take all precautions to ensure that no damage will result from his operations to private or public property. All damages shall be repaired or replaced by the Contractor at no cost to the Government.
- e) Contractor shall conform to the following standards, policies, regulations, governing agency, and any other local, state, or Federal guidelines that are not listed here
 - 1. OSHA Regulations, www.osha.gov
 - 2. NFPA, www.nfpa.org