

FedBizOpps Sources Sought Notice

CLASSIFICATION CODE *	N
SUBJECT *	Department of Veteran Affairs (VA) National Cemetery Administration (NCA) Sitka National Memorial Cemetery - Oil Tank Removal/Heat Pump Replacement Installation
GENERAL INFORMATION	
CONTRACTING OFFICE'S * ZIP-CODE	22556
SOLICITATION NUMBER *	36C78618Q9463
RESPONSE DATE (MM-DD-YYYY)	04-04-2018
ARCHIVE	60 DAYS AFTER THE RESPONSE DATE
RECOVERY ACT FUNDS	N
SET-ASIDE	14
NAICS CODE *	423730
CONTRACTING OFFICE ADDRESS	Department of Veterans Affairs National Cemetery Administration Contracting Service 75 Barrett Heights Rd. Suite 309 Stafford VA 22556
DESCRIPTION *	See Attachment
POINT OF CONTACT * (POC Information Automatically Filled from User Profile Unless Entered)	Tene Tarver Becknell Tene.becknell@va.gov
PLACE OF PERFORMANCE	
ADDRESS	Sitka National Memorial Cemetery 803 Sawmill Creek Road Sitka, AK. 99835
POSTAL CODE	
COUNTRY	
ADDITIONAL INFORMATION	
AGENCY'S URL	https://www.cem.va.gov/
URL DESCRIPTION	National Cemetery Administration
AGENCY CONTACT'S EMAIL ADDRESS	tene.becknell@va.gov
EMAIL DESCRIPTION	

* = Required Field

Sources Sought/Request for **Information (RFI) Notice**

Department of Veterans Affairs National Cemetery
SITKA NATIONAL MEMORIAL CEMETERY

**THIS IS AN RFI FOR SERVICE DISABLED
VETERAN OWNED/VETERAN OWNED SMALL
BUSINESSES.**

Please review the Scope of Work and contact me via email at tene.becknell@va.gov if your company can provide these CLINs commodities/services in Alaska.

**NOTE: All open market commodities/services must be identified in your RFI responses.

Please also include a copy of your company's Capabilities Statement as well as applicable SDVOSB/VOSB, DUNS number, VIP SDVOSB and SAM site current certifications.

To minimize a document oversight, please provide ONE email response containing all requested documentation.

Please do not send quotes at this time.

EXPIRES APRIL 4, 2018 AT 12:00 PM (EASTERN)

Thank you!

Scope of Work
Sitka National Memorial Cemetery
803 Sawmill Creek Rd.
Sitka, Alaska 99835

1. GENERAL SCOPE OF WORK:

The Sitka National Memorial Cemetery located at 803 Sawmill Creek Road, Sitka, AK 99835, has an immediate need to remove one (1) oil fired boiler and replace it with a split system heat pump.

The Contractor shall furnish all materials, equipment, delivery, labor and supervision necessary to complete these services in accordance with the scope of work, contract drawings and per applicable standards and requirements.

Service Location: Sitka National Memorial Cemetery - Administration/Maintenance Building at 803 Sawmill Creek Road, Sitka, AK 99835.

Completion Time: Thirty **(30) calendar days** from date of issuance of Notice to Proceed (NTP).

Work in this project includes but is not limited to:

1. Remove (e) oil fired boiler and dispose
2. Remove (e) oil tank and dispose
3. Remove all (e) ductwork
4. Provide dedicated electrical circuit for heat pump
5. Provide duct in locations shown on drawings
6. Clean jobsite of all construction debris.

2. GENERAL REQUIREMENTS

All work shall conform to the International Building Code (IBC), the International Mechanical Code (IMC), the International Plumbing Code (IPC), and the National Electrical Code (NEC).

The Contractor shall submit a list of submittals required for this projects for review by the Project Manager. After approval, the Contractor shall submit sample and technical specifications on all materials being used in this project and shall not proceed with any work prior to approval by the Project Manager and COR.

Before beginning any demolition work, the Contractor shall survey the site and examine the drawings and review the scope of work to determine the extent of the work. The Contractor shall take the necessary precautions to avoid damages to existing items to remain in place, to be reused or to remain the property of the Cemetery. Any damaged items shall be repaired or replaced at the Contractors expense as directed by the COR.

Establish construction limits, install safety controls, and install construction fencing as approved by the COR (when applicable).

Thoroughly clean up the work area at the end of each day's work and at completion of the project. Leave premises clean and free of waste, scrap, used equipment or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.

The Contractor shall protect form damage all existing improvements, equipment, structures, facilities, grounds and utilities at or near the work site or adjacent property. The Contractor shall repair any damage

to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuse to repair the damage promptly.

Upon completion of contact, deliver work complete and undamaged. Existing materials, equipment, structures, facilities, grounds and disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in good condition as existed before commencing work.

At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to exist ring piping and consults, wires, cables, etc., of utility services or of fire protection systems, communication systems (including telephone) which are not scheduled for discontinuance or abandonment.

Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

Thoroughly clean up the work area at the end of each day's work and at the completion of the project. Leave premises clean and free of waste, scraps, used equipment or other material intentionally or accidentally delivered to the site by the Contractor or Contractor's personnel.

The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs and grass) on or adjacent to the work site not to be removed and do not reasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.

The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be made known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in the performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

All utilities required for the continuous operation of all existing facilities shall be maintained in service at all times except when disruptions are needed. The contractor shall inform the Cemetery Director and the Contracting Officer (CO) in writing 2 weeks prior to the need shutdown. When the option exists, implement options to minimize interruption of services to the facilities.

The Contractor shall coordinate with the Cemetery Director for parking, material storage, temporary portable restroom facilities and any other needs for the work. Public access to the National Cemetery shall not be impaired.

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The Contractor shall protect form damage all existing improvements, equipment, structures, facilities, grounds and utilities at or near the work site or adjacent property. The Contractor shall repair any damage

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Upon completion of contact, deliver work complete and undamaged. Existing materials, equipment, structures, facilities, grounds and disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in good condition as existed before commencing work.

At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and consults, wires, cables, etc., of utility services or of fire protection systems, communication systems (including telephone) which are not scheduled for discontinuance or abandonment.

All contractual work will be coordinated with the Contracting Officer's Representative (COR). Only the Contracting Officer (CO) has the authority to make changes to the contract that affects price and/or time. Work will be conducted in such a manner to minimize the impact on the Cemetery operations.

Coordination of Construction with the Cemetery Director: The burial activities at a National Cemetery shall take precedence over construction activities. The Contractor must cooperate and coordinate with the Cemetery Director, through the COR, in arranging construction the construction schedule to cause the least possible interference with Cemetery activities in actual burial areas. Construction noise during the committal services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period.

The Contractor is required to discontinue his work efficiently in advance of Easter Sunday, Mother's Day, Father's Day, Memorial Day, Veteran's Day and/or Federal Holidays to permit him to clean up all areas of operation adjacent to existing burial plots before these dates.

Cleaning up shall include the removal of all equipment, tools, materials and debris and leaving the area in a clean, neat condition.

Site work will be accomplished between the hours of 8:00 and 4:30, Monday through Friday, except Federal Holiday's. Work outside of the Cemetery's normal operating hours of 8:00 am to 4:30 pm shall be permitted on by approval of the COR and to only meet the Period of Performance.

3. STANDARDS OF EMPLOYEE CONDUCT:

The National Cemetery Administration honors veterans with a final resting place and lasting memorials that commemorate their service to our Nation. National Cemeteries are national shrines. The standards of work appearance and procedures performed by the Contractor at this cemetery shall reflect this nations concern for those interred there. Due to the sensitive mission of the cemetery and exhibit absolute decorum, composure, and stability all times.

Contractor personnel shall be required to adhere to the following standards of dress and conduct, as briefly mentioned here while performing work in the National Cemetery. These standards are enforceable under Title 38, USC, Part 1, Chapter 9, and Section 5901.

Clothing shall be presentable and suitable to the work while maintaining proper appearance and decorum indicative for a National Shrine. Uniform shirts and hats are preferred. Clothing shall be clean and cleanliness and personal hygiene are imperative. T-shirts and/or tank tops as outer garments are prohibited. Protective/Safety clothing and shoes shall meet or exceed OSHA and state requirements.

Behavior and language must be appropriate, reverent and respectful at all times.

Eating and drinking (except water) is prohibited in the work areas and within the sight of a committal shelter during a service.

Use of intoxicating beverages, any tobacco products, and illegal drugs on the Cemetery is strictly prohibited.

Contractor personnel shall not lean, sit, or stand on or against headstones or monuments. No tools, equipment's or other items will be placed on or leaned on headstones or monuments.

The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor is expected to remove any employee(s) from the Cemetery for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or contrary to the best interest of the Government.

If the Contractor fails to act in this regard, or the reason for removal is immediately required to protect the interests of the Government, the COR may direct the removal of an employee from the premises. Contractor objections to any such action will be referred to the Contracting Officer (CO) for final resolution; however, the Contractor will first immediately comply with COR direction pending any CO final resolution at a later date or time.

The Contractor will not be due any type of compensation for their costs incurred as a result of an employee being removed for cause; unless the removal is directed by the COR and in later found to be invalid or and/or unreasonable by the Contracting Officer.

All work shall be performed in accordance with National, State, and Local Codes including the International Building Code (IBC), the International Mechanical Code (IMC), the International Plumbing Code (IPC), and the National Electrical Code (NEC).

All work shall be performed in accordance with the drawings and specifications. It shall be the Contractor's responsibility to comply with all the applicable codes. The Contractor shall apply and obtain all applicable permits to comply with local, State and Federal regulations.

4. CONTRACTOR QUALITY CONTROL

The Contractor shall guarantee that all work done under this contract shall be free from defaults and no faulty materials or workmanship with one (1) year warranty or extended manufacturer's warranty. The Contractor hereby agrees to repair or replace deficiencies within the specified time frame by the direction of the Contracting Officer (CO) at the Contractor's expense. And shall be corrected to the satisfaction of the Government.

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SCHEDULE OF SERVICES:

**Sitka National Memorial Cemetery
803 Sawmill Creek Rd.
Sitka, Alaska 99835**

Contract Line Item	Description	Quantity	Unit	Unit Price	Total Price
0001	Remove oil fired boiler	1	EA		
0002	Install Split Heating System	1	EA	\$_____	\$_____
TOTAL PRICE					\$_____

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