

STATEMENT OF WORK (SOW)

36C24618R0196

659-18-2-6049-0249

The W.G. (Bill) Hefner VA Medical Center has a requirement for the purchase and installation of specialized fall protection flooring for patient rooms 1B128 in Building 42. The purpose is to provide a flooring system with characteristics for patient safety.

PLACE OF PERFORMANCE: W.G. "Bill" Hefner Medical Center, Community Living Center; 1601 Brenner Ave. Salisbury, NC 28144 – Bldg. 42 Bedroom 1B128

PERIOD OF PERFORMANCE: UPON AWARD OF CONTRACT

ELECTRONIC SPECIFICATIONS AND DRAWINGS: There are no drawings or specifications required.

SPECIFICATIONS FOR GUARANTEE PERIOD SERVICES:

CONTRACTOR TRADE: A professional mechanical contractor will bid as prime contractor.

SECURITY: The C&A requirements do not apply. This acquisition does not require services that involve connection of one or more contractor-owned IT devices (such as a laptop computer or remote connection from a contractor system) to a VA internal trusted (i.e., non-public) network. A Security Accreditation Package is not required.

TECHNICAL REQUIREMENTS:

The Contractor shall provide all necessary labor, tools, transportation, supplies, supervision, equipment, materials and incidentals to perform installation of flooring for the PSCI Compliant Flooring for Fall Injury Prevention Project. All services shall consist of the removal and disposal of old flooring and replacement with the below specified flooring.

The work shall include the following:

- Perform site visit to review conditions of the loading dock and area / room where work is required.
- Contractor must field measure room to ensure the correct amount of flooring and materials are specified and ordered.
- Remove the vinyl sheet flooring.
- Remove the existing cove base.
- Prepare flooring to accept new flooring system.
- Repair walls where cove base removed (if damaged) and paint to match existing wall.
- Install new flooring systems to meet the requirements in the schedule below.
- Install ramp system specific to the new flooring system to prevent tripping hazards.
- Install new Johnsonite 4.5 inch Millwork Wall Base.
- Provide training to the VA Environmental Management Services staff on maintenance, cleaning and preserving the new flooring systems.
- Provide warranty information on each flooring system.

The contractor will provide all necessary materials and tools needed for the removal of the existing flooring and the installation of new flooring systems. The contractor shall install the new flooring system in accordance with each manufacture's recommendations. Prior to use, the contractor will submit the Safety Data Sheets for approval on any chemical or adhesive.

FLOORING SCHEDULE: The flooring is scheduled to be installed in the following rooms with the listed approximate square footage:

Room 1B128

- Remove existing floor surface
- Remove engineered concrete slope to bathroom floor elevation
- Prepare substrate to receive SmartCells 1" Thick Tile Cushioning System
- Tiles: Provide and install SmartCells 1" Thick Tile Cushioning System approximately 300 square feet
- Prepare surface of SmartCells to receive sheet vinyl flooring
- Install Transition (Reducers at room entry): 18" wide SmartCells TRN18
- Install at 6" X 6" Transition Stiffeners at locations where SmartCells transitions to adjoining surfaces
- Install Sheet vinyl covering: Manufacturer: Mannington Realities II, Color: Wild Cherry; Amber 5647R
- Johnsonite Attached Millwork Base: 4.5", Color: 76 Cinnamon approximately 70 liner feet
- Adhesive:
- 3' X 87' Double Sided Segaway Tape
- or Smart Cells: CA Plus FS 500 CPS or Loctite 2902
- Armstrong SS-5 Cove Base Adhesive
- Room Diagram attached

SITE MAINTENANCE & CLEANUP: The Contractor shall protect adjacent property, buildings and their contents from dust, dirt or other materials. Work areas shall be maintained in a neat, clean, and safe condition and shall, at a minimum, be cleaned at the end of each shift. All streets and roadways in/or adjacent to the site shall remain free of project generated trash and debris always. The Contractor shall collect all trash, debris, refuse, garbage, etc., that is generated and place it in appropriate containers with lids or approved covers on a periodic basis or as directed by the Contracting Officer. The materials shall be hauled from the site by appropriate means daily, unless otherwise approved by the Contracting Officer. Disposal shall be outside the limits of Government property. Disposal shall be by sanitary landfill or other approved methods and shall conform to all local, state, and federal guidelines, EPA criteria, and regulations. Upon completion of the work, the Contractor shall leave the work site and storage area(s) in a clean, neat, and workmanlike condition satisfactory to the Government. The contractor shall keep the site free from debris always and shall perform daily cleaning of all areas.

INTERFERENCE TO NORMAL FUNCTION: The work to be performed on this project will include work in an occupied facility. Contractor personnel shall interrupt their work at any time to avoid interference with patient care procedures and the normal function of the facility, including utility services, fire protection systems, and passage of facility patients, personnel, equipment and carts.

2. Equipment List

- Satech Smart Cells
- 12' Mannington Realities
- Wall Base/Transitions

3. Payments will be made in arrears following the receipt of the invoice and the monthly summary report.

B.5 SPECIAL CONTRACT REQUIREMENTS

1.0 KEY PERSONNEL

CONTRACTOR PERSONNEL AND MANAGEMENT.

Contractor Personnel. The Contractor shall be responsible for employing technically qualified personnel to perform the work specified in this SOW. The Contractor shall maintain the personnel, organization and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements. Contractor Supervisor must be OSHA 10 certified. All Installers must have negative TB Test results and must provide documentation. Proof of Flu shots are required or contractor must wear a mask.

Government Badges. The COR will coordinate the issuance of required access badges to Contractor personnel. Contractor personnel shall wear identification badges provided by the Government always when performing. Badges shall be worn on the outer garment, attached to the outer shirt or jacket pocket by a button or clip or worn around the neck secured by an appropriate identification card lanyard. Government issued identification badge remains the property of the Government and shall be returned to the issuing office or other designated Government personnel upon transfer of Contractor employees from the contract.

Contractor Badges. Notwithstanding the requirement to wear a Government furnished badge, Contractor personnel shall also wear a laminated contractor identification badge always when performing services under this Contract, including when on Government directed travel. The badge will contain a personal picture, name of employee, and Contractor's name. Badges shall be worn on the outer garment attached to the outer shirt or jacket pocket by a button or clip or worn around the neck secured by an appropriate identification card lanyard. All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public or Congress that they are Government officials. They must also ensure that all documents or reports produced by Contractor personnel are suitably marked as Contractor products or that Contractor participation is appropriately disclosed Safety/Security Requirements. The Contractor shall comply with all applicable federal, state and local laws and ensure performance is secure while protecting material, equipment, and supplies from damage and loss. Government security personnel shall have the express right to inspect for security violations at any time during the term of the contract. All information generated in performance of this contract becomes property of the Government and must be surrendered upon request and/or completion of the contract. The Contractor must protect against the destruction and/or misplacement of all information produced under this contract, unless directed under local policy

to destroy. This includes both hard and soft copies of data. The Contractor shall not release any information (including photographs, files, public announcements, statements, denials, or confirmations) on any part of the subject matter of this contract or any phase of any program hereunder without the prior written approval of the COR.

STANDARDS OF CONDUCT.

Conduct of Personnel. Contractor personnel shall conduct themselves in a professional manner (i.e. timeliness, communication; spoken and written etc.). The Contracting Officer may require the Contractor to remove from the job site any employee working under this contract for reasons of suspected misconduct, a suspected security breach, or suspected to be under the influence of alcohol, drugs, or any other incapacitating agent. Contractor employees shall be subject to dismissal from the premises upon determination by the Contracting Officer that such action is necessary in the interests of the Government. The hospital director or designated representative has the authority to bar individuals from the Government facility. The removal from the job site or dismissal from the premises shall not relieve the Contractor of the requirement to provide sufficient personnel to perform the services as required by this performance work statement. The Government shall not reimburse the Contractor for travel and other expenses associated with the removal of personnel.

Contractor personnel are not authorized to carry or possess personal weapons to include, but not limited to, firearms and knives with a blade length more than three inches, while assigned under this contract.

Working Attire and Appearance. Contractor personnel shall present a professional appearance commensurate with standards delineated for Government civilian personnel acting in similar capacities.

The Government reserves the right to review Contractor personnel qualifications. Upon request, resumes shall be provided to the Contracting Officer prior to clearance approval, for review and acceptance by the COR. The intent is verification purpose and not for the Government to become the hiring authority.

2.0 WORK HOURS

The services covered by this contract shall be furnished by the contractor as defined herein. The contractor shall not be required, except in case of emergency, to furnish such services on a Federal Holiday or during off duty hours as described below.

- **COMPLETION TIME:** The Contractor will be notified by the government once the flooring is received to allow for coordination of installation. Contractor shall have **1 Day** to complete flooring installation.
- **WORK SCHEDULE:** Working hours shall be Monday through Friday from 9:00 AM to 5:00 PM EST. No work shall be performed on weekends or Federal Holidays

(2) Federal Holidays: The 10 holidays observed by the Federal Government are:

New Year's Day	Martin Luther King's Day	President's Day	Memorial Day
Independence Day	Labor Day	Columbus Day	Veterans Day
Thanksgiving	Christmas		

Any other day specifically declared by the President of the United States to be a federal holiday. When one of the holidays falls on Sunday, the following Monday shall be observed as a Federal Holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as a Federal Holiday.

3.0 FSS RFQ INTRODUCTORY LANGUAGE

The terms and conditions of the contractor's FSS contract (including any contract modifications) apply to all Blanket Purchase Agreements (BPA) and task or delivery orders issued under the contract because of this RFQ. When a lower price has been established, or when the delivery terms, FOB terms, or ordering requirements have been modified by the BPA or task/delivery order, those modified terms will apply to all purchases made pursuant to it and take precedence over the FSS contract. Any unique terms and conditions of a BPA or order issued under the contract that are not a part of the applicable FSS contract will govern. In the event of an inconsistency between the terms and conditions of a BPA or task/delivery order and the Contractor's FSS terms, other than those identified above, the terms of the FSS contract will take precedence.

4.0 BILLING AND PAYMENT

Invoices shall be submitted monthly, in arrears, and shall include at a minimum: Date of Invoice, Contract Number, Purchase Order Number, Vendor Name, Invoice Number CLIN & Date of Service.

All Invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests. The contractor shall submit payment requests in electronic form via VA's Electronic Invoice Presentment & Payment System. See Web site at <http://www.fsc.va.gov/einvoice.asp>

5.0 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)

(a) FAR 42.1502 direct all Federal agencies to collect past performance information on contracts. The Department of Veterans Affairs has implemented use of the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation. One or more past performance evaluations will be conducted to record your contract performance as required by FAR 42.15.

(b) The past performance evaluation process is a totally paperless process using CPARS. CPARS is a web-based system that allows for electronic processing of the performance evaluation report. Once the report is processed, it is available in the Past Performance Information Retrieval System (PPIRS) for Government use in evaluating past performance as part of a source selection action.

(c) Please furnish the Contracting Officer with the name, position title, phone number, and email address for each person designated to have access to your firm's past performance evaluation(s) for the contract **no later than 30 days after award.** Each person granted access will have the ability to provide comments in the Contractor portion of the report and state whether or not the Contractor agrees with the evaluation, before returning the report to the

Assessing Official. The report information must be protected as source selection sensitive information not releasable to the public.

(d) When your Contractor Representative(s) (Past Performance Points of Contact) are registered in CPARS, they will receive an automatically-generated email with detailed login instructions. Further details, system requirements, and training information for CPARS are available at www.cpars.gov. The CPARS User Manual, registration for online training for Contractor Representatives may be found at this site.

(e) Within 60 days after the end of a performance period, the Contracting Officer will complete an interim or final past performance evaluation and the report will be accessible at www.cpars.gov. Contractor Representatives may then provide comments in response to the evaluation, or return the evaluation without comment. Comments are limited to the space provided in Block 22. Your comments should focus on objective facts in the Assessing Official's narrative and should provide your views on the causes and ramifications of the assessed performance. In addition to the ratings and supporting narratives, blocks 1-17 should be reviewed for accuracy, as these include key fields that will be used by the Government to identify your firm in future source selection evaluations. If you elect not to provide comments, please acknowledge receipt of the evaluation by indicating, "No Comment" in Block 22, and then signing and dating Block 23 of the form. Without a statement in Block 22, you will be unable to sign and submit the evaluation back to the Government. If you do not sign and submit the CPAR within 30 days, it will automatically be returned to the Government and will be annotated: "The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment." Your response is due within 30 calendar days after receipt of the CPAR.

(f) The following guidelines apply concerning your use of the past performance evaluation:

- (1) Protect the evaluation as "source selection information." After review, transit the evaluation by completing and submitting the form through CPARS. If for some reason, you are unable to view and/or submit the form through CPARS, contact the Contracting Officer for instructions.
- (2) Strictly control access to the evaluation within your organization. Ensure the evaluation is never released to persons or entities outside of your control.
- (3) Prohibit the use of or reference to evaluation data for advertising, promotional material, pre-award surveys, responsibility determination, production readiness reviews, or other similar purposes.

(g) If you wish to discuss a past performance evaluation, you should request a meeting in writing to the Contracting Officer no later than seven days following your receipt of the evaluation. The meeting will be held in person or via telephone or other means during your 30-day review period.

(h) A copy of the completed past performance evaluation will be available in CPARS for your viewing and for Government use supporting source selection actions after it has been completed.

6.0 CONTRACT ADMINISTRATION

Notwithstanding the Contractor's responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor.

The Contracting Officer is the only person authorized to approve changes or modify any of the requirements of this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that shall affect price, quantity or quality of performance of this contract.

The COR shall be responsible for the overall technical administration of this contract as outlined in the COR Delegation of Authority.

In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer without authority, no adjustment shall be made in the contract price to cover an increase in costs incurred as a result thereof.

POINTS OF CONTACT

Contracting Officer (CO)

Department of Veterans Affairs
VISN 6 Network Contracting Office
1601 Brenner Ave
Salisbury, NC 28144
704-638-9000 Ext. 13220

Contracting Officer's Representative (COR)

Department of Veterans Affairs
1601 Brenner Ave
Salisbury NC 28144
704-638-9000 Ext. 13229