

SCOPE OF WORK (SOW)

659-18-3-6049-0496

Contractor MUST visit the site to review the existing and proposed work prior to submitting any proposals for the proposed work.

The vendor will provide all labor, materials, and supervision to repair the underground water leak under the loading dock of building five and re-route new water line around the loading dock.

PLACE OF PERFORMANCE: W. G. Hefner Medical Center, 1601 Brenner Ave. Salisbury, NC 28144

PERIOD OF PERFORMANCE: FY 18

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

SPECIFICATIONS FOR GUARANTEE PERIOD SERVICES: [Planned maintenance to be performed during normal business hours (8:00 a.m. – 5:00 p.m. Monday thru Friday)].

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:

- Provide ground penetration radar services for location of underground work to be performed.
- VA personnel will secure and barricade half of the loading dock behind building five
- The vendor will be responsible for all excavating of work site.
- The vendor will make a hot tap on the existing 6" water main with a 4" water line made of the same material as the existing water line.
- The vendor will install a valve on the new 4" water line that will remain underground.
- The vendor will re-route the new water line around the loading dock and make an entry through the wall into the building five mechanical room.
- The vendor will attach to the existing 4" water line inside the mechanical room.
- When the new connection is made the vendor will remove and cap off the existing 4" domestic water line.
- The vendor will leak check all new connections prior to sealing and covering piping.

- The vendor will seal all wall penetrations.
- The vendor will cap the abandoned 4" water line in place and seal the abandon wall penetration with concrete.
- The vendor will remove all debris from the site.
- The vendor will supply asphalt contractor to repair and repave asphalt.
- VA personnel will remove all barricades and return the loading dock to normal service.

EQUIPMENT LIST:

Description of Need: Four-inch water line with inground valve.

Must meet the following specs:

Hot tap method of repair

New water line must be of same type currently in use

New line must meet all specifications and standards of potable water lines

A wall penetration must be sealed to specs

TB, Flu, & OSHA REQUIREMENTS:

TB - The Contractor shall comply with the Federal/California OSHA Blood borne Pathogens Standard. The Contractor shall:

- a) Have methods by which all employees are educated as to risks associated with blood borne pathogens.
- b) Have policies and procedures which reduce the risk of employee exposure to blood borne pathogens.
- c) Have mechanisms for employee counseling and treatment following exposure to blood borne pathogens.

Provide appropriate personal protective equipment/clothing such as gloves, gowns, masks, protective eyewear, and mouthpieces for the employee during performance of the contract.

Flu - The Contractor shall comply with the W. G. Hefner Medical Center VA Directive 1192 requirements for Flu Shots. All Construction Contractors working on Site must either have a Flu Shot or wear a mask regardless of interaction with patient areas.

OSHA – The Contractor shall comply with the Federal Guidelines. A minimum of 10 hours training is required.

PAYMENTS:

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

Key personnel will be identified in the proposal and shall be considered key personnel essential for the successful completion of the work performed under the contract. The contractor agrees

that such personnel shall not be removed, diverted or replaced from the work without prior written approval of the Contracting Officer. The contractor shall submit written notice of proposed personnel changes to the Contracting Officer for approval at least thirty (30) business days in advance.

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.

The following terms have the following meanings:

(1) Normal working hours: Monday through Friday, 8:00 a.m. – 4:30 p.m., excluding 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 as a result 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 in order 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
100 Emancipation Drive, Building 27
Hampton, Virginia 23667
757-728-6011 Fax 757-728-3132

Contracting Officer's Representative (COR)
Timothy Draper
Department of Veterans Affairs
1601 Brenner Ave
Salisbury NC 28144
704-638-9000 Ext.