

**Wilmington, DE VA Medical Center
Wilmington, DE 19805**

SCOPE OF WORK

8-7-2018

For

CLC Omnicell Project Room W-19

Construction Completion by:

90 days after NTP

Construction Magnitude:

\$25,000.00 to \$100,000.00

-- Services --

Provide:

1. Professional construction services to include but not limited to:
 - a. Site investigation- mechanical, electrical, plastering, painting and construction
 - b. Construction period of services- Furnish and Install all items per plan and specification as shown documents Project: Building 17, CLC Ground Floor Room W-19.
 - c. Infection Control Risk Assessment.

-- Documentation and Acronyms --

Applicable Documents:

2. The following laws, regulations, policies, and procedures in effect on date of contract issuance and all subsequent changes or updates apply:
 - a. Federal Acquisition Regulation
 - b. Veterans Administration Acquisition Regulation
 - c. Service Contract Act (SCA) Directory of Occupations (Fifth edition)
<http://www.dol.gov/whd/contracts/sca.htm>
 - d. ANSI: <https://pdflakekxng.files.wordpress.com/2015/04/ansi-z133-safety-standard-pdf.pdf>
 - e. VA Directive 0058- VA Green Purchasing Program
 - f. VA Directive 0057- VA Environmental Program
 - g. Master Construction Specification: <https://www.cfm.va.gov/til/spec.asp>

Acronyms:

3. Glossary : Acronyms used in this SOW are listed below for easy reference:
 - a. CO Contracting Officer
 - b. COR Contracting Officer's Representative
 - c. FAR Federal Acquisition Regulation
 - d. CFM Construction & Facilities Management
 - e. VA Veteran Affairs
 - f. EPA Environmental Protection Agency
 - g. PPE Personal Protective Equipment
 - h. SOW Statement of Work
 - i. OSHA Occupational Safety and Health Administration

-- Project Scope --

GENERAL:

4. VA Medical Center Wilmington intends to issue a construction contract. The project consists of:
 - a. The Contractor shall provide all labor, transportation, materials, equipment, and supervision required to perform renovation and construction at the building 17, on the Ground Floor of CLC room W-19 at the Wilmington VA Healthcare System, located at 1601 Kirkwood HWY, Wilmington, Delaware 19805.

SPECIFICS:

5. BUILDING 17, CLC Ground floor room West-19.
 - a. Tie into an existing HVAC, duct system and extend 6" diameter flexible duct to new GRD in the room to be centered in new drop ceiling grid of newly created storage space in accordance with VA guidance (see attachment sheets HVAC requirements).
 - b. Install a wall mounted sink, 2-hole faucet with wrist blade handles drainage with piping in the room in accordance with VA guidance (see attachment sheets Ground floor CLC plumbing requirements).
 - c. Electrical power must connect to Emergency Power circuit. Any wiring is to be inside 1-inch electrical conduit, label and in accordance with VA policy and guidance. Provide properly rated breakers for new circuit and re-label panel accordingly.
 - d. All area that are affected by this project will have a before construction, during construction and after construction picture taken.
6. Submission of a bid is a representation that the bidder has investigated general and local site conditions, and is satisfied as to the conditions to be encountered, while accomplishing work at the site.
7. All breaches through a fire wall must be sealed with the appropriate fire caulk material meeting VA policy and Guidance. A before and after picture will be taken of the area being breach.
8. Work to be scheduled to interfere as little as possible with normal VA operations.
9. Contractor responsible for patching and sealing all penetrations. Finish matching existing. In some instances, this may require painting corner to corner to prevent obvious patchwork.
10. VAMC Wilmington Notified Fire Alarm System is currently maintained by BFPE. All alterations to the existing fire alarm system are to be completed by BFPE as part of this contract.

Other Specifics:

11. Prime Contractor to plan all phasing of work in coordination with Hospital staff in order to minimize down-time to areas affected by the project.
12. Construction Waste Management, Specification 01 74 19 is to be included.
13. Prime Contractor to maintain all infection control/ dust prevention measures required.
14. Contractor will get all Permits Necessary to complete the project.
15. Consolidate all necessary submittals by specification section on an excel spreadsheet. Checklist to be utilized to track/ monitor submittal process.
16. Contractor will submit picture of affected area before, during, and after construction.

-- Site Investigation --

Expectation: Contractors will make site visits as necessary to survey existing conditions.

17. Make site visit as required to determine existing as-built conditions affecting this project.
 - a. Provide any structural, architectural, electrical, and mechanical investigation work including interior site work, of both existing and designed systems necessary to insure the accuracy of the design.
 - b. Provide any measured drawings of existing systems of facility required to insure the accuracy of the design.

-- Environmental/Occupational Safety and health (EOSH) --

Expectation: All projects and project designs shall contain language that addresses all applicable EOSH requirements.

18. Regulatory Compliance- EOSH requirements for work performed at the above location can be found in:
 - a. Volume 29 of the Code of Federal Regulations, Part 1910- Occupational Safety for General industry.
 - b. Volume 29 of the Code of Federal Regulations, Part 1926- Occupational Safety for the Construction Industry.
 - c. Volume 40 of Code of Federal Regulations, Protecting of the Environment.
 - d. Volume 49 of the Code of Federal Regulations, Part 397- Transportation of Hazardous Materials.
 - e. Title 7 of Delaware Code, Conservation
 - f. Title 16 of Delaware Code, Health and Safety

Specification: The VA Master Construction Specification contains work procedures and material requirements designed to meet regulatory compliance requirements. Whenever possible, the Master Construction Specification

must be used as the basis for the project designs. A complete list of these specifications can view at the following website: <http://www.cvm.va.gov>.

19. Contractor and Subcontractor to following specifications:

- a. 01 00 00 General Requirements
- b. 01 42 19 Reference Standards
- c. 01 74 19 Construction Waste Management
- d. 02 41 00 Demolition
- e. 05 12 00 Structural Steel framing
- f. 08 11 13 Hollow Metal Doors and Frames
- g. 08 14 00 Interior Doors
- h. 08 31 13 Access Door and Frames
- i. 08 71 00 Door Hardware
- j. 09 65 19 Resilient Tile Flooring
- k. 09 91 00 Painting
- l. 22 05 11 Common Work Results for Plumbing
- m. 22 40 00 Plumbing Fixtures
- n. 23 05 11 Common Work Results for HVAC
- o. 23 21 00 HVAC Ducts and Casings
- p. 23 34 00 HVAC Fans
- q. 23 84 00 Humidity Control Equipment
- r. 26 05 11 Requirements for Electrical installations
- s. 26 09 23 Lighting Controls
- t. 26 27 26 Wiring Devices
- u. 28 13 00 Physical Access Control System

-- Location/Hours/Deliverables --

Performance Location:

20. VAMC Wilmington, Delaware located at 1601 Kirkwood HWY, Wilmington, DE 19805.

Hours:

21. Work is to be performed on Monday through Friday from 8:00AM- 5:30PM. Contractor access will be provide during this time, except special federal holidays.
22. The contractor will not have any personnel on site any other day without the proper approval from the COR.

Deliverables:

23. The Contractor will submit a daily log, pictures, work performed each time services is render.

-- Contractor Personnel and Management --

Contractor Personnel:

24. The Contractor shall be responsible for employing qualified personnel to perform the work specified in this SOW. The Contractor shall make sure that subcontractor and employees have proper documentation to authorize personnel to work in the United States of America. The Contractor shall maintain the personnel, organization and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements.
25. The Contractor is required that all subcontractor or employees have been screen by the VAMC Wilmington Healthcare System. All personnel are required to wear a VA government furnished badge. All contractor and subcontractor are required to wear a government and company furnish badge while performing services under this contract. 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.
26. 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.
27. The contractor shall insure that employee or subcontractor have valid driver license when driving a vehicle on property.

Management:

28. 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 .

29. 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 .
30. Contractor personnel or subcontractor 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.
31. Contractor personnel are not authorized to carry or possess personal weapons to include, but not limited to, firearms and knives with a blade length in excess of three inches, while assigned under this contract.

Safety/Security Requirements:

32. 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. The Contractor shall ensure that employees or subcontractor have the proper PPE for the job. Government security personnel shall have the express right to inspect for security violations at any time during the term of the contract.

Work Attire and Appearance:

33. Contractor personnel shall present a professional appearance commensurate with standards delineated for Government civilian personnel acting in similar capacities.

Personnel Qualification:

34. The Contractor shall be responsible for employing technically qualified personnel to perform the work specified in this SOW and authorized to work in the United States. The Contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements. The work history of each contractor employee must contain experience directly related to the task and functions he/she is intended to perform under this contract. The Government reserves the right, during the life of the resulting contract, to request work histories on any contractor employee for the purposes of verifying compliance with the above requirements; additionally, the Government reserves the right to review resumes of contractor personnel proposed to be assigned. Personnel assigned to, or utilized by, the Contractor in performance of work shall be fully capable of performing the requirements contained in the SOW in an efficient, reliable, and professional manner.
35. Contractor shall provide a supervisor who speaks English on site at all time .
36. Personnel should be properly trained for safety and performance of their respective duties.
37. Appropriate safety equipment shall be furnished by the Contractor to contractor personnel or subcontractor and shall be used as prescribed by OSHA Standards.
38. The Government reserves the right to review Contractor personnel qualifications. Upon request, resume shall be provided to the Contracting Office 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.

Non-Personal Service Statement:

39. Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the SOW. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the contract may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

-- Damages/Insurance --

Damages:

40. The Contractor is liable for all damages to Government equipment, property; utilities, etc., located at the site (e.g. sprinkler heads, ceiling tiles, manholes, fire hydrants, vehicles, windows, etc.) caused by the Contractor, its employees or its subcontractors. The Contractor shall immediately report all damages to the COR and shall provide the Contracting Officer (CO) and COR, a written report, within 24 hrs. The report shall include: **What occurred, who was involved, when it occurred (Time/Date), where did it occurred, why it occurred, how it occurred, and the proposed means to repair or replace.**
41. Contractor is to maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.