

JACKSONVILLE NATIONAL CEMETERY
WATER TREATMENT SERVICES
SCOPE OF WORK

1. **Title Of Project:** Water Treatment Services
2. **Scope of Work:** The contractor should provide all labor, tools, materials, parts, equipment and testing to:
 1. This is a service contract for Water Treatment at the Jacksonville VA National Cemetery, Jacksonville, FL and hereafter referred to as "Cemetery." The overall responsibility of the Contractor is to plan, coordinate, organize, manage, and perform the activities described herein.
 2. National cemeteries are a resting place for our nation's heroes and as such, the standards for management, maintenance and appearance of these cemeteries have been established by the National Cemetery Administration to reflect this nation's concern and respect for those interred there. The National Cemetery Administration (NCA) mission: the NCA honors veterans with a final resting place and lasting memorials that commemorate their service to our nation.
3. **Background:**
 1. The Jacksonville VA National Cemetery is located at 4083 Lannie Road, Jacksonville, FL 32218.
 2. National Cemeteries are National Shrines. The standards of maintenance and appearance at these cemeteries must reflect this nation's concern for those interred there. For this reason, strict adherence to the specifications is required as well as National Cemetery Administration standards.

A. General Requirements

1. Contractor shall provide Preventive Maintenance Service and Water Testing on Potable Water Treatment System to ensure all required performance, operation and compliance standards are maintained.
 - a) Contractor shall provide a Class "C" Certified Operator licensed in the State of Florida to service, operate, perform water testing and maintain a Category (III) three water treatment plant.
 - b) Contractor shall make necessary adjustments to equipment and perform testing to maintain required chlorine dosing level (residual), system pressures and overall performance requirements per applicable manufacturer requirements, permits, laws and regulations. The operator shall test chlorine residual at most distant location in the water system during every site visit and record results in the operation & maintenance records.

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- c) Preventative maintenance shall be conducted in strict compliance with Chapter 62-555.305 Florida Administrative Code and the water treatment system Operation & Maintenance Manual. One (1) copy of the treatment plant's manufacturer data & O&M manual will be provided by the Government and is available at the Jacksonville National Cemetery for the contractor's reference. The manual shall remain government property and shall not be removed from the site without written authorization from the COR. The contractor may make copies of the manual at the contractor's expense. The following Standards and Regulations are incorporated by Reference: Chapter 62-550 Florida Administrative Code; National Safe Drinking Water Act. The contractor shall be responsible for providing preventative maintenance of the entire water treatment system in strict accordance with the manufacturer's requirements and O&M manual.
- d) Water disinfectant chemicals shall be furnished by the contractor. The contractor shall be responsible for checking/filling the chemical feed tanks to the appropriate operation levels during each site visit. The contractor shall ensure that all chemicals used during the operation of this system are NSF/ANSI Standard 60 certified.
- e) If the system must be temporarily shut down to complete preventative maintenance service or repair maintenance services, the contractor shall provide the COR a minimum 24 hour notice. If parts and supplies are to be charged for repairs, a quote will be required to be turned in to the Administrative Officer or Budget Analyst for an increase of funds to the contract. Once funds have been approved and contract has been increased for repairs, maintenance and service can be performed. Upon completion of maintenance service, the operator shall immediately return the system to full operation then notify the COR that the system is available for use.
- f) The operator shall make two (2) site visits each month to perform preventative maintenance and chlorine residual testing.
- g) Immediately upon arrival to the site the contractor shall check in with the COR. The contractor shall coordinate a formal check-in/check-out procedure with the COR at the pre-performance meeting.
- h) Preventative maintenance shall, at a minimum, be in accordance with the following,
 - Contractor shall test treated water for residual chlorine twice weekly. Variations in water quality and system usage shall require adjustments to chemical feed pumps or chlorine solution mixtures.

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- Contractor shall inspect chemical solution tanks at each chemical feed pump and fill with proper mixture of chlorine (sodium hypochlorite) & clean filtered water when solution level is low. This shall be required on a twice monthly basis. The contractor shall ensure that the proper mixing ratios are posted on top of the solution tanks.
- Contractor shall check operation of flow switch to be certain it is operating properly. Contractor shall clean switch if it fails to operate chemical feed pump properly. Foreign matter will cause switch to stick and not operate properly. Contractor shall check twice monthly and keep clean at all times.
- Contractor shall remove and clean injection point fittings. Iron & calcium deposits will build up on fittings over time. Contractor shall clean twice monthly and notify the COR when replacement of injection fittings is necessary.
- Contractor shall open blow-down valve at bottom of 525 gallon contact tank each month for 2-5 minutes for flush contact tank of any sediment/iron buildup that has accumulated at bottom of tank. Failure to do this will allow excess iron to bleed into the system causing iron staining and possible equipment failure.
- Contractor shall test treated water at required intervals and document per requirements of this contract. Contractor shall maintain proper chlorine residual in finished water at all times as required by Department of Health Regulations. The water treatment system Operation & Maintenance manual along with documented manufacturer recommendations shall govern system maintenance requirements and procedures when in conflict with the requirements stated in the Scope of Work.

2. Contractor shall provide Water Monitoring and Analysis:

- a) Water sampling shall be performed by certified operator
- b) Measurements and field testing shall be in accordance with procedures identified in the Department of Environmental Protection Standard Operating Procedures for Field Activities, DEP – SOP 001/01, Rule 62-160.800 and 62-550.550(1), F.A.C.
- c) Water samples shall be analyzed by a laboratory certified by the Florida Department of Health to perform drinking water analyses.

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- d) Water samples may be taken at anytime during the respective quarterly or annual time periods however samples shall not be taken less than (30) thirty days apart.
 - e) If analysis results show that the system has exceeded maximum contaminant levels (MCL) for Nitrates, Nitrites or received a positive result for bacteriological test the contractor shall notify the Contracting Officer and COR immediately, verbally and in writing.
 - f) Contractor shall provide required Analyses as follows:
 - One Sample Nitrates & Nitrites – Annually
 - Two Samples Microbiological (Finished Water) – Quarterly
 - One Sample Microbiological (Raw Water at Source) – Quarterly
3. Provide Documentation & Recording Keeping:
- a) Operations and Maintenance Manual (O&M) records shall be maintained at the Jacksonville National Cemetery water treatment plant at all times. The contractor shall maintain all records in accordance with the requirements of Chapter 62-550.720 F.A.C. Records shall be maintained in a bound condition, three ring binder, spiral binder or other method approved by COR.
 - b) O&M records shall be contain the date of site visit, noted deficiencies, list of maintenance items inspected or performed and the license number and printed name of the operator conducting the maintenance/sampling. The records shall also contain the date and results of all sampling and water analyses performed. If results are reported on a laboratory form, the logs shall reference the corresponding laboratory form. Copies of all laboratory forms shall be maintained with the O&M records in an approved binding.
 - c) Florida Department of Health certified laboratory reporting format shall be per 62-550.730(1)(b) F.A.C.
 - d) Monthly and within (10) ten days after each month of system operation, the contractor shall complete a “monthly operation report” (MOR) in addition to the maintenance log entries using the Florida Department of Environmental Protection form 62-555.900(3), “Monthly Operation Report for PWS’s Treating Raw Ground Water or Purchased Finished Water” and add it to the bound maintenance log book. The contractor shall be responsible for submitting a copy of the MOR’s to the appropriate DOH office in accordance with requirements of

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Chapter 62-550.730 F.A.C. The documentation will include a detailed description of the scheduled and unscheduled maintenance procedures performed, including replacement parts required to maintain the equipment in accordance with industry standards.

Documentation must include:

1. Name of Contractor
2. Name of Service Representative and log number.
3. Date, Time (starting and ending), equipment downtime and hours-on-site for service.
4. Description of service or problem
5. Identification of equipment to include identification number, manufacture's name, model number and serial number of parts/replacement parts.
6. Itemized description of service performed including parts, part number(s), material and corrective action.
7. Signatures: Service Engineer representative and COR.

B. Homeland Security Compliance: To comply with the Homeland Security, the technician(s) shall sign in at the National Cemetery Administration Building upon arrival. After completion of inspection, a copy of the signed Service report shall be issued to the Contracting Officers Representative.

C. Work Hours: Work shall be performed between the hours of 8:00am to 4:30pm, Monday thru Friday unless otherwise directed by the COR. At the contractor request with written permission of the COR, work will also be permitted to be scheduled for weekends and/or holidays. The following terms have the following meaning:

- a) Normal work hours: 8:00AM – 4:30PM, excluding Holidays.
- b) Federal Holidays: The federal Holidays observed by the Federal Government are:
 - New Years Day
 - Martin Luther King Jr's Birthday
 - Presidents Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving Day

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- Christmas Day

- c) When one (1) of the holidays falls on Sunday, the following Monday shall be observed as the Federal Holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as a Federal Holiday.
- d) After Normal Hours On-Call/Emergency Situations: The contractor shall establish and maintain a point of contact to receive emergency calls from the COR. The point of contact shall be available on a 24-hour basis including weekends, Federal Holidays and after normal hours of operations. The Contractor shall provide phone and cell phone numbers for emergency and/or after hour situations. Repairs shall be made as expeditiously as circumstances allow or within (24) hours upon initial emergency call. Contractor shall follow procedures listed in emergency notifications.

D. Representatives of Contracting Officer: The Contracting Officer reserves the right to designate representatives to act for him/her in furnishing technical guidance and advice or generally supervise the work to be performed under this contract. Such designation will be in writing and will define the scope and limitations of the designee's authority. A copy of the designation shall be furnished to the contractor.

E. Site Visit: Offerors are expected to visit the site where services are to be performed, prior to submitting their proposal. FAR Provision 52.237-1 "Site Visit" is part of this solicitation. In no event shall failure to inspect the site constitute grounds for a claim after contract award. Site visits may be scheduled by contacting the Cemetery Director at (904) 766-5222 to make site visit arrangements.

F. LICENSES AND PERMITS: The contractor, without additional cost to the Government, shall provide and maintain all Licenses and Certification throughout the term of the contract. **Copies of all current licenses and certification shall be submitted with quote.** The contractor shall provide to the contracting officer copies of the following with submission of bid/quote:

1. **Certified Operator:** Name, State of Florida Certified Operator's license(s), Class "C", Category III Water Treatment Plant for each proposed operator.
2. **Laboratory:** Department of Health Laboratory Certification to perform drinking water analyses.
3. He/She shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract. He/She shall be

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responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during performance of this contract that is caused by his/her employees fault or negligence, and shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of Florida. Further, it is agreed that any negligence of the Government, its Officers, Agents, Servants and employees, shall not be the responsibility of the contractor hereunder with the regard to any claims, loss, damage, injury, and liability resulting there from.

- G. Competency of Service Engineer Representative:** Contractor shall have an established business with and office and full time staff. The staff shall include “Fully Qualified Service Engineer”. To be considered fully qualified the Service Engineer shall have successfully completed formal training and experience in the field, in accordance with industry standards, necessary to perform the requirements of this contract. The Contracting Officer may authenticate the training requirements, request training certificates or credentials from the contractor at any time for any personnel servicing and/or installing government owned equipment located at Jacksonville National Cemetery, 4083 Lannie Road, Jacksonville, Florida 32218. The Contracting Officer and COR reserve the right to reject any of the contractor’s personnel and refuse them permission to work on Jacksonville National Cemetery equipment.
- H. Changes to the Scope of Work:** Any changes to the scope of work shall be authorized and approved **ONLY BY THE CONTRACTING OFFICER**. Any cost incurred by the contractor through directions of parties other than the Contracting Officer shall be borne by the contractor.
- I. Standards of 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 the cemetery shall reflect this nations concern for those interred there. Due to the sensitive mission of the cemetery, contractor personnel must exercise and exhibit absolute decorum, composure, and stability at all times.
1. The burial activities at a National Cemetery shall take precedence over construction activities. The contractor shall cooperate and coordinate with the Cemetery Director or his designee in arranging construction activities to cause the least possible interference with cemetery activities in actual burial areas. Construction noise during the internment services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period.

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2. The contractor is required to discontinue his work sufficiently in advance of Ester Sunday, Mother's Day, Father's Day, Memorial Day, Veteran's Day and Federal holidays, to permit the contractor to clean up all areas of operations adjacent to existing internment sites 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.
3. The contractor shall cease work operations if necessary to ensure that no contract work causes any funeral, ceremony, procession or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity, serenity or security of the event is compromised. The contractor shall coordinate with the COR daily to schedule work around internment services.
4. Workmen are subject to rules of the Cemetery applicable to their conduct. While on site at the National Cemetery, contractor personnel shall be required to adhere to the following standards of dress and conduct while performing work in the national cemetery. These standards and regulations are enforceable under Title 38, U.S.C., Section 218.
5. Contractor personnel appearance and conduct shall be professional and unobtrusive at all times. Shirts and full length pants must be worn at all times.
6. Smoking is not allowed in any building at the National Cemetery.
7. The playing of radios is prohibited on site or in buildings. The contractor's work force is governed by the same rules governing cemetery employees. All individuals failing to comply will be removed from the site.
8. Sexual harassment will not be tolerated and the offending individual(s) will be removed from the site.
9. Contractor personnel shall not sleep on cemetery grounds, sit or stand on installed grave markers, or put, place or lean equipment or materials on grave markers.
10. Questions from cemetery visitors shall be politely referred or directed to cemetery personnel.

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11. The contractor shall ensure that all employees behave with appropriate decorum, courtesy, and respect while within cemetery or at its perimeter or entrances. Shouting, cursing, angry outbursts, sleeping, intoxication, unsafe driving of private or company vehicles, and violence or criminal acts of any kind will not be tolerated and is cause for immediate removal from the cemetery. All contractor and contractor personnel and vehicles are subject to search.
12. The contractor and subcontractors will not fuel equipment in grass/turf areas. Petroleum based products will damage the grass/turf. Contractor shall bear all costs associated with removing any contaminated soil and turf as a result of damage. The contractor shall be responsible for any damage caused to government property by contractor personnel and shall borne the cost of repair or replacement.