

STATEMENT OF WORK (SOW)

**SERVICE TO PERFORM ROOF REPAIRS AT
BUILDINGS 7, 126, 128, AND 136
TIBOR RUBIN VA LONG BEACH HEALTHCARE SYSTEM
600-20-1-5667-0006**

1. TITLE:

SERVICE to PERFORM Roof Repairs at Buildings 7, 126, 128, and 136.

2. PLACE OF PERFORMANCE:

Tibor Rubin VA Long Beach Healthcare System
5901 East 7th Street
Long Beach, CA 90822-5201

3. PERIOD OF PERFORMANCE:

Ninety (90) calendar days.

4. CONTRACT TYPE:

Firm Fixed Price (FFP).

5. BACKGROUND:

Several roofs need repair work throughout the campus in Buildings 7, 126, 128, and 136. Water leaks have been reported at these locations. Treatments and patchwork are needed to mitigate wear and tear before inclement weather can penetrate roofs and cause internal building damage.

6. OBJECTIVES / SCOPE:

Contractor shall provide all manner, means, methods, equipment, expertise, incidentals, labor, materials, parts, services, supervision, supplies, tools, transportation, and qualified personnel necessary to perform required roof repairs at Buildings 7, 126, 128, and 136 in accordance / compliance with current code(s), directives, regulations, industry guidelines / standards, and this statement of work (SOW) at/for the Tibor Rubin VA Long Beach Healthcare System.

GENERAL REQUIREMENTS:

- A. Contractor shall conduct a thorough walkthrough of each area with the VA COR prior to performing any work.
- B. Contractor will be responsible for providing all prep work and cleaning entire surface area of each location prior to conducting repairs.
- C. Contractor will provide VA COR with an electronic digital schedule prior to starting any work.

- D. Contractor shall check-in with the VA COR or Carpenter Shop Supervisor every day prior to performing any work.
- E. All damages incurred during the performance of work will be repaired by Contractor at no additional cost to the Government (VA).
- F. Building 7, Room 300:
 - I. Remove all gravel and debris from damaged sections of roof.
 - II. Transport and dispose of all scrap and unused material at a City / County / State authorized landfill.
 - III. Install one (1) approximately 16' x 35' LF section of roofing using three (3) course application process.
 - IV. Apply modified mastic and fiberglass webbing to the entire section of the existing roof cracks / splits and damaged areas.
 - V. Apply cold adhesive and imbed the existing material into the adhesive.
 - VI. Once complete, Contractor will coordinate with the VA COR and replace removed gravel with brand new gravel to match existing décor on remaining surface of roof.
- G. Building 126, Room 1W138:
 - I. Install one (1) approximately 16' x 35' LF section of roofing using three (3) course application process.
 - II. Apply modified mastic and fiberglass webbing to the entire section of the existing roof cracks / splits and damaged areas.
 - III. Apply cold adhesive and imbed the existing material into the adhesive.
 - IV. Remove designated metal panel and install approximately 45" x 25" section of brand-new GAF modified torch-down membrane roofing system brand name or equal and three (3) course base flashing corners.
 - V. **ALL WORK IN THIS AREA WILL BE CONDUCTED ON WEEKENDS BETWEEN THE HOURS OF 7:00AM TO 4:30PM WITH PRIOR APPROVAL FROM THE VA COR.**
- H. Building 128, Room J209:
 - I. Install one (1) approximately 25' x 30' LF section of roofing located at A/C duct using three (3) course application process.
 - II. Repair will be administered using white mastic and roof fabric reinforcement webbing.
 - III. Once complete, Contractor will coordinate with the VA COR to replace surface material and match existing décor.
- I. Building 136, Pier Center:
 - I. Repair two (2) leaking vents at designated location with thermoplastic polyolefin single-ply roofing membrane.
 - II. Remove (L) metal and replace flashing and foam in open areas that are 2" wide.

- III. Match décor with remaining roof surface material and replace with brand-new.
- J. Contractor will contact VA COR upon completion and a walkthrough shall be performed to ensure quality of work.
- K. Contractor will dispose of all excess materials and ensure entire roof and all other affected areas within the vicinity of work performed are left clean and orderly before departing the work site.

7. NOTIFICATION:

Contractor shall notify and coordinate ALL work activities / site access with the VA POC / COR – LIAM BOCCIA (562) 826-8000 x3306.

8. PERFORMANCE MONITORING, INSPECTION AND ACCEPTANCE:

Routine inspections to include acceptance / certification work was completed in accordance with the SOW will be performed by VA POC / COR – LIAM BOCCIA and Facilities Personnel. The VA POC / COR can perform inspection of the work performed without the Contractor presence and determine whether or not work performed is within standards expressed in this scope of work. It is the VA's prerogative to hire an independent qualified third party to check the validity of the work conducted.

9. CHANGES:

- A. The awarded Contractor is advised that **only** the Contracting Officer, acting within the scope of the contract has the authority to make changes which affect the contract in terms of quality, quantity, price or delivery.
- B. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in the contract terms or price to cover any increase in costs incurred as a result thereof.

10. SECURITY REQUIREMENTS:

N/A. Contractor ***WILL NOT*** have access to patient records, data, or VA computer systems.

11. GOVERNMENT FURNISHED EQUIPMENT (GFE) / GOVERNMENT FURNISHED INFORMATION (GFI):

N/A. ***NO*** GFE or GFI will be provided to or used by the Contractor.

12. RISK CONTROL:

Submission of VA "Infection Control Risk Assessment" (ICRA) permit(s) ***NOT REQUIRED***. Medical services / support services at the designated locations will remain operational during the execution of this work. Contractor shall take all precautions to minimize disruption to daily routine tasks performed in those services. Patient care shall remain a top concern for the Contractor and their employees while performing contracted work.

13. IDENTIFICATION, PARKING, SMOKING, AND VA REGULATIONS:

- A. Contractor personnel shall ALWAYS wear visible identification issued by VA Police during the entire time they are on the VA Healthcare System campus / grounds. I.D. badges must have an identification picture and shall state the name of the individual and the company represented.
- B. Parking information is available from the VA Police & Security Service Office. It is the responsibility of Contractor personnel to park only in appropriately designated parking areas. The VA shall not validate, invalidate, or make reimbursement for parking violations of the Contractor's personnel under any circumstances.
- C. **SMOKING IS STRICTLY PROHIBITED** on the grounds of any VHA facility and throughout the VA Healthcare System campuses. **Per VHA Directive 1085** dated March 5, 2019, it is VHA policy that all VHA health care facilities, including hospitals, community clinics, administrative offices and Vet Centers, will be smoke-free for patients, visitors, contractors, volunteers, and vendors effective October 1, 2019. **THERE WILL NO LONGER BE DESIGNATED SMOKING AREAS.**
- D. Possession of weapons is prohibited while on ANY VA Healthcare System campus / grounds. Enclosed containers, including tool kits, shall be subject to search and/or seizure.
- E. Violations of VA regulations may result in citation answerable in the United States Federal District Court, not at/in the local district, municipal, county or state court.

14. POINT OF CONTACT (POC):

TIBOR RUBIN VA LONG BEACH HEALTHCARE SYSTEM POC / COR:

Name:	LIAM BOCCIA
Department:	Engineering (138)
Address:	5901 East 7th Street, Long Beach CA 90822
Phone:	(562) 826-8000 x3306
Email:	liam.boccia@va.gov

15. WORK HOURS:

Work will be performed during normal business hours **EXCEPT FOR** Building 126, Room – 1W138, which will be completed on weekends only between the hours of 7:00AM to 4:30PM.

16. OVERTIME AND NATIONAL FEDERAL HOLIDAYS:

Any overtime or holiday pay that may be entitled to the Contractor's employees shall be the sole responsibility of the Contractor and shall not be billed to nor reimbursed by the Government. When one of the holidays fall on a Sunday, the following Monday will be observed as a National Federal Holiday. When one of the holidays fall on a Saturday, the

preceding Friday will be observed as a National Federal Holiday. National Federal Holiday schedule:

New Year's Day	January 1
Martin Luther King 's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

17. INFORMATION SECURITY:

In accordance with Appendix A, Handbook 6500.6 Checklist blocks 7, the C&A requirements ***DO NOT*** apply to this requirement, and a Security Accreditation Package ***IS NOT*** required. The nature of this requirement is technical; however, there is no information to be protected.

18. INVOICE AND PAYMENT:

A. Vendor will be paid monthly upon submission of a proper invoice for work completed and accepted. Final payment will be withheld until all noted discrepancies are corrected and as-built drawings are approved by the Government (VA). VA-FSC processes / pays all associated transactions for / on VA orders. To successfully submit an invoice to VA-FSC please review "How to Create an Invoice" within the how to guides. All invoices submitted to the VA-FSC should mirror your current submission of invoice, with the below items required. The VA-FSC requires specific information in compliance with the Prompt Pay Act and Business Requirements.

1. Your firm's Tax Payer ID Number (TIN)
2. Your firm's "Remit Address" information
3. The VA Purchase Order (PO) number
4. Your firm's contact information: (Personal Name, Email, and Phone)
5. Your VA point of contact information: (Personal Name, Email, and Phone)
6. The Period of Performance dates (Beginning and Ending)
7. All discount information if applicable (Percent and Date Terms)

For additional information, please contact:

Department of Veteran Affairs Financial Service Center

Phone:	1-877-353-9791
Email:	vafscshd@va.gov

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