

STATEMENT OF WORK

Removable Insulation Covers – VISN 15

Project 589-13-501NE

A. GENERAL GUIDANCE

1. **Scope of Work:**

- a. The Department of Veteran Affairs, VISN 15, requests proposals Proposal from contractors for surveying, measuring, designing, manufacturing and installing 3000 custom-made removable insulation covers on pressure-reducing valves, gate valves, valve bonnets, strainers, elbows, temperature control valves, check valves, condensate tanks, shell and tube heat exchangers, flanges, etc., throughout all of its Medical Centers in Kansas, Missouri, and Illinois.

2. **Location of Services Provided:** Work will be performed at all 9 sites in VISN 15 including:

Wichita, KS
Topeka, KS
Leavenworth, KS
Kansas City, MO
Columbia, MO
St Louis, MO (2 separate campus locations)
Poplar Bluff, MO
Marion, IL

3. **Work Hours:** The contractor shall be available during normal business hours of 8:00am – 4:30pm Monday – Friday excluding Federal Holidays.

4. **Federal Holidays:** New years Day, Martin Luther King’s Birthday, President’s Day, Independence Day, labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day and any other day specifically declared by the President of the United States to be a national holiday.

5. **Type of Contract:** This shall be a firm fixed price contract. The proposals are to be based on the estimated quantities shown in this statement of work. Upon completion of the detailed assessment and evaluation of energy savings potential, the quantities may be adjusted, but will remain within the firm fixed price contract amount. The offerors are asked to provide in their original proposal a unit price for each category of item. This unit price will be used if quantities are adjusted between categories.

B. GENERAL REQUIREMENTS:

- a. The contractor shall provide the Contracting Officer’s Representative (COR) with a list of contractor employees. While on VA premises, all contractor personnel shall comply with the rules, regulations, and procedures governing the conduct of personnel and the operation of the facility.

- b. An access badge will be given to the contractor's employee upon entrance into VA buildings. The contractor employee must safeguard the access badge and immediately report any lost, stolen, or destroyed badges to the COR. All contract personnel must properly display their access badges. Access badges must be worn at or above the waist (facing forward.). The contractor's employees must return the access badge(s) to the COR or designee at the end of each pick up process.
- c. It is the responsibility of the contractor's personnel to park in the appropriate designated parking areas. Parking information shall be coordinated with each facility COR.
- d. VISN 15 does not validate or make reimbursement for parking violations of the contractor's personnel under any circumstance.
- e. Contractor employees shall have privacy / security training as directed by the stations Privacy Officer.

C. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

This contract is for a turnkey service to install 3,000 or equivalent removable insulation covers (RICs) at VISN 15 medical facilities with three Contract Line Items (CLINs):

- a. Perform a detailed field investigation to measure and design for manufacturing the removable insulation covers to be installed on pressure-reducing valves, gate valves, valve bonnets, control valves, strainers, elbows, temperature control valves, control stations (combination valves/strainer/control device/trap), shell & tube heat exchangers, condensate tanks, expansion joints, flanges, etc. The assessment is to identify all un-insulated steam components that would benefit from a removable insulation cover. From this comprehensive list, the contractor is to recommend most cost effective 3,000 items or equivalent that will be completed within the lump sum proposal amount. Locations shall be recommended by the contractor upon completion of the contractor's physical survey of steam systems with final approval by the COR. The comprehensive list and the recommendation list should include a line item listing identifying each individual blanket location and specifics about that component. At a minimum, this itemized list is to include:
 - 1. Item description (i.e., 3 in. Gate Valve, 2" Y-strainer, 6" PRV, etc.)
 - 2. Item location (i.e., Room number, etc.)
 - 3. Estimated operating temperature
 - 4. Insulation thickness, and K value (energy payback figures are to be provided for multiple insulation thicknesses, to allow the VA to make a best value decision regarding insulation value)
 - 5. Estimated annual operating hours
 - 6. Calculated heat loss of the component uninsulated vs. insulated
 - 7. Calculated annual cost savings

8. Insulation blanket itemized cost
9. Calculated simple payback
- b. Manufacture and install custom made removable insulation covers on these items in above ground steam systems and in accessible tunnel steam facilities:

Item #	Quantity	Description	Size Range
1	150	Control stations (combination valves, strainer, control device, fittings, etc.)	Up to 1.25 in. Avg. total length 4 ft
2	200	Control stations (combination valves, strainer, control device, fittings, etc.)	1.5 in to 3 in. Avg total length 6 ft
3	200	Control stations (combination valves, strainer, control device, fittings, etc.)	4 in. to 6 in. Avg. total length 6 ft
4	300	Individual gate valves, including valve bonnet/stem	Up to 4 in.
5	200	Individual gate valve, bonnet / stem only (valve body already insulated)	Up to 4 in.
6	150	Individual strainers or elbows	Up to 4 in.
7	200	Individual control devices (PRV, etc.)	Up to 4 in.
8	100	Individual flanges or expansion joints	Up to 4 in .
9	200	Individual gate valves, including valve bonnet/stem	> 4 in. up to 8 in.
10	200	Individual gate valve, bonnet/stem only (valve body already insulated)	> 4 in. up to 8 in.
11	50	Individual strainers or elbows	> 4 in. up to 8 in.
12	100	Individual control devices (PRV, etc.)	> 4 in. up to 8 in.
13	60	Individual flanges or expansion joints	> 4 in. up to 8 in.
14	30	Individual valves, flanges, strainers, control devices	> 8 in. up to 12 in.
15	20	Shell and tube heat exchangers	Up to 15" shell diam.
16	40	Condensate tanks	Up to 30 cu. ft. size
	2200	Total count – Base Bid	

The objective is to maximize energy savings within the firm fixed price contract.

Option Items

1A	Control stations (combination valves, strainer, control device, fittings, etc.)	Up to 1.25	each	20
2A	Control stations (combination valves, strainer, control device, fittings, etc.)	1.5 in to 3 in.	each	20
3A	Control stations (combination valves, strainer, control device, fittings, etc.)	4 in. to 6 in.	each	20
4A	Individual gate valves, including valve bonnet/stem	Up to 4 in.	each	20
5A	Individual gate valve, bonnet / stem only (valve body already insulated)	Up to 4 in.	each	20
6A	Individual strainers or elbows	Up to 4 in.	each	20
7A	Individual control devices (PRV, etc.)	Up to 4 in.	each	20
8A	Individual flanges or expansion joints	Up to 4 in .	each	20
9A	Individual gate valves, including valve bonnet/stem	> 4 in. up to 8 in.	each	20
10A	Individual gate valve, bonnet/stem only (valve body already insulated)	> 4 in. up to 8 in.	each	20
11A	Individual strainers or elbows	> 4 in. up to 8 in.	each	20
12A	Individual control devices (PRV, etc.)	> 4 in. up to 8 in.	each	20
13A	Individual flanges or expansion joints	> 4 in. up to 8 in.	each	20
14A	Individual valves, flanges, strainers, control devices	> 8 in. up to 12 in.	each	20
15A	Shell and tube heat exchangers	up to 15" diam.	each	10
16A	Condensate tanks	up to 30 cu. Ft. size	each	10
				300

- c. Provide contract management and project management services to accomplish a turnkey solution to this installation.

D. REPORTING REQUIREMENTS:

- a. The Contractor shall report to the COR on a weekly basis via conference call. The contractor will provide a status report one day prior to the call for review during the call.
- b. The Contractor shall provide an installation schedule showing weekly increments toward completion.
- c. The contractor shall provide a monthly progress report that indicates demonstrates the contractor is ahead, behind or on schedule.

E. SCHEDULE:

Field Investigations and installation shall generally begin within 45 calendar days of Notice to Proceed and final acceptance shall be accomplished within 365 calendar days after start of work.

F. GOVERNMENT RESPONSIBILITIES:

- a. The Government shall be responsible for making system available to Contractor during normal business hours 8:00 am - 4:30 pm. If there is a need for work to be done after hours, the Government will make arrangements for Contractor to have access to system.
 1. An access badge shall be given to the successful Offeror's employee upon entrance into VA buildings. The successful Offeror employee shall safeguard the access badge and immediately report any lost, stolen, or destroyed badges to the COR. All contract personnel shall properly display their access badges. Access badges shall be worn at or above the waist (facing forward.). The successful Offeror's employees shall return the access badge(s) to the COR or designee at the end of each pick up process.
 2. Successful Offeror employees shall have privacy / security training as directed by the stations Privacy Officer.
 3. Hazardous materials abatement is outside the scope of this proposal. When hazardous material is encountered and needs to be removed for the construction work to be performed, the successful Offer's staff shall stop work, and notify the COR and site representative immediately for appropriate abatement action.
 4. The Contracting Officer's Representative will put together a team to support the project and foster collaboration. The team shall consist of the following:
 - VISN 15 Energy Manager (Contracting Officer's Representative)
 - Site Energy Managers (Local representative on site)
 - Site Chief Engineers/Facility Managers (as required)
 - Contracting Officer (as required)
 - Maintenance and Operations Supervisors (as required)
 - Contractor Project Manager

G. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

The contractor shall be required to comply with all security policies/requirements. All security policies/requirements must be met and employees cleared prior to the contractor performing work under this contract. Employees that cannot meet the security and clearance requirements shall not be allowed to perform work under this contract.

H. INTERFERENCE TO NORMAL FUNCTION

Contractor may be required to interrupt their work at anytime so as not to interfere with the normal functioning of the facility, including utility services, fire protection systems, and passage of facility patients, personnel, equipment and carts.

- a. In the event of an emergency, contractor services may be stopped and rescheduled at no additional cost to the government.
- b. Contractor personnel shall inform the COR or the designee of the need to gain access to secured areas. If access is required to secure areas, prearranged scheduling will be made with COR or designee.

I. PRODUCT SPECIFICATIONS

The removable insulation covers are to have the following features:

1. Durability. All components (inner shell, insulation material, outer shell, thread, fasteners, ties, buckles, labels, etc.) must be of materials proven to withstand long term (20 yrs or greater) exposure to the temperature, moisture, and industrial environment conditions expected.
 - a. Sewn construction required. ***Hog ring method not acceptable.***
 - b. Outer & inner jacket: 16.5 oz/sy Teflon impregnated fiberglass cloth or similar/better performing product would be acceptable.
 - c. Thread: Teflon coated fiberglass or similar/better performing product would be acceptable.
 - d. Belts & fasteners: Belts of outer jacket cloth with stainless steel double D rings or similar/better performing system would be acceptable. ***Wire and lacing hooks are not acceptable.***
 - e. End closure flaps: Closure flaps with Nomex drawstrings, or similar/better performing product would be acceptable.
 - f. ID tags: Stainless steel tags with engraved lettering or similar/better performing product would be acceptable.
2. Superior Insulation value. The assembly must result in surface temperatures of less than 100 degrees F. These covers are intended to address both energy and worker safety issues. Insulation thickness options will be examined for maximum cost effective energy savings. Insulation thickness may vary, depending on the type and size of device. Thicker insulation is anticipated on the larger components.
 - a. Insulation: Non-asbestos glass mat, 9-11 lb. density, type E needled fiber or similar/better performing product would be acceptable. Insulation thicknesses of 1" (1-3" pipe), 1 1/2" (4"-5" pipe), 2" (6" – 24" pipe).
 - b. For fittings located in confined spaces prone to frequent flooding, provide an insulation product compatible with that environment. Such product should repel liquid but allow vapor to pass through, helping to prevent corrosion under the insulation.

- c. Temperature maximum of 450 deg F, maximum water vapor transmission 0.00 perm, maximum moisture absorption 0.2 percent by volume.
- 3. Heat loss control. The assembly is to be designed to minimize thermal leaks at connection points, fasteners, seams, end laps, etc. One piece jacket bodies are required. Exceptions considered on a case by case basis for extremely difficult locations. The insulation must be built into the cover such that it is not displaced during repeated removal and reinstallation.
- 4. Ease of use. These covers are to be designed to minimize the tendency that many facilities have experienced with staff not reinstalling the covers after being removed for system maintenance or repair. They should be flexible enough to easily be put in place. The fastening mechanisms must be easily accessible, easy to fasten, and should provide a means to ensure that the cover is secure and leak free. They must also be easy to remove and replace as needed for maintenance and repair. They must be adjustable to account for stretching or shape changes that may occur over time.
- 5. Warranty. The material and workmanship are to carry minimum 2 year warranty. Longer warranty periods will be considered favorably in the proposal evaluation.
- 6. Identification. Each cover is to be identified to expedite future replacement. The desire is to have the ability to contact the manufacturer in the future and be able to order a custom made replacement for a specific item, based only on the item identifier found on the individual cover which has been damaged or misplaced. This identifier must be designed to be readable even after many years of exposure to extreme conditions.

K. PROPOSAL

The Contractor's proposal shall be as succinct as possible while providing sufficient information to allow VISN 15 to evaluate their approach, experience, staff and availability. Please provide a written response to each and every item, and follow the order listed below. The proposal shall be limited to 20 single-sided pages, including graphics. A letter of introduction, section dividers, detailed resumes and requested sample work products are not included in this 20 page limit. The proposal and all attachments must be provided in electronic format and submitted via email to Donald.marsh2@va.gov. The proposal must be signed by an officer of the company with the authority to commit the firm.

- a. Describe the experience and qualifications of the Contractor firm.
- b. Thermal efficiency, warranty, material durability, ease of use (installation, removal and reinstallation), future replacement process of product(s) proposed.
- c. Anticipated schedule and availability for accomplishing work throughout VISN 15.
- d. Provide cost information as listed in pricing schedule.