



**SIMPLIFIED ACQUISITION PROCEDURES (SAP) PERFORMANCE WORK  
STATEMENT (PWS)**

**DEPARTMENT OF VETERANS AFFAIRS  
Austin Information Technology Center (AITC)**

**UPS Battery Strings #2 & #3 Replacement**

**Date: April 2013  
PWS Version Number: 1.0**

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# UPS Battery Strings #2 & #3 Replacement

## 1.0 DESCRIPTION OF SERVICES

VA AITC requires contractor services to provide six (6) UPS battery cabinets and one-hundred and forty-four (144) each Valve Regulated Lead Acid (VRLA) Uninterruptible Power Supply (UPS) batteries & associated Cellwatch™ battery monitoring Data Collection Modules (DCM) to replace existing strings #2 & #3 lead acid UPS batteries located in Rm. 160C (UPS Battery Room). The battery arrangement is twenty-four (24) VRLA batteries in each of the six (6) cabinets.

See attachment- A for detail of existing installation. See attachment-B for detail of new installation. See attachment-C for sample of battery cabinet layout.

### GENERAL INFORMATION:

Services are required for the removal of ninety-six (96) existing lead acid batteries and the installation of new cabinets, VRLA batteries (new strings #2 & #3), new suspended cable tray, and programming of Cellwatch™ battery monitoring DCM's performed as part of the purchase of the new batteries and associated cabinets. A certificate of disposal shall be provided to the Government upon completion of lead acid battery removal work.

### PERFORMANCE DETAILS

This is a firm, fixed price effort. No overtime or travel expenses shall be approved.

Upon award, Contractor shall submit required information for unescorted access for essential personnel. Access is limited to immediate project area only. Contractor shall provide VA-AITC project manager with full names and drivers license information of all contract employees requiring access. Specific instructions for submitting personnel information shall be provided upon contract award.

## 1.1 PERFORMANCE PERIOD

The period of performance shall be ten (10) weeks after contract award.

Any work at the Government site that will be scheduled shall be approved and coordinated by the Contracting Officer Representative (COR). Only one (1) string shall be installed during a single time frame (i.e. weekend).

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The following Federal holidays are observed by VA and may affect the contractor's ability to contact VA employees during the on-site period of performance:

New Years Day	January 1 <sup>st</sup>
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 <sup>th</sup>

Normal business hours are 0700 – 1700 Monday through Friday. No services shall be performed outside of normal business hours without prior approval by COR.

### 1.2 PLACE OF PERFORMANCE

Tasks under this PWS shall be performed in VA facilities located at 1615 Woodward Street, Austin, Texas 78772.

Travel is not authorized for this contract. No travel expenses shall be reimbursed.

### 2.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall Demo ninety- six (96) lead acid batteries (strings #2 & #3). Installation of one-hundred and forty-four (144) VRLA batteries and six (6) associated battery cabinets. Installation of new suspended cable tray and Installation/programming of battery DCM's on new VRLA batteries.

- Before installation, contractor shall provide customer a set of drawings depicting how to integrate into existing UPS system.
- Each battery string shall be load tested prior to acceptance.
- Each battery string shall not be down for more than six (6) hours.
- Certificate of disposal shall be provided to customer upon completion of demolition.
- Each string shall be rated for eight (8) minutes of backup capability.
- In each battery cabinet, install quantity of 24 each, 16 volt valve regulated lead acid batteries (8 minute backup @ 675kw/) 16V DC nominal (Brand Name: EnerSys data safe™ 16HX-800)
- Provide and install three front terminal battery cabinets with main circuit breaker for over current protection. Cabinet dimensions are 6' x 5', Top Breaker is 50.0" wide x 31.5" deep x 84.0" high
  - Battery polarity to be verified before new battery to be placed on-line

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- Battery warranties shall include a minimum coverage of three years on parts and labor (seven year pro rated) with an eight hour on-site response time to troubleshoot and/or repair
- Contractor shall assume full responsibility and liability for compliance with all applicable codes, standards, and regulations pertaining to the health and safety of personnel during execution of the work, and shall hold the Government harmless for any action on the Contractor's part, or that of the Contractor's employees or subcontractors, that results in illness, injury, or death. The Contractor shall have written safety and health programs in compliance with 29 CFR Part 1910.

### **2.1 DELIVERABLES:**

- 2.1.1 Provide documentation of new battery system commissioning and testing.
- 2.1.2 Provide documentation of disposal of old UPS batteries (ninety-six (96) each). Contractor shall contact COR and coordinate all deliveries.

2.1.3 Review of Deliverables: The VA-AITC will complete their review of deliverables within two (2) hours from completion of task order requirement.

### **2.2 INSPECTION and ACCEPTANCE**

The Project Manager with the assistance of the Contracting Officer shall be responsible for inspecting and accepting services in accordance with the Performance Objectives for the Task Order and Federal Acquisition Regulation clauses 52.246-2 and 52.246-4.

### **3.0 GENERAL REQUIREMENTS**

#### **3.1 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS**

Certificate of Insurance: The Contractor shall maintain all licenses and insurance coverage required to complete performance requirements. Insurance shall be provided by Contractor for any sub-contractors used during performance of services.

VA-AITC Security requirements: The VA-AITC has stringent security requirements on all facilities. Contractor shall adhere to VA security requirements at all times. All contractor resources shall present valid government-issued photo ID, such as driver's license or passport, upon each visit to VA-AITC. On-site contractor resources shall have no significant criminal history (class B misdemeanor or higher). Prior to being granted unescorted access, VA-AITC security will conduct a criminal history check, which requires information from an unexpired state driver's license or state issued identification for contractor resources. Laptops and tablet computers may be used by contractor resources, but equipment shall be inspected and scanned by VA-AITC security personnel before entering or leaving the building. Contractor shall contact VA-AITC representative at least 10 days prior to the training for instructions on submitting information for the required information and accessing the building.

All persons employed within the boundaries of the property or restricted-access areas shall comply with the security regulations in place at the site, including posted

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instructional signs. A copy of the AITC's security regulations will be made available to the contractor for an on-site review upon written request to the CO prior to the date of contract award. The AITC's security regulations may not be copied or removed from the site.

The contractor agrees on behalf of himself, all employees, and employees of all subcontractors to abide by the AITC's security regulations. The contractor is required to notify all contractor and subcontractor personnel of the security regulations in place at this site.

The contractor agrees to maintain the security and integrity of documents and drawings. They shall be clearly marked in accordance with AITC policy and may not be released or replicated without the written consent of the AITC. Any third party that they are released to (with the approval of the AITC) shall be bound by the same conditions. Any such items transmitted via the Internet may only be transmitted in an encrypted format using encryption methods approved by the Department of Commerce's National Institute for Standards and Technology (NIST).

The AITC reserves the right to exclude or remove from the site any employee of the contractor or subcontractor whom the Chief, Security Services deems incompetent, careless, insubordinate, unsafe, or otherwise objectionable. The CO shall be notified of any contractor or subcontractor personnel removed from the site.

Release of Information - The Contracting Officer will be the sole authorized official to release verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this task order. The contractor shall release no information.

Press releases, marketing material or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the Contracting Officer.

### **3.2 METHOD AND DISTRIBUTION OF DELIVERABLES**

The Contractor shall deliver documentation in electronic format, unless otherwise directed in Section B of the solicitation/contract. Acceptable electronic media include: MS Word 2000/2003/2007, MS Excel 2000/2003/2007, MS PowerPoint 2000/2003/2007, MS Project 2000/2003/2007, MS Access 2000/2003/2007, MS Visio 2000/2002/2003/2007, AutoCAD 2002/2004/2007/2010, and Adobe Postscript Data Format (PDF).

### **3.3 PERFORMANCE METRICS**

The table below defines the Performance Standards and Acceptable Performance Levels for Objectives associated with this effort.

Performance Objective	Performance Standard	Acceptable Performance Levels
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1. Technical Needs	Shows understanding of requirements Efficient and effective in meeting requirements Meets technical needs and mission requirements Offers quality services/products	Acceptable/ Unacceptable
2. Project Milestones and Schedule	Quick response capability Products completed, reviewed, delivered in timely manner Notifies customer in advance of potential problems	Acceptable/ Unacceptable

### 3.4 FACILITY/RESOURCE PROVISIONS

The Contractor shall request other Government documentation deemed pertinent to the work accomplishment directly from the Government officials with whom the Contractor has contact. The Contractor shall consider the COR as the final source for needed Government documentation when the Contractor fails to secure the documents by other means. The Contractor is expected to use common knowledge and resourcefulness in securing all other reference materials, standard industry publications, and related materials that are pertinent to the work.

### 3.5 POINTS OF CONTACT

#### VA Program Manager:

Name: Paul Hoffman  
 Address: 1615 Woodward Street  
 Voice: 512-326-6504  
 Email: [Paul.Hoffman@va.gov](mailto:Paul.Hoffman@va.gov)

#### Contracting Officer's Representative:

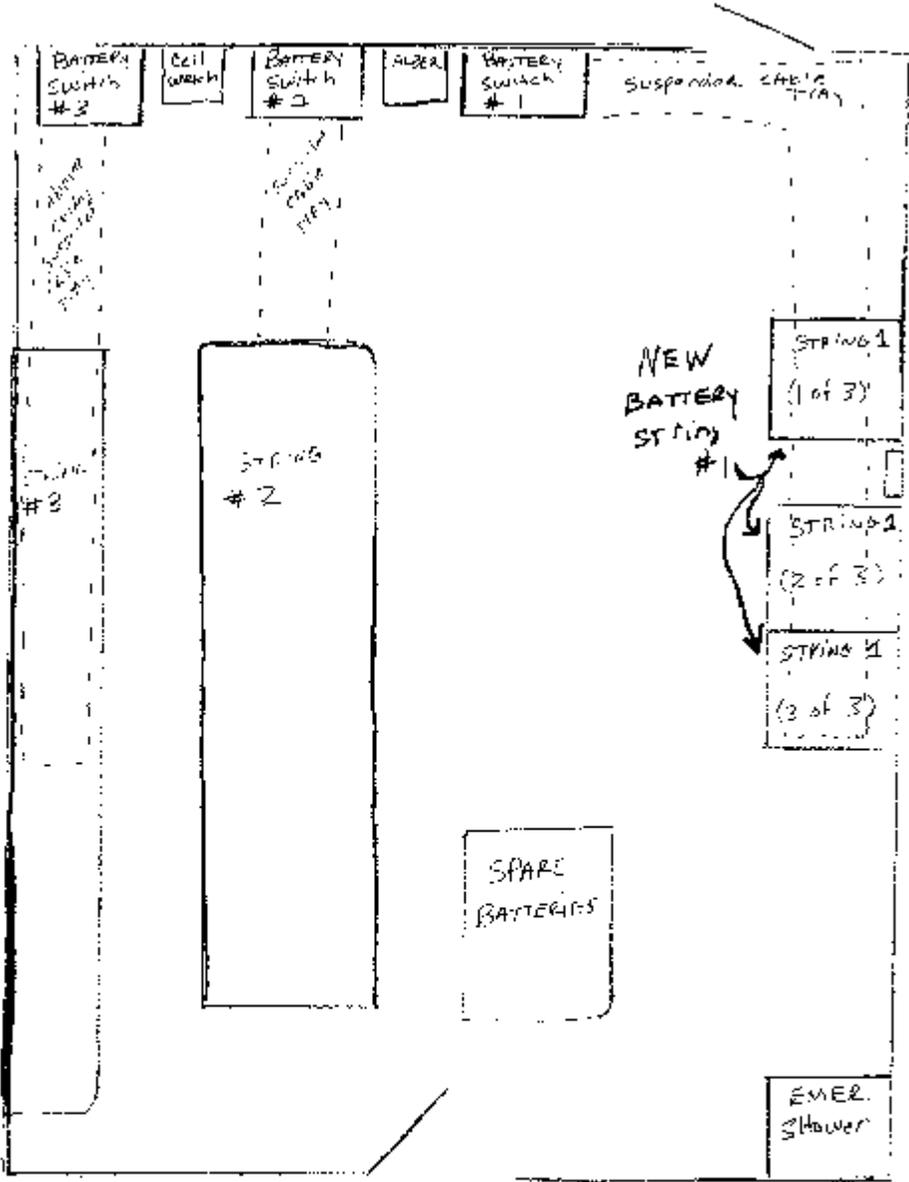
Name: David Lamb  
 Address: 1615 Woodward Street  
 Voice: 512-326-6602  
 Email: [Wesley.patton@va.gov](mailto:Wesley.patton@va.gov)

#### Contracting Officer:

Name: Louis P. Cornell  
 Address: 1701 Directors Blvd.  
 Voice: 512-981-4459  
 Email: [Louis.Cornell@va.gov](mailto:Louis.Cornell@va.gov)

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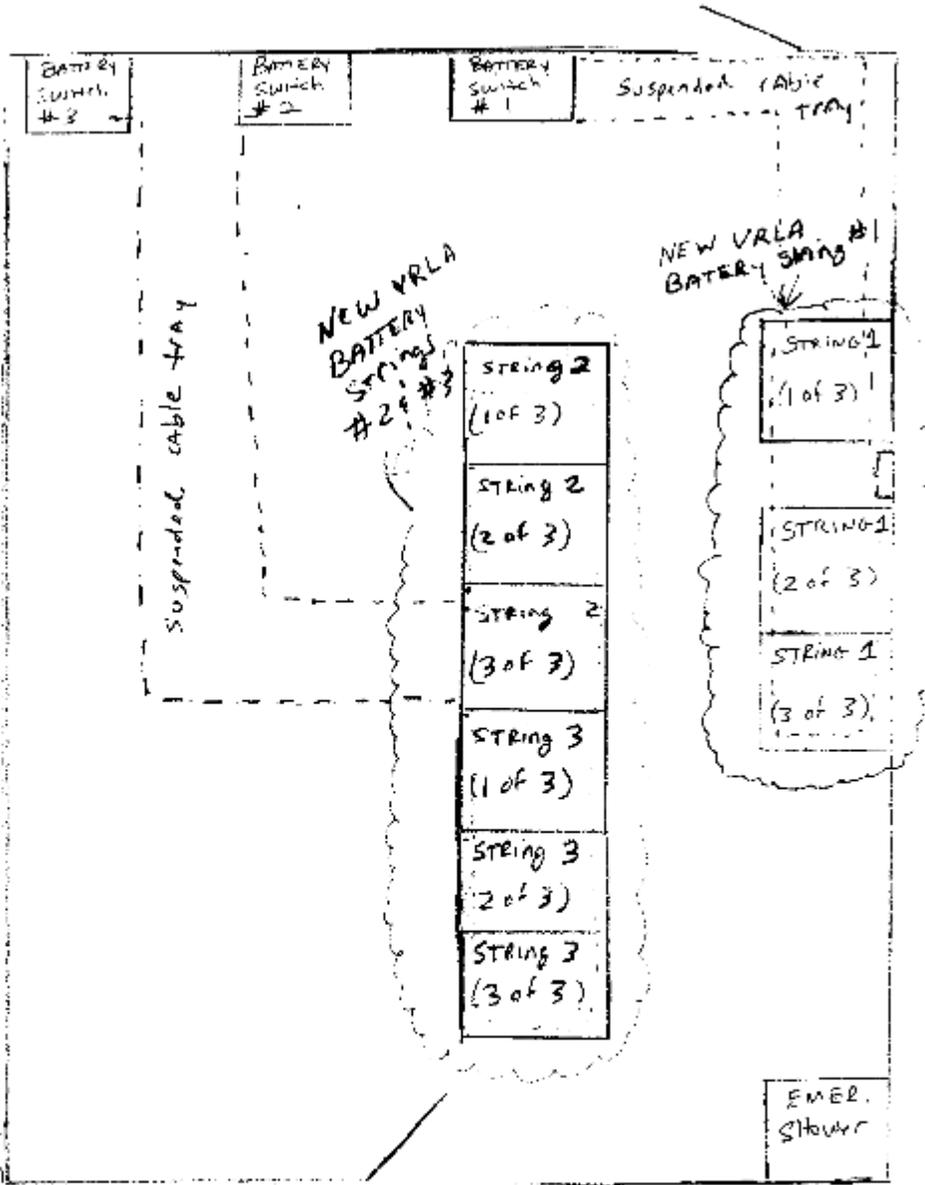
Attachment -A: Existing Configuration



RM. 160C EXISTING

# UPS Battery Strings #2 & #3 Replacement

Attachment -B: New Installation of Strings 2 & 3



RM. 160C NEW BATTERY  
Strings #2 & #3

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Attachment - C: Sample Battery Cabinet layout

