**STATEMENT OF WORK**

1. **CONTRACT TITLE:** Negative Pressure Fan Recurring Maintenance Services

2. **INTRODUCTION AND BACKGROUND:** The Long Beach Veterans Affairs Healthcare System (LBVAHCS) has a need for the cleaning and inspection services of 17 (each) negative pressure exhaust fans. Additionally, Preventative Maintenance services are required on a semi-annual basis for each fan that will include inspection, changing filter media, lubrication, mechanical and electrical inspections.

3. **GENERAL REQUIREMENTS:**

    a. The Contractor shall provide all Labor, Parts, Materials, Equipment, and Supervision required to perform all work.
    b. The Contractor shall schedule all maintenance services with the program point of contact.
    c. The Contractor's personnel shall wear all OSHA and VHA regulated Personal Protective Equipment (PPE).
    d. During the maintenance process Contractor personnel must ensure safety and exclude the possibility of injury to patient, staff and visitors at all times.
    e. The Contractor's personnel shall collect, contain, and dispose of all debris daily and upon completion of work resulting from the overall scope of the project according to VHA, State, and Federal Regulations. The Contractor is responsible for repairing damages incurred during performance of this scope of work to include removal/installation or moving materials and tools in and out of the work area.

4. **SCOPE OF WORK:**

    a. The Contractor will perform two (2 each) preventative maintenance services on a semiannual basis each year.

    b. During comprehensive and operational inspections, the Contractor shall check the equipment for issues related to normal wear and tear. Routine maintenance shall be performed in accordance with the Original Equipment Manufacturers (OEM) recommendations, including lubrication, cleaning, tightening connections, and verifying electrical operations.

c. The Contractor MUST notify the program point of contact, shop supervisor, and affected areas before doing the scheduled Preventative Maintenance.
    i. The Program Point of Contact will notify the Contractor upon award of specific point of contact details.

d. The Contractor will provide and install new pre-filter medias twice annually and HEPA filter medias annually for each exhaust fan as originally specified and designed by the equipment's manufacturer. The Contractor shall provide the required containment that includes the Bag In / Bag Out required for each piece of filter media

e. The Contractor will properly dispose of all filters per all hazardous waste requirements and will comply with all local, state, and federal guidelines.

f. The Contractor will ensure all work is done in a neat, orderly, and professional workmanlike manner.

g. The Contractor shall check in with program point of contract for any operational deficiencies noted during each visit and the overall condition of all units inspected and or serviced including system pressures.

h. The Contractor will write and complete a Performance Maintenance Service Report Sheet that will include photographs and create a folder for each unit that will include model, serial number, location, discrepancies if any, and the status of unit. The program point of contact will provide further detailed reporting instructions, format and distribution upon contract award.

5. **<u>HOURS OF OPERATION:</u>** All work shall be performed during normal business hours, Monday through Friday from 7:30 AM to 4:00PM, Pacific Daylight Time. If a holiday falls on Sunday, the following Monday shall be observed as the legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a legal holiday by U.S. Government agencies. Also included, would be any other day specifically declared by the President of the United States of America to be a National Holiday.

    **a. <u>Government Holidays Observed Include:</u>**

| | |
|---|---|
| **New Year's Day……** | **1 January** |
| **Martin Luther King's Birthday…….....** | **Third Monday in January** |
| **Washington's Birthday……..** | **Third Monday in February** |

| | |
|---|---|
| **Memorial Day…….....** | **Last Monday in May** |
| **Juneteenth National Independence Day……** | **19 June** |
| **Independence Day…… …..** | **4 July** |
| **Labor Day…….** | **First Monday in September** |
| **Columbus Day…….** | **Second Monday in October** |
| **Veterans Day…….....** | **11 November** |
| **Thanksgiving Day……** | **Fourth Thursday in November** |
| **Christmas Day…….** | **25 December** |

6. **PLACE OF PERFORMANCE:**
    a. Long Beach Veterans Affairs Healthcare System-LBVAHCS
       5901 East 7th Street
       Long Beach, CA 90822-5201

7. **PERIOD OF PERFORMANCE:** Five years, consisting of one base year and four, one-year option periods.

8. **CERTIFICATES/TRAINING REQUIREMENTS:** The Contractor is required to have completed and must provide the following current, safety training certifications:
    a. Supervisor: Occupational Safety and Health Administration (OSHA) 30-hour Construction Safety course completed within five (5) years of awarded contract date.
    b. Tradesmen: OSHA 10-hour Construction Safety training completed within five (5) years of awarded contract date.
    c. Personal Protective Equipment (PPE): The Contractor personnel shall have current PPE training compliant with OSHA 29 CFR 1910.132, including proper selection, use, inspection, maintenance, and limitations of required PPE. Certification must be valid within the past twelve (12) months.
    d. All certifications and licenses must be presented to the Program Point of Contact prior to any services being performed.
    e. The Contractor will abide by all hospital policies for Interim Life Safety Measures (ILSM) policies. Contractor will set up work area providing all barriers and protection needed to ensure safe removal and replacement of equipment and/or materials.
        i. Healthcare System Policy: Interim Life Safety Measure, Issue Date January 2020.
        ii. Depending on the scope of work the Contract Officer's Representative and Contractor must attain and provide the correct type of permit

required by VHA Safety Office. Work cannot commence until the appropriate work permit has been signed off by all parties. The following permits will apply depending on the scope of work:

iii. Pre-Construction Risk Assessment
iv. Energized/Deenergized Electrical Permit
v. Activity Hazard Analyses iv. Utility Shutdown Permit
vi. Confined Space Permit
vii. Infection Control Risk Assessment

**9. <u>CONTRACTOR BADGING PROCEDURES:</u>**

a. The Contractor shall coordinate with the Program Point of Contact to obtain the proper I.D. Badge prior to starting work.
    i. Only Real ID compliant Drivers Licenses/IDs can be used as acceptable form of ID.
    ii. The Contractor personnel are required to wear I.D. Badge during the entire time on VA property.

10. **<u>GOVERNMENT-FURNISHED EQUIPMENT:</u>** No Government equipment will be used by the awarded Contractor.

**11. <u>INSURANCE REQUIREMENTS:</u>**

a. The Contractor agrees to procure and maintain, while the contract is in effect, Workers Compensation, Employer's Liability, General Liability, and any other Insurance in accordance with Federal and State of California laws.
b. The Contractor shall be responsible for all damage to property, which may be done by him, or any employee engaged in the performance of this contract.
c. The Government shall be held harmless against any or all loss, cost, damage, claim expense or liability whatsoever, because of accident or injury to persons or property of others occurring in the performance of this contract.
d. The Contractor is required to provide copies of proof of Insurance within fifteen (15) calendar days after notification of contract award.

**12. <u>PROGRAM POINT OF CONTACT:</u>** TO BE PROVIDED AT TIME OF CONTRACT AWARD.

13. **<u>EQUIPMENT LIST:</u>** The Contractor will refer to the equipment list below when completing all services related to this Statement of Work.

| Control Point | Tag | Building | Location | Access |
|---|---|---|---|---|
| 1 | EF 19 | 150 | 3 Floor | Roof |
| 2 | EF 19A | 150 | 3 Floor | Roof |
| 3 | EF 9 | 150 | 3 Floor | Roof |
| 4 | PET/CT | 126 | Mech. Rm. #70 | Basement |
| 5 | EF 16 | 126 | 3 Floor | Roof |
| 6 | EF 30 | 126 | 3 Floor | Roof |
| 7 | EF 1 | 126 | 3 Floor | Roof |
| 8 | EF 19 | 126 | 3 Floor | Roof |
| 9 | EF 20 | 126 | 3 Floor | Roof |
| 10 | EF 28 | 126 | Floor | Roof |
| 11 | EF 14 | 126 | 11 Floor | Roof |
| 12 | EF 5 | 126 | 11 Floor | Roof |
| 13 | EF 14 | 138 | 3 Floor | Roof |
| 14 | EF 13 | 138 | 3 Floor | Roof |
| 15 | EF 24 | 138 | 3 Floor | Roof |
| 16 | EF 3 | 164 | 3 Floor | Roof |
| 17 | EF 17 | 1 | 5 Floor | Roof |

14. **PARKING:** Parking information is available from the VA Police & Security Service Office. It is the responsibility of the Contractor to park only in appropriately designated parking areas. The VA shall not validate or make reimbursement for parking violations of the Contractor's personnel under any circumstances. The Contractor shall reach out to the Program Point of Contact for details.

15. **SMOKING:** Smoking is prohibited throughout the LBVAHCS Campus.

16. **AUTHORIZED SERVICES:** Only those services in the Statement of Work and Contract are authorized. Any over and above work must be authorized by the Contracting Officer

only through a Contract Modification.  No payments will be made for unauthorized work or services.