US Department of Agriculture (USDA)

Statement of Work

Contents

Project 3
General Information 3
1.0 Scope of Work 3
2.0 Background 3
Contractor Requirements 3
3.0 Technical Requirements / Tasks 3
4.0 Government Furnished 6
5.0 Deliverables / Schedule 6
7.0 Contractor's Key Personnel 7
8.0 Security Requirements 7
Attachments 7

Project

Regional Office: Fire Protection Systems, Fire Suppression & Alarm Systems, Emergency Generator, and Backflow/Valve Systems (FFEB)

General Information

1.0 Scope of Work

The following sections detail the USDA, US Forest Service, Region 5, Regional Office minimum requirements and successful outcomes for the Contractor or Subcontractors responsibility is in servicing all related equipment within the entire (F)ire Protection Systems, (F)ire Suppression Systems & Alarms, (E)mergency Generator, and (B)ackflow/Valve Systems (FFEB), and any other fire protection equipment associated with these fire safety systems within the campus of the Regional Office. The Contractor will closely monitor all aspects of the work with inspections, testing, and preventative maintenance (ITPM), and identify any deficiencies and implement corrective actions without reliance on the Governments oversight. The corrective actions, improvements, oversight will be conducted by the Contractor or Subcontractors at the highest caliper possible and all services will be solely managed by the main Contractor in accordance with the most current version of applicable publications, codes or standards in meeting any required guidelines, or codes such as but not limited to National Fire Protection Association (NFPA), International Fire Code (IFC), Executive Order (EO) 13788 - BAA (Buy American Act), and any current associated guidelines or codes will be followed and implemented as required. The main Contractor will have full oversight of the FFEB and related fire safety systems and will be responsible for ensuring that their Subcontractors at all tiers comply with these reporting requirements by monitoring and ensuring compliance with contract terms, meeting the "minimal" ITPM's requirements by code (No additional, or exceeding ITPM cycles in order to increase costs to the Government is not allowed. Only minimal ITPM cycles required by code), and includes performance, financial, and legal aspects of this contract. The Contractor will fully exercise to their fullest capability of services and exercise all associated requirements in order for the R5 Regional Office to improve its overall fire protection systems and services without Governments sole oversight.

2.0 Background

The USDA, US Forest Service, Region 5, Regional Office seeks a Contractor or Subcontractors to accomplish the service objectives in this contract independently. The objective of this contract is to provide an effective stand-a-lone problem-solving team composed of personnel who can independently set goals and objectively complete these services lessening the need for direct oversight by the Government. The Facilities Engineering Departments model is dependent upon an effective Contractor or Subcontractors who have the appropriate skillset, required licensing, and certification requirements for meeting the main objectives of this contract. Professional efficiency in effective communications, reporting, and documentation from the Contractor to the Government is critical for successful contractual outcomes. Emphasis is placed on the Contractor's self-management in quality, thoroughness, effectiveness, and efficiency in these services. The Government will evaluate the Contractors progress on a monthly basis and report any discrepancies to the Contractor in writing as necessary. All parties should act proactively to reduce service costs as much as possible without jeopardizing the quality of services and products. This contract requires the Contractor or Subcontractors to participate in the initiative of obtaining high performance and sustainable operations, inclusive initiatives in conserving energy, water consumption, recycling programs, proper legal disposal of materials, meeting or exceeding specific environmental, regulatory, performance standards, and the utilization of BAA services and products.

Location: All work will be performed at the USDA Forest Service Region 5, Regional Office located at 1323 Club Drive, Vallejo, California 94592.

Facilities: 2ea (two) Administrative buildings (122,300sqft), 1ea (one) Annex (Storage Facility – 4,355sqft), 1ea (one) Fire Pump House (130sqft), and Emergency Generator.

Contractor Requirements

3.0 Technical Requirements / Tasks

a. Inspections, Testing, and Preventative Maintenance
    i. **Inspections, Testing, and Preventative Maintenance:** The Contractor and Subcontractors will use the most current standards to perform ITPM's on all FFEB fire safety systems equipment, all test results and certifications will be recorded, and provided within one business week to the COR or designee. The Contractor or Subcontractors will need to have a certified Siemens XLS Fire Alarm Systems Technician, plus any other certifications related to FFEB system and fire safety requirements of certification. The Contractor or Subcontractors will provide labor, time, materials, and equipment necessary to perform all minimal routine (weekly, quarterly, semi-annual, and annual) inspections, testing, preventive maintenance, and corrosion prevention and controls (CPC). The Contractor or Subcontractors will provide preventative maintenance repair services and equipment services for the entire FFEB systems in accordance with all most recent applicable publications, codes or standards for all fire safety recommendations, guidelines, and manufacturer's recommended procedures. To include all related fire safety systems that require periodic testing, inspection,

preventative maintenance services, monitoring and emergency maintenance response for the entire FFEB systems.

ii. **Reporting:** The Contractor or Subcontractors will provide a list of deficiencies noted during any ITPM's. A complete report of all devices tested, and deficiencies will be provided within one business week from concluded ITPM's, and after testing to the COR or designee.

iii. **Inspection Record:** The Contractor will provide an electronic written (not handwritten) record that describes all tests, inspection results, and service(s) performed. It is to include all code requirements, inspectors name, item numbers, and location of the device.

iv. **Fire Panel Software Updates:** The Contractor or Subcontractors will provide all software updates to the FFEB system within the parameters of the manufactures updates. The Contractor will not make any software upgrades or corrections to the FFEB systems without prior approval by the COR or designee and coordination of the US Forest Service Facility Manager and Fire Protection Engineer.

v. **Fire Protection, Fire Suppression & Alarm Systems, Emergency Generator, and Backflow/Valve systems Testing and Inspections:** The Contractor or Subcontractors will conduct all annual, bi-annual, and routine testing of the building FFEB systems fire safety systems including tamper, and flow switches using testing protocols in accordance with the most recent applicable codes or standards.

vi. **Water-Based Fire Sprinkler Testing and Inspection:** The Contractor or Subcontractors will inspections, preventative maintenance, testing, and emergency call back services necessary to test, inspect, and maintain the building wet pipe fire sprinkler system, and components including but not limited to connections, gauges, bracing, valves, risers, standpipe, and hose systems parts, and components in accordance with the most recent applicable codes or standards recommended functional test frequencies, and methods. The Contractor will inspect, and service all main supply valves, backflow preventor valves, and replace valve stem packing where leaking is evident if tightening, and lubrication is not adequate to stop leaking.

vii. **Pre-Action Systems Testing and Inspections:** The Contractor will perform the required testing and inspection of FFEB systems with pre-action systems and all components using the most recent applicable codes or standards recommended functional test frequencies and methods.

viii. **Controls and Annunciation Equipment Testing and Inspection:** The Contractor will conduct testing and inspection of all control and annunciation equipment and components including the Siemens XLS Fire Alarm Control Panel and Remote Annunciator, MDACT Dialer in accordance with the most recent applicable codes or standards recommended function test frequencies and methods.

ix. **Detection and Field Peripheral Devices and Equipment Testing and Inspection:** Contractor will conduct testing, inspection, and operation on all detectors and field peripheral devices, including manual addressable fire alarm pull stations, addressable smoke detectors (including elevator shafts), duct detectors, heat detectors, electro-magnetic releasing devices, door holders, strobes, horn strobes, and power supplies in accordance with the most recent applicable codes or standards.

x. **Fire Pumps Operations and Inspection:** The Contractor or Subcontractors will perform all operations, testing, and inspections of the diesel fire pump using all required functional test frequencies, and methods. The Government will provide diesel fuel for the fire pump operations. Contractor or Subcontractors will provide a listing of their preventive maintenance (ITPM) cycle describing all maintenance being conducted by the Contractor or Subcontractors. Contractor on Subcontractors will help prolong the life of pump systems by implementing ITPM inspection forms (see example 2). The Contractor or Subcontractors can provide their own generated inspection form while meeting the code inspection form requirements, a blank duplicate will be made and provided to the COR or designee upon request. FFEB pump room equipment, and systems should be maintained in a clean orderly fashion with a scheduled bi-annual service of deep cleaning of all surface areas by air-dusting (pressured), washing, sweeping, vacuuming, ground surfaces, and applying any new solvents for all equipment inside the fire pump building as required by code. Contractor or Subcontractors will take corrective actions and follow recommendations provided in their analysis, ITPM's, and other documented findings.

xi. Equipment Operations **Corrosion Prevention and Controls (CPC):** Corrosion Prevention and Controls program will be applied to all associated FFEB, and all fire safety equipment systems associated in this contract. The Contractor or Subcontractors will apply CPC services within and be completed by the end of the first base year of the contract. Then the Contractor or Subcontractors will maintain oversite of the CPC program and proper applications as needed or as requested by the Government during the remainder of the contract. The CPC program involves proper removal of rust, old paint, old valve seals, and old lubricants. New applications of proper paints, seals,

and lubricants will be applied by the Contractor or Subcontractors to improve the functionality and longevity of the equipment. All processes within CPC program will use the most recent applicable CPC manufactures guidelines, codes or standards for CPC.

xii. **Main Backflow Preventor/FFEB related backflow and system valves:** The Contractor or Subcontractors will maintain all existing backflow prevention devices and associated valves by certifying them as prescribed by applicable Federal, state, and local laws, ordinances, and regulations. Contractor or Subcontractors will provide all ITPM's, and CPC's of this equipment in accordance with the most recent applicable publications, codes or standards for all valve systems described within the recommendations, guidelines, and manufacturer's recommended procedures. Record the inspection and provide necessary certification to the COR or designee. Contractor or Subcontractors will provide a proper card (tag) certification card will be posted at all backflow prevention devices. These systems should be inspected for preventative maintenance practices involving all valves, sleeves, gaskets, seals, within the suggested manufacturers preventative maintenance procedures.

xiii. **Entire Facility Standpipes systems:** The Contractor or Subcontractors will maintain all existing Standpipe systems devices and associated valves by certifying them as prescribed by applicable Federal, state, and local laws, ordinances, and regulations. Contractor or Subcontractors will provide all ITPM's, and CPC's of this equipment in accordance with the most recent applicable publications, codes or standards for all valve systems described within the recommendations, guidelines, and manufacturer's recommended procedures. Record the inspection and provide necessary certification to the COR or designee. Contractor or Subcontractors will provide a proper card (tag) certification card will be posted at all Standpipes devices. These systems should be inspected for preventative maintenance and CPC practices involving all valves, sleeves, gaskets, seals, within the suggested manufacturers preventative maintenance procedures.

b.

i. **Equipment Operations:** Ensure all FFEB systems, fire safety equipment, and markings are kept operational at all times, except while being tested or repaired.

ii. **Equipment Failure:** The Contractor or Subcontractors encounters an equipment failure, environmental situations, or property damage that could be life threatening; discontinue immediately. The Contractor will implement the Federal Acquisition Regulation (FAR) safety and emergency response protocols.

iii. **Non-Operational Equipment:** In the event FFEB equipment is not in operational condition and does not meet fire safety codes, notify the COR or designee, as soon as possible. The Government will provide a fire watch, or other appropriate fire safety measures will be implemented for proper fire safety coverage.

c. **Fire Alarm Monitoring:** The Contractor or Subcontractors will coordinate and administer an off-site UL listed Fire Monitoring Service in accordance with the most recent applicable codes, standards, and local authorities. Monitoring services will be uninterrupted and will occur 24 hours per day, 365 days per year.

d. **Labor:** The Contractor or Subcontractors will provide all labor, supervision and transportation for the testing of the FFEB Alarm Systems and related components, including but not limited to the entire FFEB systems in relation to fire sprinkler systems, all standpipes, fire pumps, alarm panels, bldg. alarm systems, emergency backup generator, main backflow preventor, and all fire protection system backflow preventors and related valves. The Contractor must provide all tools, supplies, equipment, and personnel to meet these requirements. The Contractor is expected to work independently once oriented of the site and will provide adequate personnel to accomplish all work in an efficient safe manner.

e. **Repair and Replacement**: The Contractor or Subcontractors will ensure that all maintenance issues outside the scope of basic services in this contract (e.g. replacements of valves, pumps, electrical panels, and large expenses for replacements cost, etc.…), found during inspections, preventative maintenance of any FFEB systems are reported to the COR or designee. This equipment will need to be reviewed for functionality, funding availability, reviewed and approved by the COR or designee prior to the Contractor performing any work outside the scope of work in this contract. A cost estimate will need to be provided for any suggested replacement parts, additional labor, and other related materials for the services outside the scope of work. This will be provided to the COR or designee at no cost to the government for review and approval. Cost estimates should reflect discounted labor costs, no taxes, and fair market value replacements. If Government feels the Contractor or Subcontractors are submitting cost estimates inadequately. The Government has the right to seek an appropriate cost estimate from other vendors to compete this service and find the most cost-effective services for the US Government and the Public Interest. Purposeful inflated pricing by the Contractor or Subcontractors will not be tolerated and will be documented into contract records for future history. Any repairs will be funded with a separate purchase order from this contract.

f. **Codes and Standards:** The Contractor will perform inspections, testing of all tamper switch monitor modules, and all water flow switch monitor modules in accordance with the most recent applicable codes or standards.

g. **Emergency Backup Generator:** The Contractor or Subcontractors will ensure that standby emergency power equipment, related systems are ready to respond at all times to protect the occupants of the building and to maintain critical services during the event of a normal power outage. Contractor and Subcontractors will provide all ITPM's, and CPC's in accordance with the most recent applicable publications, codes or standards for all backup generators recommendations, guidelines, and manufacturer's recommended procedures. Contractor or Subcontractors will immediately notify the COR or designee for the need for fuel. Oil and fuel will be tested by a qualified Third-party Subcontractors at the minimal code requirements. A copy of the fuel and oil analysis and recommendations will be provided to COR or designee. Contractor will take corrective actions and follow recommendations provided in the analysis. The Contractor or Subcontractors will ensure a preventive maintenance schedule is developed and executed in conformance with manufacturers' equipment recommendations.

4.0 Government Furnished

Facilities: 2ea (two) Administrative buildings (122,300sqft), 1ea (one) Annex (Storage Facility – 4,355sqft), 1ea (one) Fire Pump House (130sqft), Emergency Generator, Standpipes, and Backflow preventors & Valves.

FFEB Systems: The following equipment is listed as the Governments primary fire protection systems equipment. This listing is not only limited to this listing. The Contractor or Subcontractors will maintain and services all fire protection equipment systems.

FFEB/Associated Equipment Table (not limited too):

Equipment Category	Equipment	Qty
Control & Annunciation	Siemens XLS Fire Panel	1
Detector	Addressable Duct Detectors	30
Control & Annunciation	MDACT Dialer	1
Detectors	Addressable Smoke Detector	75
Field Peripherals	Addressable Pull Station	35
Field Peripherals	Audio/Visual Devices:	17 Strobes 66 Horn Strobes
Field Peripherals	Door Holders	12
Field Peripherals	Tamper Switch Monitor Module	10
Field Peripherals	Water flow Switch Monitor Module	10
Field Peripherals	Power Supplies	8
Control & Annunciation	Remote Annunciator	1
Field Peripherals	Electrical - Emergency Generator	1
Field Peripherals	Main and Fire Backflow Preventor/Valves	All (Fire Related)
Field Peripherals	Standpipes	All

5.0 Deliverables / Schedule

The Contractor will be responsible for ensuring that all applicable services, implementation, oversight, improvements, ITPM practices, and code requirements are followed, and the latest code is practices within the scope of work for this contract throughout it's oversite of this contract and management of it.

Hours of Service: All work performed will be conducted during business hours, Monday- Friday 730am-1530pm; Federal Holidays, and weekends are excluded.

Key Deliverables

Item No.	Deliverable	Objective	Frequency	Delivery Format	Due By
1	IPTM Reports	Record Preventive Maintenance Ref Task 3.0	Throughout the contract cycle and mentioned herein in the contract	Scan copy of original and updated digitally or any digital forms will be sent via email to the COR	One week after completion
2	Certifications – Reports/forms/tags	Recording Certifications Ref Task 3.0			One week after completion

Schedule:

Schedule	Time Frame
Monday – Thursday	7:30am-3:30pm
Friday	Please Coordinate with COR, or designee
Weekends	No Work
Federal Holiday	No Work

6.0 Contractor's Key Personnel

The Contractor or Subcontractors will need to have a certified Siemens XLS Fire Alarm Systems Technician who can perform the appropriate ITPM's, and software updates for the Siemens XLS Fire Alarm Systems panel.

7.0 Security Requirements

No security clearance will be required. The Contractor and Subcontractors will be required to learn the security practices that are implemented within daily operations at the Regional Office and will follow these security practices. Contractor will be able to sign out common-access card for facility access and return the common-access card upon completion, or expiration of the contract.