STATEMENT OF WORK
South Texas Veterans Health Care System
Repair Duct and Chilled Water Insulation

1. Scope

The South Texas Veterans Health Care System (STVHCS) has identified multiple failures within the chilled water lines throughout the Audie L. Murphy facility, resulting in adverse impacts to patient care. This project requires repairs to existing duct and chilled water line insulation, covering approximately **20,000 square feet of duct insulation** and **2,000 linear feet of 3-inch pipe insulation**.

The contractor shall provide all **labor, materials, equipment, parts, and supervision** necessary to complete the work described in this Statement of Work (SOW). To minimize disruptions to patient care and clinical operations, the contractor will be required to perform work during **evening hours and/or weekends**, as directed by STVHCS.

The contractor shall implement appropriate **infection prevention and control measures** throughout all phases of work. Portions of the existing insulation contain **asbestos-containing material (ACM)**; therefore, **ACM abatement** shall be performed in **full compliance with all applicable federal, state, and local regulations**, STVHCS requirements, and VA policy.

Additionally, the contractor shall ensure that **all existing insulation materials identified for removal are handled, removed, and replaced strictly in accordance with manufacturer requirements and all ACM policies and procedures**. Replacement materials must meet current manufacturer specifications, and all removal activities involving ACM must follow approved abatement protocols.

All work shall be performed at:
Audie L. Murphy Veterans Hospital
7400 Merton Minter Boulevard
San Antonio, Texas 78229-4404

The contractor shall execute the work in accordance with the specifications, requirements, and sequencing outlined in the subsequent sections of this SOW.

2. Description of work

a. Turn off AHU and isolate chilled water line
b. Remove insulation
    i. Perform removal of insulation
c. Patch all air leaks in the duct and chilled water lines
    i. Pressure test AHU zone to find leaks to seal
    ii. remove duct openings and dead-end lines
    iii. use water base duct sealant
        I. clean surface before application
d. Re insulate
    i. Duct – Fiberglass or Mineral Fiber FSK facing for exterior layer 1.5lb. density – 4” R-16
        I. Use tape and sealant
        II. Internal layer must be unfaced
        III. Use perforated Base Insulation Pin
    ii. Pipe – use Fiberglass or Mineral Fiber with paper face – 2”
        I. Include insulated Fitting Covers and PVC jackets
e. Clean interstitial space 10ft around duct and/or chilled water lines

i. Vacuum all debris over ceiling tiles.

f. Provide submittals for ACM, work and safety plans.
    i. ACM submittal to include but not limited to worker licenses and certifications
    ii. Work plans include schedules and site plans
g. Data Sheets to the COR in accordance with VA and OSHA regulations.
h. Drawings of failed areas on floor 1 are attached below, additional floor drawings are available upon request.

3. **Equipment and Supplies**
    a. Contractor shall furnish all equipment and supplies necessary to perform the Services in a safe and effective manner.
    b. Contractor shall use all equipment and supplies in the performance of the Services in accordance with the manufacturer's instructions.
    c. Contractor shall store all equipment and supplies necessary for the performance of the Services off-site at its sole cost and expense. Contractor acknowledges that VHA shall not provide any storage areas to Contractor at the Facilities.
    d. VHA shall not be liable for damage, loss, wear, or breakage of any equipment, supplies, or other personal property belonging to the Contractor, its employees, agents, contractors, or subcontractors.
    e. Contractors shall not use tools or supplies harmful to surfaces with which they come in contact.
    f. Work will be done in the building's 1st floor interstitial.

4. Contractor requirements
    a. Contractor shall have in depth knowledge of HVAC and duct insulation
    b. Contractor shall have previous experience working within a hospital.
    c. Contractor shall have knowledge of STVHCS Infection Control and Life Safety requirements.
    d. Contractor shall provide own tools and equipment required to complete work.
    e. Contractor shall complete all requirements to gain unescorted access including fingerprinting and a background investigation and any other trainings deemed necessary for working in the VA.

5. Reporting

The contractor shall report daily to the STVHCS Maintenance and Operations Section Shop (STVHCS, Room L001) before commencing work. After daily work is completed, the Vendor must again report in about the status of the project. At the completion of the service, the vendor shall provide a report of completion. **NOTE**: Payment of invoices may be delayed if the appropriate reports are not properly completed and submitted.

6. Hours of Work

Work shall be primarily performed Monday through Friday 0700-1600 (with a one-hour lunch) unless otherwise required by STVHCS. No work shall take place on federally recognized holidays unless the COR provides written consent to the contractor. The facility observes the following federal holidays:

7. Government Holidays

New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September

Columbus Day	Second Monday in October
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Christmas	December 25th

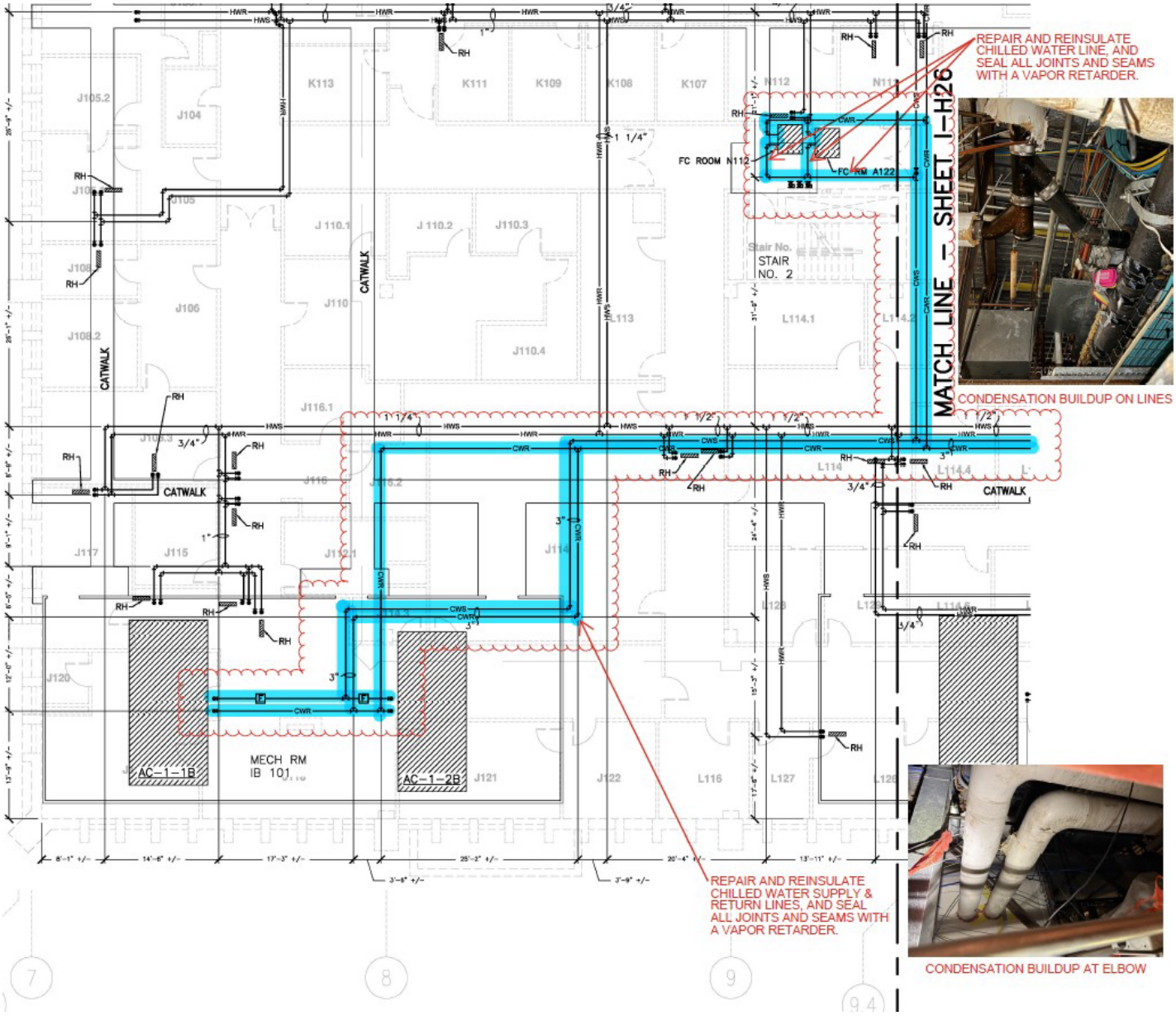
The contractor shall schedule work on holidays to take advantage of the building's low population during holidays.

8. Changes to the Statement of work

Any changes to this SOW shall be authorized and approved only through written correspondence from the CO. A copy of each change will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

9. License Requirements

The Contractor shall obtain all necessary licenses and/or permits required to perform the work. In addition, the Contractor shall provide the COR with a copy of any licenses and/or permits obtained.



10. Special Contract Requirements

a. Install 6mil reinforced fire-retardant Poly for ICRA barriers over 3 entry point to the suite.
b. Vendor must follow all Department of Veterans Affairs regulations when working on VA equipment.
c. Upon award of contract, Contractor must begin process to have a SAC Background Check performed to obtain a valid VA Contractor badge (if Contractor does not already have one).
d. Contractor staff must obtain TB skin tests or provide evidence of having had one within the year prior before work commences.
e. Contractor shall not have access to VA desktop computers nor will they have access to online resources belonging to the government while conducting services.
f. Contractor shall not have access to protected Patient Health Information (PHI), nor will they have the capability of accessing patient information during the services provided.
g. If removal of equipment from the VA is required, any memory storage devices, such as hard drives, solid state drives, and non-volatile memory units will remain in VA control and will not be removed from VA custody.
h. Contractor shall have previous experience working with Veterans Affairs.
i. Contractor shall have previous experience working with a hospital setting.
j. Contractor shall have knowledge of Audie L. Murphy Memorial VA Hospital's Infection Control and Life Safety requirements. Contractor Staff shall attend the Infection Control Safety course, which is given weekly by the Safety Service at ALM.
k. Contractor shall adhere to all pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.
l. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
m. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
n. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
o. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
p. The Government Agency owns the rights to all data/records produced as part of this contract. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
q. Period of Performance: 90 Calendar days after Notice to Proceed.

11. Security Requirements

a. Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA. This clause expressly limits the contractor/subcontractor's rights to use data as described in Rights in Data- General, FAR 52.227-14(d) (1)
b. The term "security incident" means an event that has, or could have, resulted in unauthorized access to, loss or damage to VA assets, or sensitive information, or an action that breaches VA security procedures. The contractor/subcontractor shall immediately notify the COTR and

simultaneously, the designated ISO and Privacy Officer for the contract of any known or suspected security/privacy incidents, or any unauthorized disclosure of sensitive information, including that contained in system(s) to which the contractor/subcontractor has access.

c. Consistent with the requirements of 38 U.S.C. §5725, a contract may require access to sensitive personal information. If so, the contractor is liable to VA for liquidated damages in the event of a data breach or privacy incident involving any SPI the contractor/subcontractor processes or maintains under this contract.
    i. Based on the determinations of the independent risk analysis, the contractor shall be responsible for paying to the VA liquidated damages per affected individual to cover the cost of providing credit protection services to affected individuals.

12. <u>Information Protection, Privacy and Records Management Requirements</u>

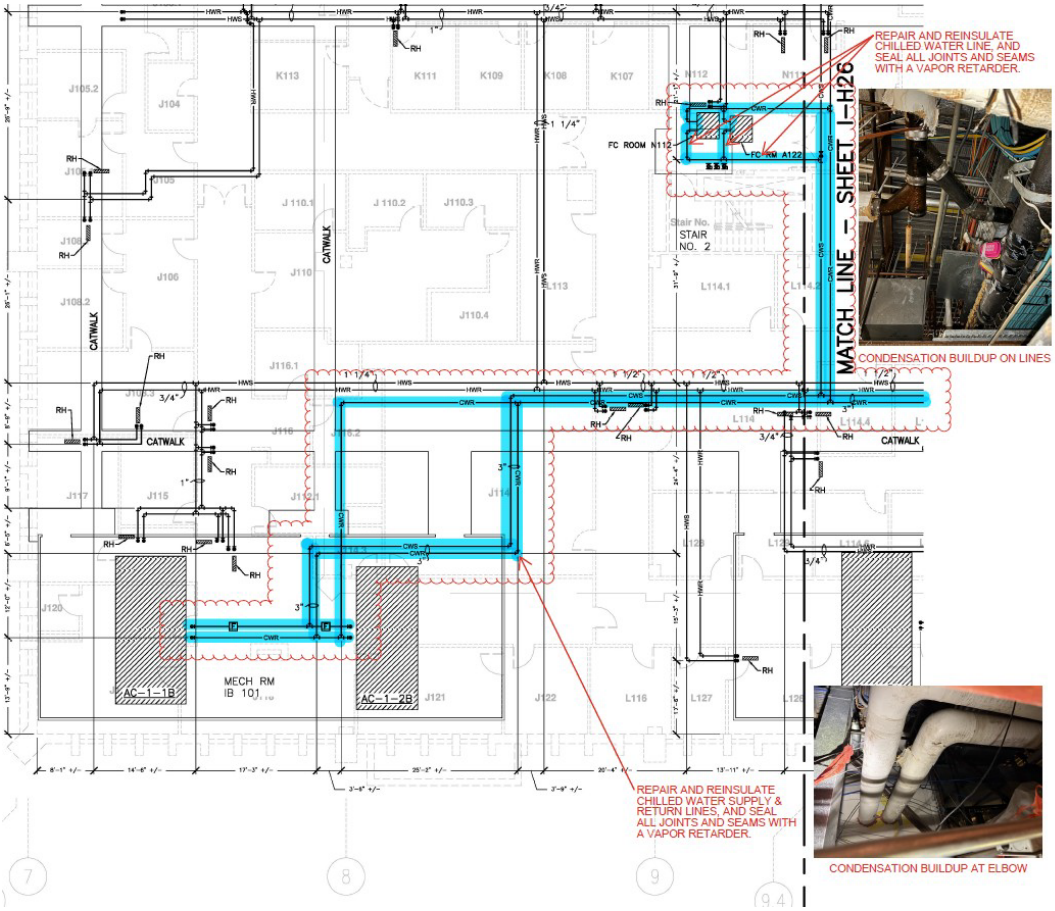
a. Information System Owner, Information Protection:
    i. The contractor will not have access to VA Desktop computers they will not have access to online resources belonging to the government.
b. Privacy Officer:
    i. The Contractor will not have access to protected Patient Health Information (PHI) nor will they have capability of accessing patient information during the services provided to the VA and if removal of equipment from the VA is required, any memory storage device will remain in VA control and will not be removed from VA custody. All research data available for Contractor analysis is de-identified.
c. Records Manager:
    i. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.
    ii. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
    iii. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
    iv. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
    v. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
    vi. The Government Agency owns the rights to all data/records produced as part of this contract.
    vii. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
    viii. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
    ix. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and

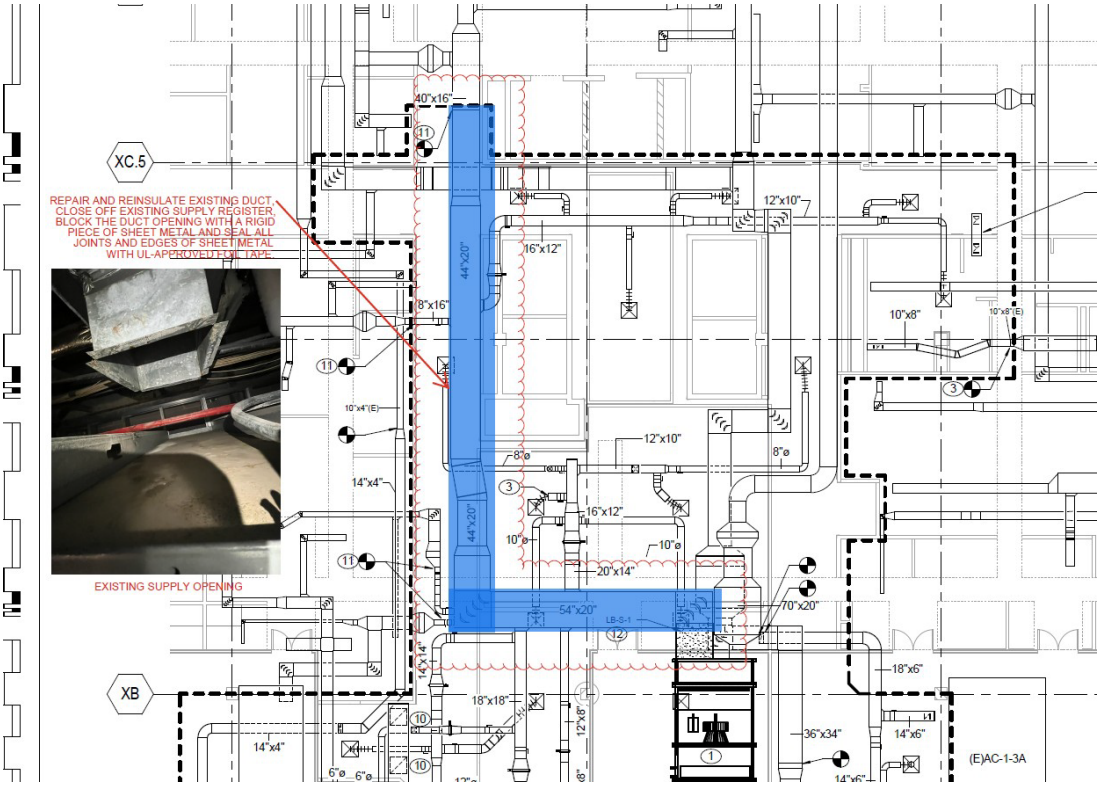
penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

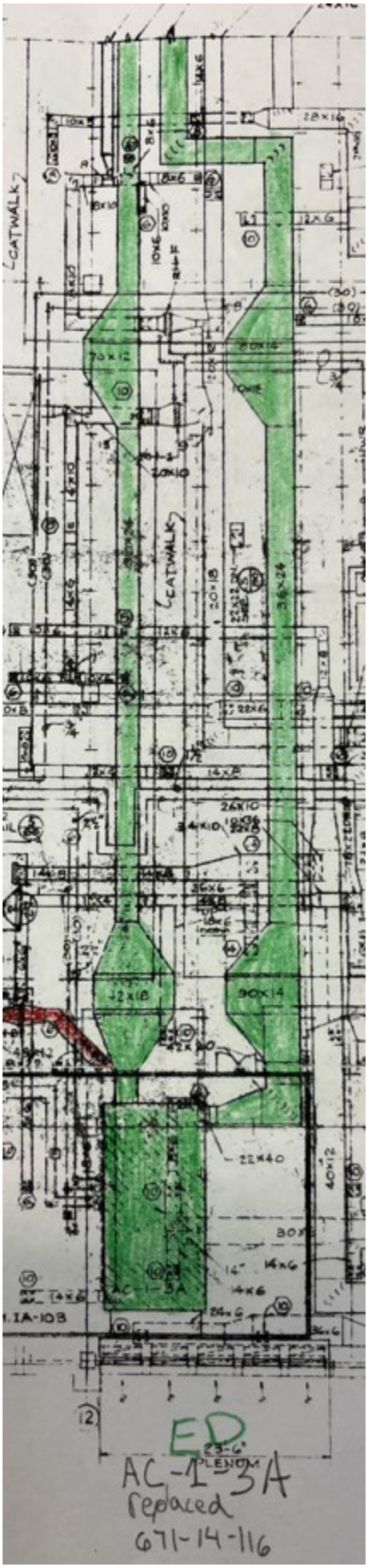
x. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

13. <u>Drawings</u>

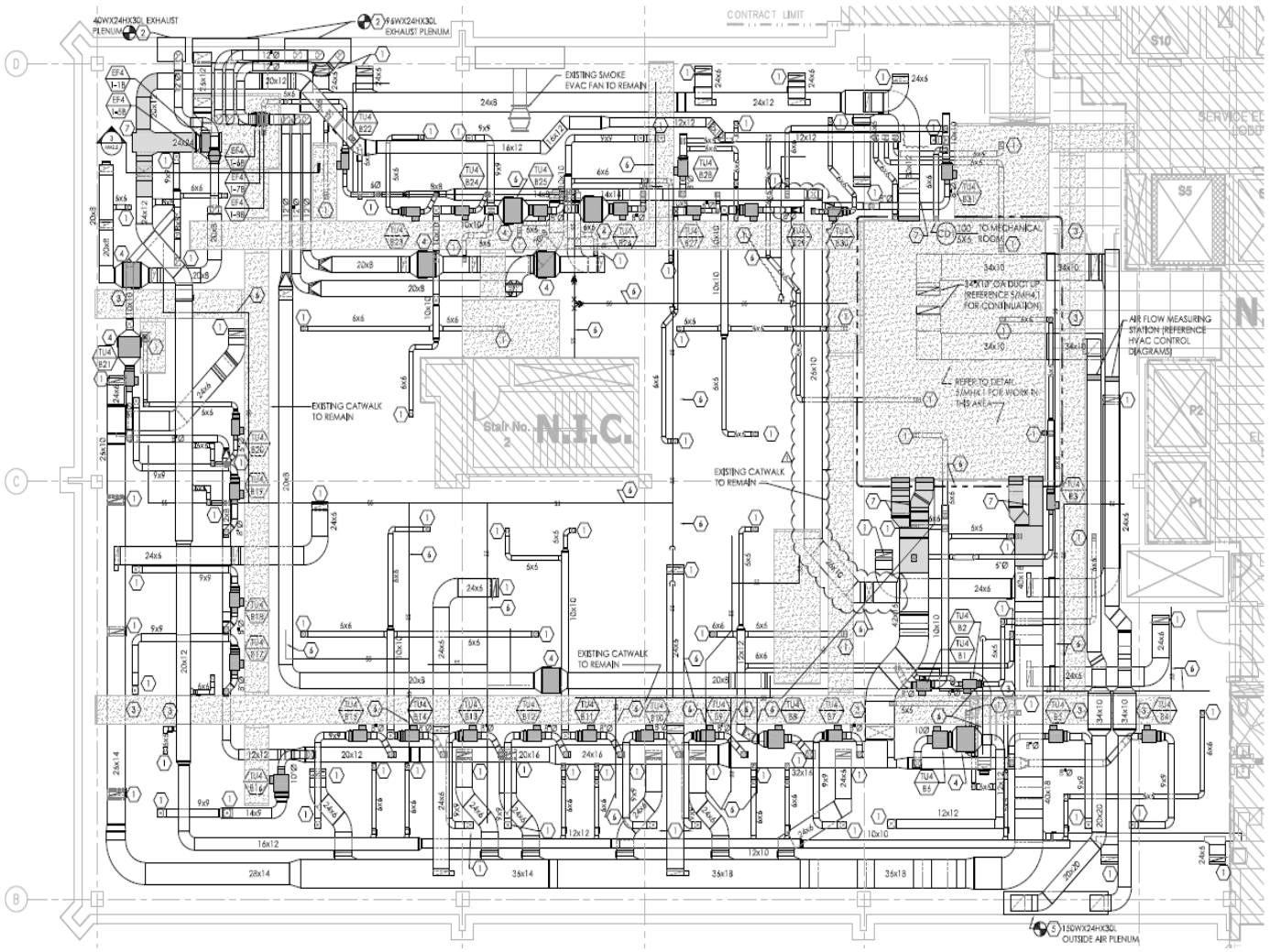
a. Located on the next two following pages of Statement of work:


REPAIR AND REINSULATE CHILLED WATER LINE, AND SEAL ALL JOINTS AND SEAMS WITH A VAPOR RETARDER.
CONDENSATION BUILDUP ON LINES
MATCH LINE -- SHEET I-H26
REPAIR AND REINSULATE CHILLED WATER SUPPLY & RETURN LINES, AND SEAL ALL JOINTS AND SEAMS WITH A VAPOR RETARDER.
CONDENSATION BUILDUP AT ELBOW
MECH RM IB 101
AC-1-1B
AC-1-2B
CATWALK
STAIR NO. 2
FC ROOM N112
FC RM A122


XC.5
XB
REPAIR AND REINSULATE EXISTING DUCT. CLOSE OFF EXISTING SUPPLY REGISTER. BLOCK THE DUCT OPENING WITH A RIGID PIECE OF SHEET METAL AND SEAL ALL JOINTS AND EDGES OF SHEETMETAL WITH UL-APPROVED FOIL TAPE.
EXISTING SUPPLY OPENING
40"x16"
44"x20"
16"x12"
12"x10"
10"x8"
8"x16"
14"x4"
20"x14"
54"x20"
70"x20"
18"x6"
18"x18"
36"x34"
14"x6"
(E)AC-1-3A

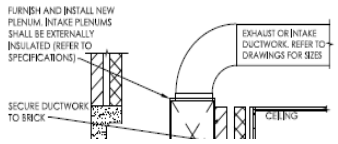

CATWALK
CATWALK
28x16
12x6
70x12
80x14
20x10
36x24
22x6
14x8
26x10
34x10
36x6
42x18
90x14
22x40
40x12
30x
14x6
14x6
AC-1-3A
IA-103
23-6"
PLENUM
ED
AC-1-3A
replaced
671-14-116

4B duct and chilled water line



GENERAL NOTES:

1. REFERENCE SHEET MH0.1 FOR LEGEND, SYMBOLS, ABBREVIATIONS AND FURTHER GENERAL NOTES.
2. ALL ITEMS THAT REQUIRE ACCESS FOR OPERATING, CLEANING, SERVICING AND MAINTENANCE, SHALL BE EASILY AND SAFELY ACCESSIBLE BY PERSONS STANDING AT FLOOR LEVEL, OR STANDING ON EXISTING PERMANENT PLATFORMS, WITHOUT THE USE OF PORTABLE LADDERS. EXAMPLES OF THESE ITEMS INCLUDE, BUT ARE NOT LIMITED TO: TERMINAL UNITS, ALL TYPES OF VALVES, FILTERS AND STRAINERS.
3. THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF THE NEW DUCTWORK AND PIPING WITH THE EXISTING STRUCTURE. ADDITIONAL OFFSETS AND FITINGS AS REQUIRED TO ACCOMMODATE ROUTING OF THE DUCTWORK AROUND EXISTING STRUCTURE IS CONSIDERED PART OF THIS WORK.
4. THE CONTRACTOR SHALL REROUTE THE EXISTING PLUMBING PIPING AS REQUIRED TO INSTALL THE HAVC DUCTWORK.

KEYED NOTES:

1. ROUTE THE DUCTWORK DOWN TO THE AIR DEVICE AND CONNECT. REFER TO SHEET MH2.1 FOR AIR DEVICE SIZE AND LOCATION. REFER TO DETAIL 9/MH3.1 FOR CONNECTION TO AIR DEVICE DETAIL.
2. FURNISH AND INSTALL A NEW 20 GA GALVANIZED STEEL EXHAUST AIR PLENUM WITH 24"X24" ACCESS PANELS. CONNECT THE NEW PLENUM TO THE EXISTING SOFFIT GRILLES. CLEAN THE EXISTING SOFFIT GRILLES PRIOR TO INSTALLING THE NEW PLENUM.
3. ROUTE THE DUCT AS HIGH AS POSSIBLE ACROSS THE CATWALK. ALL CATWALK CROSSINGS MUST BE APPROVED BY VA PERSONNEL PRIOR TO INSTALLATION.
4. FURNISH AND INSTALL A NEW CF-1X1-0124-0360SS CAMFIL/FARR HEPA FILTRATION SYSTEM OR APPROVED EQUIVALENT. MAXIMUM PRESSURE DROP ACROSS FILTER AND ASSEMBLY SHALL BE 0.35" WC. THE HEPA FILTRATION SYSTEM SHALL BE HUNG FROM THE EXISTING STRUCTURE AND INSTALLED A MAXIMUM OF 9" FROM THE CATWALK HANDRAIL.
5. FURNISH AND INSTALL A NEW 150"X24"X30" OUTSIDE AIR PLENUM WITH 24"X24" ACCESS PANELS. CONNECT THE NEW PLENUM TO THE EXISTING SOFFIT GRILLES. CLEAN THE SOFFIT GRILLES PRIOR TO INSTALLATION OF THE NEW PLENUM.
6. APPROXIMATE LOCATION OF EXISTING SANITARY SEWER PIPING FROM ABOVE TO REMAIN IN SERVICE. THE CONTRACTOR SHALL COORDINATE THE INSTALLATION OF THE NEW HVAC SYSTEM WITH THE EXISTING SEWER PIPING. SANITARY SEWER MAINS SHALL REMAIN BUT RUN OUTS CAN BE REROUTED TIGHT TO STRUCTURE.
7. INTERNALLY LINE THE FIRST 10'-0" OF DUCT OUT FROM THE MECHANICAL ROOM WITH 1/2" THICK ELASTOMERIC FOAM INSULATION.