## 1.0 QUALITY OF SPACE

1.0.1 The tenant improvement design and construction shall be executed in strict accordance with the latest editions of Veterans Health Administration (VHA) A/E Minimum Submission Requirements, Design Guides/Manuals, VHA Master Construction Specifications, International Building Code (IBC), International Mechanical and Plumbing Codes, and all applicable National Fire Protection Agency (NFPA) regulations, specifically NFPA 101 Life Safety Code. The lessor will ensure the facility is cleaned and maintained at an acceptable level to meet industry standards and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) required for medical clinics.

1.0.2 The leased facility will be broadly based on but not limited to the following space utilization requirements: The lessor shall provide manufactured upper/lower wood casework and solid surface tabletops, and provide first quality vitreous china sinks and faucets in exam rooms, and restrooms.

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 01 - LOBBY / RECEPTION AREA**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | LAC01 | Lactation Room | 100 | 100 | 1 | 1 |
| 1 | RCP03 | Reception with copier space | 200 | 200 | 1 | 0 |
| 1 | SRLW1 | Alcove, Wheelchair | 90 | 90 | 1 | 1 |
| 2 | TNPFM | Toilet, Family | 80 | 160 | 1 | 0 |
| 1 | WTPC2 | Waiting, PACT 2 | 400 | 400 | 1 | 0 |

**FA Totals: Room Qty: 6 Net Area: 950 Gross Area: 1,425**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 03 - PATIENT ALIGNED CARE TEAM (PACT) CLINIC 2**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | CFR01 | Conference Room | 240 | 240 | 1 | 0 |
| 1 | CFR01 | Training Room, Staff | 240 | 240 | 1 | 0 |
| 11 | EXPA1 | Exam Room, Patient Aligned Care Team (PACT) | 125 | 1375 | 1 | 0 |
| 2 | EXW01 | Exam Room, Women's Health | 125 | 250 | 1 | 0 |
| 1 | LR001 | Locker, Staff Personal Property | 60 | 60 | 1 | 0 |
| 5 | OFDC2 | Consult Room, Patient Aligned Care Team (PACT) | 125 | 625 | 1 | 0 |
| 2 | PEHW2 | Alcove, Height / Weight Bari Accessible Station | 60 | 120 | 1 | 0 |
| 1 | RCA06 | Medication Room | 80 | 80 | 1 | 0 |
| 1 | SL001 | Lounge, Staff | 220 | 220 | 1 | 0 |
| 1 | SRE01 | Storage, Medical Equipment | 120 | 120 | 1 | 0 |
| 1 | SS268 | Copy / Supply Alcove, Stff Sprt | 40 | 40 | 1 | 0 |
| 3 | TNPG1 | Toilet, Staff | 60 | 180 | 1 | 0 |
| 1 | TPB01 | Toilet, General Procedure Room Patient | 75 | 75 | 1 | 0 |
| 2 | TPG01 | Toilet, PACT Patient | 60 | 120 | 1 | 0 |
| 2 | TPG01 | Toilet, Women's Health Exam Room Patient | 60 | 120 | 1 | 0 |
| 1 | TRPR1 | Procedure Room, General | 180 | 180 | 1 | 0 |
| 1 | UCCL1 | Utility Room, Clean | 60 | 60 | 1 | 0 |
| 6 | WRTM1 | Teamwork Area | 240 | 1440 | 1 | 0 |



Initials: Lessor_____ VA_____

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 03 - PATIENT ALIGNED CARE TEAM (PACT) CLINIC 2**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | WRTM3 | Tele-Retinal Room | 125 | 125 | 1 | 0 |

**FA Totals:** **Room Qty: 44** **Net Area: 5,670** **Gross Area: 8,505**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 05 - AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY CLINIC**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | HAFR1 | Hearing Aid Fitting Room | 130 | 130 | 1 | 1 |

**FA Totals:** **Room Qty: 1** **Net Area: 130** **Gross Area: 195**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 08 - MENTAL HEALTH CLINIC**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 4 | OFDC1 | Consult Room, Mental Health | 120 | 480 | 1 | 0 |
| 1 | SRS01 | Storage, General | 80 | 80 | 1 | 1 |
| 1 | WRTM1 | Teamwork Area, Mental Health | 112 | 112 | 1 | 0 |

**FA Totals:** **Room Qty: 6** **Net Area: 672** **Gross Area: 1,008**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 11 - PROSTHETICS AND SENSORY AIDS CLINIC**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | SRCS1 | Storage, Prosthetic Appliances | 100 | 100 | 1 | 0 |

**FA Totals:** **Room Qty: 1** **Net Area: 100** **Gross Area: 150**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 14 - PATHOLOGY AND LABORATORY MEDICINE (PLM) SERVICE**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | LBGM1 | Laboratory, General | 150 | 150 | 1 | 1 |
| 2 | LBVP1 | Blood Specimen Collection Room | 80 | 160 | 1 | 0 |
| 2 | TPSP1 | Toilet, Specimen Collection | 75 | 150 | 1 | 1 |

**FA Totals:** **Room Qty: 5** **Net Area: 460** **Gross Area: 690**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 16 - CLINIC MANAGEMENT**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | WRTM1 | Triad Team Room | 300 | 300 | 1 | 0 |

**FA Totals:** **Room Qty: 1** **Net Area: 300** **Gross Area: 450**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 19 - LOGISTICS SERVICE**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | STEQ1 | Storage, Equipment | 230 | 230 | 1 | 1 |
| 1 | STMQ1 | Storage, Medical and General | 230 | 230 | 1 | 1 |
| 1 | UTMW1 | Biohazard Waste Holding | 40 | 40 | 1 | 1 |

**FA Totals:** **Room Qty: 3** **Net Area: 500** **Gross Area: 750**

**Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)**
**Functional Area: 20 - POLICE SERVICE**

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | CROP1 | Operations Room | 100 | 100 | 1 | 0 |
| 1 | POH01 | Holding Room | 60 | 60 | 1 | 0 |
| 1 | SSS01 | Storage, Secure with Armory | 60 | 60 | 1 | 0 |



Initials: Lessor_____ VA_____

Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)
Functional Area: 20 - POLICE SERVICE

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | TNPG1 | Toilet, Non-Patient, Single User, Universal | 70 | 70 | 1 | 0 |

FA Totals: Room Qty: 4 Net Area: 290 Gross Area: 435

Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)
Functional Area: 21 - CANTEEN SERVICE

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | BX002 | Vending Machine Area | 100 | 100 | 1 | 1 |

FA Totals: Room Qty: 1 Net Area: 100 Gross Area: 150

Department: 01 - COMMUNITY BASED OUTPATIENT CLINIC (PACT) INTERIM (263)
Functional Area: 23 - SUPPORT AREA

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|---|---|---|---|---|---|---|
| 1 | COMC1 | Communications Room | 170 | 170 | 1 | 1 |
| 1 | UCCL1 | Utility Room, Clean | 125 | 125 | 1 | 0 |
| 1 | USCL1 | Utility Room, Soiled | 80 | 80 | 1 | 1 |

FA Totals: Room Qty: 3 Net Area: 375 Gross Area: 563
Dept Totals: Room Qty: 75 Net Area: 9,547 Gross Area: 14,321
Building Totals: Room Qty: 75 Net Area: 9,547 Sum of Dept Gross Area: 14,321 Gross Area: 19,333

1) Ambulatory Care plan based on four Primary Care exam rooms, exam rooms for women's health, supporting primary care provider teams.

2) Women's Health Exam rooms with adjoining restroom.

3) Multi-purpose procedure room, and a bariatric procedure room with adjoining restroom. Provide bariatric patient Lift, bariatric door openings, bariatric toilet, and sink.

4) Common Patient Aligned Health Care (PACT) Consultation/extended treatment rooms.

5) Extended team / teamlet common PACT work area to support teams.

6) Multi-purpose conference room with folding partitions. Provide state-of-the-art audio/visual system and interactive white board. Contractor install VA provided interactive white board, projector, screen, television monitor, and V-Tel System. Integrate V-Tel system with audio-visual system.

7) Multi-purpose Mental Health Group Therapy (classroom) with folding partitions. Provide state-of-the-art audio/visual system. Contractor shall rough in all required electrical raceways and boxes; and completely install and set-up VA provided interactive white boards, projectors, screens, television monitors, and V-Tel Systems. The Lessor shall Integrate V-Tel systems with audio-visual system.

8) Lobby, Reception Intake, Volunteer, Patient Education. Power & Data to support WOW (workstation on wheels), wheelchair alcove.

9) Clinic, flex, and administrative support offices.

10) Training room



Initials: Lessor_____ VA_____

11) Pathology and Laboratory Medicine and Blood Draw with adjacent restroom. Provide specimen pass-through window assembly. The Lessor shall provide manufactured metal casework and stainless-steel tabletops and sink in lab.

12) Tele-Health rooms. Provide sinks.

13) Tele-Retinal room

14) Staff break room (lounge) and locker rooms (male/female) and sink.

15) Ensuite restrooms – Per PFD. These are in addition to the procedure room, women's health and Lab restrooms.

16) PACT Supplies Storage, and soiled utility room. Provide sink for soiled utility room.

17) Housekeeping closet (HAC) with floor sink, backflow preventer for chemical mixing station (if required), supply storage shelving, and broom/mop wall mounted storage brackets.

18) Telecommunication room. Provide dedicated Air Conditioning unit.

19) Medication, Equipment, floor scale, height / weight station alcove.

20) Police Service Room

1.0.3 The site improvements, building, interior spaces and finishes, and Lessor-furnished equipment and special construction shall be provided in accordance with this Exhibit, all applicable Federal requirements, local Building Codes and ordinances, and applicable utility company requirements.

1.0.4 All site improvements, building, interior construction, and equipment shall comply with General Design Criteria, including Codes and Standards, criteria unique to VA, Fire, and Life Safety requirements, Environmental requirements, Accessibility Standards, OSHA requirements, and Energy Efficiency and Sustainable Design.

## 1.1 GENERAL DESIGN CRITERIA

1.1.1 NFPA 101 primarily addresses life safety and fire protection features, while the IBC addresses a wide range of considerations, including, but not limited to, structural strength, seismic stability, sanitation, adequate light and ventilation, and energy conservation. VA buildings must meet the requirements of NFPA 101, and documents referenced by NFPA 101 in order to comply with the accreditation requirements of the Joint Commission. Therefore, designs shall

comply with the requirements of NFPA 101 and documents referenced therein. Design features not addressed by NFPA 101 or documents referenced therein shall comply with the requirements of the IBC.

1.1.2 Fire protection implementation guidance to the A/E with respect to the National Fire Protection Agency (NFPA) Fire Codes is provided as follows:

1) VA has adopted the National Fire Codes (NFC) published by the National Fire Protection Association (NFPA), which establish a minimum acceptable level of life safety and property protection. Life safety requirements are specifically addressed in the Life Safety Code, NFPA 101. Where conflicts exist between codes, the A/E shall follow the code specified in the text under the subject section of the VA Fire Protection Design Manual. Fire Protection design shall be based on the latest editions of the NFC at the Date of Award of the contract to the Architectural Engineering (A/E) firm. Under special circumstances, the VA will require compliance with a more recent code edition when significant changes to the code have occurred between the Date of Award to the A/E and the Date of Award to the prime contractor for construction.

   ***Note:*** *Special circumstances would include a situation where a designed project sat "on the shelf" for an extended period of time, or where a significant change to the code was made and where incorporating that change would improve safety in the opinion of the AHJ.*

2) The A/E shall use the Department of Veterans Affairs Fire Design Manual, Seventh Edition, 2015 in conjunction with the Scope of Work paragraph in the Architect/Engineer (A/E) Package and PG-18-15, Minimum Requirements for A/E Submissions, which defines the information to be shown on drawings and work to be completed at each stage of design. In addition, coordinate with requirements from other applicable VA Design and Construction Criteria, VA Design Manuals, and VA Design Guides.

3) The A/E shall possess the knowledge of applicable fire protection criteria and solicit the services of a third-party qualified fire protection engineering consultant during design in order to ensure the project as designed by the A/E complies with such criteria. Obtaining these third-party services early in the design process is strongly required. The third-party entity shall be involved in reviewing the design, but may also be involved with reviewing contractor's submissions, conducting pre-occupancy life safety inspections, and/or witnessing final fire protection acceptance testing.

4) For code interpretation and enforcement, the Authority Having Jurisdiction (AHJ) for all VA projects is ultimately the Deputy Under Secretary for Health for Operations and Management (10N), with the Safety and Fire Protection Engineer (10NA8) acting as the VA Fire Marshal.

5) The existing fire rated features and fire protection changes will be shown on a separate drawing sheet by the A/E, and stamped by a Fire Protection Engineer (FPE) in the contract documents.

**NOTE:** The above list is intended to serve as a starting point for design and does not represent the only information in identifying the project scope.

1.1.3 Lessor shall provide architectural design services for Tenant Improvements (TI) in accordance with VA Architectural Design Manual. https://vatilms.va.gov/vatilms/reports/PG-18-10

1.1.4 The Lessors A/E shall provide Interior Design Services in accordance with VA Interior Design Manual, For New Construction and Renovations of Hospitals and Clinics https://vatilms.va.gov/vatilms/reports/PG-18-10 The interior designer shall have NCIDQ Certification and be able to demonstrate a minimum 3-years of healthcare project experience. Interior design services shall include furniture selection and layout of the PACT Teamwork Zone, Teamwork Support Zone, and Patient Transition Areas.

1.1.5 The Lessor's Interior Designer will provide room-by-room furniture and equipment layouts outlining exam table, patient lifts, privacy curtains, stool, workstation and media-mounts, wall mounted items, casework, bookcases, and room furniture locations so Lessors MEP design team can determine plumbing, electrical power, and data drop locations.

1.1.6 The Lessors A/E shall provide design services that utilize and incorporate VA Prototypes for Standardized Design and Construction, Leased Spaces, CBOC, https://vatilms.va.gov/vatilms/reports/Leased%20Spaces latest edition.

1.1.7 The Lessor's design team shall utilize and incorporate all VHA's Patient Aligned Care Team (PACT) Facility Design concepts and models into the new leased space design and provide required tenant improvements that meet PACT model requirements to support PACT teams and a variety Mental Health and Tele-Health Services. https://vatilms.va.gov/vatilms/reports/PG-18-12%20Design%20Guides

1.1.8 The lessor shall provide new furnishings such as welded sheet and luxury tile flooring, ceilings, painting, office and exam room drapery tracks, accessories, and window furnishings.

1) Lessor shall provide upper and lower wood casework and solid surface counter tops for conference, staff break room, physical therapy, and exam rooms.

2) Provide upper and lower manufactured metal casework for Blood Draw Lab.

3) Lessor shall provide built-in casework with lockable doors and drawers for reception, mail/copier work room, and conference room.

4) Lessor shall provide employee lockers for staff rest/locker rooms.

## 1.2 DESIGN TEAM QUALIFICATIONS

1.2.1 Provide a resume for each individual or firm on the Lessor's design team. Identify key personnel that are to be committed to the project. Provide a description of outstanding commitments for each firm and key personnel. As a minimum, the design team shall include entities providing the following services: Architecture, Civil Engineering, Mechanical Engineering, Fire Protection, Electrical Engineering, Interior Design, and appropriate Low Voltage Engineering (Structured Telecommunications Cabling, Security, Audio Visual, and Special Systems).

1.2.2 Provide a copy of the license or certification of the individual(s) and/or firm(s), providing architectural and engineering design services, proving their ability to practice in the state where the facility is located. Low-voltage designers shall be BICSI-certified for structural cabling and shall have OEM credentials for the Special Systems Specific Requirements.

1.2.3 Lessor shall maintain the same design team for the duration of the design development and construction process. Design team firm and key personnel shall not be changed without prior approval by the Contracting Officer.

1.2.4 Provide a copy of previous experience with VA medical clinical design and familiarity with PACT Design guide and VA TIL Requirement.

## 1.3 CONTRACTOR QUALIFICATION

1.3.1 Provide a completed GSA Form 527, "Contractor's Qualifications and Financial Information" for the General Contractor, Mechanical Contractor, and Electrical Contractor; except Section V need not be completed. In Section VII of Form 527, provide a description of outstanding commitments, names and qualifications of key personnel, and any other information related to experience, competency, performance capabilities, and three (3) Past Performance' evaluations with construction projects similar in scope to that which is required herein.

1.3.2 Provide a copy of the license in the state where the facility is located for the individual(s) and/or firm(s) proposed as contractors. If the Lessor is also the Contractor, information provided in response to Past Performance and Financial Resources above need not be duplicated.

1.3.3 Provide a copy of previous experience with medical clinical design and familiarity with VA TIL Requirement.

## 2.0 BUILDING ENTRANCES AND EXITS

2.0.1 Public access to the facility should be restricted to a limited number of entrances. The public entrance is to the main lobby of the facility. Staff entrances shall be located independently of main entrance lobbies and be convenient to staff parking. Design access from drop-off to lobby to prevent a straight line of travel. Provide sufficient size to accommodate several people with mobility aids.

2.0.2 Entrance doors to the lobby shall be visible to or monitored by security personnel. Hand free Handicap interface. Access from the lobby to elevators, stairways, and corridors shall be controlled. Separate the public lobby from adjacent areas with partitions that extend to the underside of the floor above. Glazing in the lobby area shall be laminated glass.

2.0.3 Public doors shall be capable of being remotely locked and unlocked from the reception desk in the main lobby. Secondary public entrance doors shall prevent unauthorized access. Staff entrance door hardware shall include either mechanical or electronic locks.

2.0.4 Means of egress doors that do not also function as entrances shall be provided with delayed action and alarmed emergency egress hardware. Delayed egress and alarmed exits shall comply with applicable codes and regulations. Means of egress shall not be obstructed by installation of security devices such as guard stations, screening equipment, or other security devices.

2.0.5 Access for Emergency Responders: The Fire Command Center (FCC) and secure house key box for emergency responders shall be located near an entrance door. The entrance shall be controlled and monitored by Closed-Circuit Surveillance Television (CCTV).

2.0.6 CCTV cameras shall be provided to monitor activities in the lobbies of new and existing life- safety protected facilities and shall be located to provide views of approaching pedestrian and vehicular traffic, drop-off areas, building entrances, and departing pedestrian and vehicular traffic. Provide CCTV cameras at locations with alarmed exits, at loading docks, and other areas subject to pilferage. Install door status monitors at doors intended to be used only for emergency egress.

## 2.1 BUILDING ENVELOPE

2.1.1 Building envelope shall meet the latest edition of the Architectural Design Manual for New Hospitals refers to ASHRAE 189.1-2009, Standard for the Design of High-Performance Green Buildings. The complete standard has not been

adopted by the VA, but the Architectural Design Manual requires compliance with the building envelope requirements. The prescriptive assembly maximum U-values and insulation minimum R-values stated in ASHRAE 189.1-2009 shall be incorporated into the opaque elements of the building envelope of new facilities.

## 2.2 EXTERIOR SIGNAGE

2.2.1 Lessor shall develop and provide a complete exterior signage program to include identification, directional, informational, and regulatory signage. Signage must comply with local municipality's codes and specifications. Careful consideration of the location of monument signs shall be taken to avoid sight triangle encroachment. Exterior signage shall include all Mandatory VA signage such as no weapons signage at all VA entrances.

2.2.2 Lessor shall provide ground mounted, illuminated, horizontal monument sign to identify the Outpatient Clinic main entrance. The Lessor shall provide foundations and electrical power as necessary. Base shall be concrete or masonry and shall be compatible with building design and landscaping scheme. Monument sign shall be 4'-0" high x 8'-0" wide. VA will furnish message layout, content, and colors for the monument sign. Graphic process shall be routed out copy backed with white, translucent acrylic.

2.2.3 Lessor shall provide illuminated, wall mounted building identification signs of dimensional powder coated aluminum letters and numerals with VA logo. Letters and numerals shall be minimum 12 inches high. Logo shall be of design provided by VA and shall be minimum 27 inches high. Sign messages shall be as follows:
Facility Name: Idaho Falls Clinic. VA logo shall precede facility name. Address sign shall consist of numerals for the building street address.

2.2.4 Wall mounted building signs shall be prominently located to be visible from street approach in accordance with VA-approved building elevations.

2.2.5 Lessor shall provide illuminated flagpole with U.S. American flag and POW flag.

## 2.3 INTERIOR SIGNAGE

2.3.1 Lessor shall develop and submit a signage plan for review and approval by the Contracting Officer during design development. Interior signage systems shall include identification, directional, informational, and code required signage. The Lessor shall furnish and install interior signs for all rooms, areas, conditions or features in the facility. A/E to develop and collaborate room numbers with VA interior designer. Comply with accessibility standards. For informational purposes, Offerors are advised that VA has an established signage program, VA *Signage Design Guide,* which may be found at
https://vatilms.va.gov/vatilms/reports/PG-18-10%20Design%20Manuals



Initials: Lessor_____ VA_____

## 2.4 NOISE TRANSMISSION CONTROL GENERAL

2.4.1 Provide sound-resistant construction at the rooms and areas listed in paragraphs below. Submit details of sound resistant construction with Second Design Development Submittal. Include test reports for designs or systems to be used. Construct partition, ceiling, and floor systems to provide necessary performance. Special attention shall be given to prevent possible flanking paths for noise transmission. Verification of noise transmission control shall be included in building commissioning.

2.4.2 Sound damping in meditation rooms, quiet rooms, and similar areas shall be provided PG-18-14, Room Finishes, Doors, and Door hardware Schedules.

2.4.3 Where an area generating unusual noise or vibration is located adjacent to occupied spaces, the Lessor's A/E shall obtain the services of a professional acoustical consultant to design the sound suppression measures required to produce a comfortable working environment in the adjacent spaces.

2.4.4 **NOISE CONTROL (NC):** The sound resistant enclosures (partitions, doors, duct system) of the spaces listed below shall be designed to suppress generated noise and provide a satisfactory degree of acoustical isolation for adjacent occupied spaces. The minimum NIC ratings shall be achieved:

1. Multipurpose Rooms: NC 35
2. Mental Health Group Therapy rooms: NC 35
3. PACT Team: NC 35
4. Conference rooms: NC 35
5. Consultation offices: NC 30
6. Examination and treatment rooms: NC 30
7. Individual offices in Mental Health and Behavioral Sciences Service: NC 30
8. Tele-Health rooms: NC 30

## 3.0 FIRE PROTECTION

3.0.1 Lessor shall provide fire protection systems in accordance with the latest edition of VA Fire Protection Design Manual. https://vatilms.va.gov/vatilms/reports/PG-18-10%20Design%20Manuals

3.0.2 Hazardous and high hazard areas within the outpatient clinic shall be protected as prescribed in NFPA 101, Life Safety Code and local building codes and ordinances. Areas identified as high hazard shall be protected by not less than a minimum 1-hour fire enclosure with C- labeled doors and automatic sprinklers.

3.0.3 Storage rooms of 50 or more square feet (SF) [15.24 SQ m] net area shall be considered hazardous areas and comply with appropriate occupancy chapter requirements of NFPA 101.

3.0.4 Location, construction, and arrangement of compressed medical gas storage areas shall comply with NFPA 99.

## 3.1 WATER SUPPLY FOR FIRE PROTECTION

3.1.1 Assess adequacy of the water supply. The Lessor must verify the locations involved as well as the quality and accuracy of the data. Perform water supply flow testing.

3.1.2 Fire flows shall be available as required by NFPA 13 for the required occupancy classification. The Lessor shall verify and submit documentation of the fire department's capability of handling the manual firefighting requirements to the Contracting Officer prior to occupancy by the Government.

## 3.2 AUTOMATIC SPRINKLER SYSTEMS

3.2.1 Design wet pipe sprinkler systems, unless installed in areas subject to freezing. Dry pendant or sidewall sprinklers are preferred in lieu of dry pipe or antifreeze systems. Propylene glycol shall be used should antifreeze systems need to be installed when permitted by local authorities. Do not use pre-action type systems.

3.2.2 The installation shall comply with the requirements of NFPA 13. Sprinklers shall be provided throughout the building. Rooms containing bulk supply storage shall be classified as defined by NFPA 13. Do not use shelving which obstructs sprinkler water from penetrating down through racks.

3.2.3 Install quick response sprinklers (QRS) in all areas, except where specifically prohibited (e.g., high temperature areas as defined in NFPA 13, elevator shafts, or elevator machine rooms). On retrofit projects, replace existing standard sprinklers with QRS.

3.2.4 Install standard sprinklers with intermediate temperature rating 200 °F [93 °C] or higher in elevator shafts, elevator pits, and elevator machine rooms. Install sprinklers in elevator shafts and pits only where required by NFPA 13. (Comply with necessary power shutdown requirements.)

3.2.5 The installation of flow control (on/off) sprinkler heads is not permitted. Provide non-ferrous piping for all areas within Magnetic Resonance Imaging (MRI) suites.

3.2.6 Coordinate with architectural, mechanical and electrical work and show smoke zone boundaries, hazard classification, density, and other special requirements on drawings.

3.2.7 Coordinate sprinkler zones with fire or smoke (compartments) and fire alarm evacuation zones. Provide a flow switch, isolation valve, tamper switch, and pressure gauge for each zone. Notification shall comply with NFPA 72.

3.2.8 Determine and identify on drawings the location of fire pump, risers, all valves, fire department connections, drains, and points of connection with underground fire service main.

3.2.9 Provide seismic protection in areas of Moderate High, High, and Very High Seismicities (See VA Seismic Design Requirements (H-18-8)).

3.2.10 For the leased facilities, commissioning of the fire protection systems shall be implemented to verify the intent of the design by inspecting and testing the systems.

## 3.3 FIRE ALARM SYSTEMS

3.3.1 Fire alarm systems shall be provided as required by NFPA 101 or the locally adopted codes.

3.3.2 Wiring for fire alarm systems shall be as follows: Initiating Device Circuits – Style B (Class B), Signaling Line Circuits – Style 4.0 (Class B), Notification Appliance Circuits – Style Y (Class B), and Communications between fire alarm control units – Style 7 (Class A). Where there are conflicts with local codes, the most stringent requirements shall be enforced.

3.3.3 Initiation devices shall be provided in accordance with NFPA 101, NFPA 72, NFPA 90A, and ASME 17.1 or ASME 17.3, as applicable. Manual initiation devices (pull stations) must be included at all exits.

3.3.4 Audible fire alarm notification appliances shall be provided in accordance with NFPA 72 and NFPA 101.

3.3.5 Visual fire alarm notification appliances shall be provided in mechanical rooms, public restrooms, and public accessible areas such as corridors, auditoriums, cafeterias, assembly rooms, canteens, retail stores, and other publicly accessible rooms of more than 750 square feet [228.6 square meters] of area.

3.3.6 Coordinate fire alarm zones with the location of smoke compartments and sprinkler zones. The fire alarm system shall be monitored by a listed remote central station.

## 3.4 FIRE EXTINGUISHERS

3.4.1 Portable fire extinguishers recessed in cabinets shall be provided, inspected, and maintained by the Lessor in accordance with National Fire Protection Association (NFPA) 10, Standard for Portable Fire Extinguishers.

3.4.2 Recessed cabinets shall be provided in occupied areas. Size fire extinguisher cabinets to accommodate a 2.5 gallon [9.5 liters] pressurized water extinguisher. Recessed cabinets shall be conspicuously marked.

## 4.0 PHYSICAL SECURITY

**4.1.1** The Lessor shall provide a level of security which is reasonably deters unauthorized entry to the space leased during non-duty hours and deters loitering or disruptive acts in and around the space leased. The Lessor shall ensure that security cameras and lighting are not obstructed.

**4.1.2** Lessor shall provide Security Systems to include Intrusion Detection System (IDS), Physical Access Control System (PACS), Security Surveillance (SSTV), Nurse Call, Alarm Monitoring Services and Public-Address Improvements. Systems shall be designed and install in accordance with VA Design Manuals, https://vatilms.va.gov/vatilms/reports/PG-18-10%20Design%20Manuals VA Master Construction Specifications, and VA Handbook 0730/4 Security and Law Enforcement. This document is FOUO and will be made available to successful bidder.

**4.1.3 Physical Access Control System:** Compliance with Federal Standards. New installations or retrofitted access control systems will be compliant with technology described in Federal Information Processing Standard (FIPS) Publication 201, Personal Identity Verification of Federal Employees and Contractors, and the document "PACS Implementation Guidance, Version 2.2 (July 30, 2004), published by the Physical Access Interagency Interoperability Working Group of the GSA Government Smart Card Interagency Advisory Board. This requires that such systems will meet the ISO/IEC 14443 a, Parts 1-4 standard for contactless (proximity) card systems, or the ISOIIEC 7816 Standard for contact-type cards. Must be a CCure system. ****Lessor to provide Andover Continuum with latest firmware revision, or equal.***

**4.1.4 Physical Access Control System (PACS):** Shall include, but not be limited to: card readers, keypads, electromagnetic locks and strikes, and electronic security management system (SMS). PACS devices shall be used for the purpose of controlling access and monitoring building entrances, sensitive areas, mission critical asset areas, and alarm conditions from an access control perspective. This includes maintaining control over defined areas such as site access points, parking lot areas, building perimeter, and interior areas that are monitored from a centralized SCC located at Salt Lake City. PACS shall be able to be fully

integrated with other security subsystems using direct hardwire or computer interface. CCure for card key and Medeco for cored keys.

**4.1.5 Closed-Circuit Television (CCTV):** Shall be provided to monitor building entrances, restricted areas, mission critical asset areas, and alarm conditions. CCTV system shall be used for surveillance and observations of defined exterior areas, such as site and roadway access points, parking lots, and building perimeter, and interior areas from a centralized police operations room or security control center. The design, installation, and use of CCTV cameras shall support the visual identification and surveillance of persons, vehicles, assets, incidents, and defined locations.

**4.1.6 The Intrusion Detection System (IDS):** Shall include motion detection, glass break, and door contact sensors, among other devices. These devices provide alternative methods to detect actual or attempted intrusion into protected areas through the use of alarm components, monitoring, and reporting systems. The IDS shall have the capability of being integrated with PACS, and SSTV systems. All IDS shall meet UL 639 Intrusion Detection Standard. The IDS shall be used to monitor the site perimeter, building envelope and entrances, and interior building areas where access is restricted or controlled.

**4.1.7 Electronic Security Management System (SMS):** The SMS shall allow the configuration of an enrollment and badging, alarm monitoring, administrative, asset management, digital video management, intrusion detection, visitor enrollment, remote access level management, and integrated security workstations or any combination thereof. Entry control software shall allow for programming of the PACS via a CPU. All software shall be updated per manufacturer's instructions. Network interface devices shall consist of all hardware and software required to allow for full interface with other security subsystems via a CPU.

**4.1.8 Police Operations Room and Holding Room:** Police operations room shall be located on the first floor of the building adjacent to the highest potential trouble area, such as emergency or urgent care room, or lobby and shall be located to allow appropriate response and deployment to respond to a security related event. Holding room shall be located within or adjacent to the police operations room. When the police operations room is adjacent to or opens onto areas occupied by unscreened public, such as lobbies, emergency rooms, and public corridors, construction, including partitions from slab to slab, doors, windows, and other openings separating the unit from such spaces, shall be 1-hour fire resistive, UL level 3 ballistic-resistant. SSTV surveillance shall be provided of the entire room through an opening glazed with transparent polycarbonate in a steel frame firmly anchored to the wall.

**4.1.9 Provide nurse call system(s) as required**: System(s) shall be as manufactured by Rauland Borg, General Electric, Simplex Grinnell, or approved equivalent, as updated to most current technology or manufacturer.

**4.1.10** Provide perimeter fencing or walls and gates. Design fencing with due consideration for character and aesthetics of the building design and surrounding properties. Fencing shall comply with security requirements in VA Physical Security Design Manual for Life Safety Protected Facilities.

## 5.0 ARCHITECTURAL

**5.0.1 Flooring:** Flooring material specifications and installation methods shall conform to the requirements of VA Design Guide PG-18-14, Room Finishes, Door, and Hardware Schedules. Under floor concrete must be smooth and level. Patching and leveling compounds containing gypsum are prohibited. When floor coverings are newly installed or changed, samples must be approved in advance by the Contracting Officer. Unless other material is scheduled for a room or area, perimeter base shall be rubber. Base shall be 1/8-inch thick, 6 inches high with molded top. Style B (cove) shall be used throughout.

**5.0.2 Casework:** Casework shall be of the flush overlay design and, except as otherwise specified, be in conformance with AWI 1600, Modular Cabinets. Fabricate casework of plastic laminated covered particleboard.

1) Plastic laminate shall conform to NEMA LD-3

2) Exposed vertical surfaces including both sides of cabinet doors shall be high pressure laminate Type VGS (0.28).

3) Cabinet interiors including shelving shall comply with NEMA, LD3.1 at a minimum: high pressure cabinet liner Type CLS (0.20), OR thermally fused melamine laminate.

4) Backing (concealed surfaces) shall be high pressure backer Type BKH (0.28). Core materials shall be as follows:

   - Particleboard up to 7/8 inch [22.22 mm] thick shall be Industrial Grade average 47- pound density particleboard, ANSI A 208.1, M-3.

   - Particleboard 1 inch [25.4 mm] thick and thicker shall be Industrial Grade average 45- pound density particleboard, ANSI A 208.1, M-2.

   - Moisture Resistant Particleboard shall be average 47-pound density particleboard, ANSI A208.1, M-3.

- Medium Density Fiberboard 1/4-inch thick shall be average 54-pound density grade, ANSI A208.2.

5) Edging machine applied and machine profiled to 1/8-inch radius.

6) Exposed hardware, except as otherwise specified, shall be satin-finished chromium-plated brass or nickel-plated brass.

7) Hinges shall be fabricated of minimum 0.072-inch [1.83-mm] thick chromium-plated steel leaves, with minimum 0.139-inch [3.53-mm] diameter stainless steel pin. Hinges shall be a five-knuckle design with 2-1/2 inch [63.5 mm] high leaves and hospital type tips. Doors 36 inches [914.4 mm] and more in height shall have three hinges, and doors less than 36 inches [914.4 mm] in height shall have two hinges. Each door shall close against two rubber bumpers.

8) Door catches shall be friction or magnetic type, fabricated with metal housing. Provide one catch for cabinet doors 48 inches [1200 mm] high and under, and two for doors over 48 inches [1200 mm] high.

9) Locks shall be cylinder type, 5 pin tumblers, cam style lock with strike. Acceptable locks for 3⁄4- inch [19 mm] thick doors include: National #M2-3708-157 lock and National #M2-3709-100 with strike. Provide two keys for each lock. The name of the manufacturer, or trademark by which manufacturer can readily be identified, shall be legibly marked on each lock, the key change number shall be marked on the exposed face of lock, and also stamped on each key. Key change numbers shall provide sufficient information for replacement of the key by the manufacturer.

10) Drawer and door pulls shall be flush pulls fabricated of ABS plastic.

11) Drawer slides shall be full extension, 150-pound [68-kg] load rated epoxy coated steel with nylon, ball bearing rollers, with positive stop both directions.

**5.0.3 Countertops:** Plastic Laminate (HPDL) shall conform to NEMA LD 3. Solid surfaces shall be either:

1) **Solid Horizontal**: High-pressure decorative laminate type HGS (.048)

2) **Solid Post forming**: High-pressure decorative laminate type HGP (.039) Concealed backing sheet shall be high-pressure backer BKH (.048) or (.039) to match exposed faces.

**5.0.4 Window Treatments:** All exterior windows shall be equipped with window blinds or shades.

**5.0.4 Solar Shade:** 2 layers of blackout and shear above.

**5.0.5** **Cloth Window Shades**: Provide opaque cloth shades on windows of special procedures rooms, Telemedicine rooms, exterior conference rooms, and rooms containing image intensifiers.

## 5.1 CUBICLE CURTAIN TRACKS

**5.1.3** Provide cubicle curtain tracks with carriers and hooks in exam rooms and other locations for privacy.

**5.1.4** Provide surface-mounted tracks of extruded aluminum, ASTM B221, alloy 6063, temper T5 or T6, channel shaped, with smooth inside raceway for curtain carriers. End stop connectors, ceiling flanges and other accessories shall be fabricated from the same material with the same finish as the tracks or from nylon.

**5.1.5** Curtain carriers shall be nylon or delrin, with either nylon or delrin wheels on metal, delrin, or nylon axles. Equip each carrier with either stainless steel, chromium-plated brass or steel hooks with swivel, or nickel chromium-plated brass or stainless-steel bead chain and hook assembly. Alternatively, delrin carriers may have molded-on delrin hooks. Hook for bead chain may be the same material and finish as the bead chain or may be chromium-plated steel. Provide 2.2 carriers for every foot (or fraction thereof) of each section of each track length, plus one additional carrier.

**5.1.6** At end of each section of track, make provision for insertion and removal of carriers. Design to prevent accidental removal of carrier. Any operating mechanism shall be removable with common tools.

**5.1.7** Lessor's janitorial vendor will supply and maintain disposable curtains.

## 5.2 HANDRAILS, WALL GUARDS AND CORNER GUARDS

**5.2.3** Stainless steel shall conform to ASTM A167, Type 302B. Extruded aluminum components shall conform to ASTM B221, Alloy 6063, Temper T5 or T6.

**5.2.4** Resilient materials shall be extruded, and injection molded acrylic vinyl or extruded polyvinyl chloride meeting following requirements:

1) Minimum impact resistance of 2150 ft-lbs. [200 Nm] (when tested in accordance with ASTM D256 (Izod impact, ft-lbs. per inch notch)

2) Class 1 fire rating when tested in accordance with ASTM E84, having a maximum flame spread of 25 and a smoke developed rating of 450 or less.

3) Shall be rated self-extinguishing when tested in accordance with ASTM D635 .

4) Material shall be labeled and tested by Underwriters Laboratories or another approved independent testing laboratory.

5) Provide resilient materials with integral color with all colored components matched in accordance with SAE J 1545 to within plus or minus 1.0 on the CIE LCH scales.

**5.2.5** Except in administrative areas, provide handrails and wall guards on both sides of all corridors. Provide chair rail at waiting rooms. Provide continuous reinforcing in the wall attachment of handrails and bumper guards.

**5.2.6** Handrail/Wall Guard Combination shall consist of snap-on covers of resilient material, minimum 0.078-inch thick, free-floated on a continuous, extruded aluminum retainer, minimum 0.072-inch thick, anchored to wall at maximum 32 inches on center.

**5.2.7** Wall Guards (Crash Rails) shall consist of snap-on covers of resilient material, minimum 0.110-inch thick, free-floated over a continuous extruded aluminum retainer, minimum 0.090- inch thick anchored to wall at maximum 24 inches on center.

**5.2.8** Resilient, shock-absorbing corner guards shall be flush mounted type of 1⁄4-inch [6.35 mm] corner. Snap-on corner guards shall be formed from resilient material, minimum 0.078-inch [1.98 mm] thick, free floating on a continuous 0.063-inch thick extruded aluminum retainer. Design retainer used for flush mounted type to act as a stop for adjacent wall finish material. Provide appropriate mounting hardware, cushions and base plates as required. Provide factory fabricated end closure caps at top and bottom of surface mounted corner guards.

**5.2.9** Stainless steel corner guards shall be fabricated of 0.0625 inch [1.59 mm] thick stainless steel. Stainless steel corner guards shall be surface mounted, with 3-inch [76-mm] wings and 1⁄4-inch [6.35 mm] corner.

**5.2.10** Provide resilient or corrosion-resisting metal corner guards for the external corners of finished interior walls and columns in the paths of wheeled traffic as indicated below. Use surface applied 48 inch [1200 mm] high resilient-type corner guards on gypsum wallboard. Use corrosion-resisting-metal corner guards on masonry or ceramic tile walls. Corner guards are not required in corridors where continuous handrails and bumper guards are used around external corners.

## 5.3 PARTITIONS

**5.3.3** Non-bearing interior partitions shall be capable of supporting equipment and furnishings specified for the clinic. For interior partition framing use minimum 3-

5/8 inch, 20-gauge, galvanized metal studs ASTM C645 with fasteners and accessories complying with ASTM C 754. Stud spacing shall be 16-inches on center maximum. For special requirements, use other sizes or systems as appropriate.

**5.3.4** Where pipe spaces are required, size partition framing thickness to conceal piping. Installation of metal studs shall comply with ASTM C754. Provide support required for equipment, furnishings, and work of other trades.

**5.3.5** Use 5/8-inch thick gypsum wallboard ASTM C1396, except for special conditions. Use fire resistant Type X or Type C wallboard ASTM C1396 in fire resistant rated assemblies. Use moisture resistant wallboard ASTM C620 at wet locations. Provide accessories, fasteners, and finishing materials in accordance with ASTM C1047, C1002, and C840. Install and finish gypsum wallboard in accordance with ASTM C840.

**5.3.6** Use Level 5 finish with no texture for all occupied areas with paint finish. Provide Level 4 finish for surfaces to receive Type I vinyl wall coverings or ceramic tile. Provide Level 3 finish for surfaces to receive Type II vinyl wall coverings. Provide Level 2 finish in rooms or spaces for which no decorative finish is required such as mechanical and electrical rooms.

**5.3.7** Provide fire and/or smoke rated partitions that comply with published UL, FM Global, or IBC designs. Extend all layers of gypsum board, on both sides of studs, from floor to underside of structure above on the following partitions:

1) Fire rated partitions

2) Security partitions for Police Control Room

3) Smoke barriers

4) Sound rated partitions

5) Corridor partitions as required by building code.

6) In other locations, extend gypsum board from floor to heights as follows:

- Not less than 4 inches [101.6 mm] above suspended acoustical ceilings
- At ceiling of suspended gypsum board ceilings.

## 5.4 INTERIOR DOORS GENERAL

**5.4.3** Doors shall be of flush design, size 3' 6" minimum opening. All doors shall be mortised by factory.

**5.4.4** Fire rated door and frame assemblies shall comply with NFPA 80. Acoustical door and frame assemblies shall provide STC rating specified. Submit certified test reports per ASTM E90.

**5.4.5** All Exam, Consultant Rooms shall be swinging doors. No barn doors are permitted.

**5.4.6** All corridor-to-corridor doors shall have 100 sq. in. glass vision panels and shall swing in opposite directions from each other. Doors in fire partitions and smoke barriers shall have fire- rated glazing vision panels and be held open with electromagnetic holders, except doors which should remain closed for functional reasons.

**5.4.7** Sound Rated Doors such as offices, conference rooms, and group meeting rooms. Fabricated as specified for flush wood doors with additional construction requirements to meet specified sound transmission class (STC).

**5.4.8** Lessor shall provide door accessories such as continuous closed cell sponge neoprene frame gaskets with stop adjusters, and automatic door bottom seals. Automatic door bottom seals will be concealed or surface mounted, steel spring operated, closed cell sponge neoprene metal mounted removable in extruded aluminum housing with a medium matte 0.1 mm (4.0 mil) thick clear Anodized finish.

## 5.5 WOOD DOORS

5.5.1 Interior wood doors shall be solid core, 1-3/4-inch thick, AA Grade Face Veneer in accordance with WDMA I.S.1-A, Heavy Duty with Type II adhesives. One species throughout the project. For transparent finishes Premium Grade, rotary cut, white oak veneer. Match face veneers for doors for uniform effect of color and grain at joints. Door edges shall be same species as door face veneer. See 0730/4 VA Physical Security Design Guide for additional security requirements.

## 5.6 HOLLOW METAL DOORS

5.6.1 Lessor shall provide hollow metal doors, door frames, and door hardware in accordance with the latest edition of PG 18-14 Room Finishes, Door, & Hardware Schedule, and VA Master Construction Specifications, Division 8, Doors and Windows.

5.6.2 Hollow metal doors shall be 1-3/4-inch-thick and comply with Standard Duty Doors per Steel Door Institute (SDI) A250.8, Level 1, Model 2; except:

1) Stairwell doors shall comply with Heavy Duty Doors: SDI A250.8, Level 2, Model 2.

2) Security doors (Type 36) shall comply with Extra Heavy-Duty Doors SDI A250.8, Level Model 2.

3) Detention Doors (Type 22) shall comply with Extra Heavy-Duty Doors SDI A250.8, Level 3, Model 2 with core type ‘d’ or ‘f.’

5.6.3 Hollow metal door frames shall comply with Steel Door Institute (SDI) 250 for type and grade of doors required (Standard, Heavy Duty, or Extra Heavy Duty) and as follows. Frames shall be welded construction; knockdown frames are not allowed. Frames for doors specified to have automatic operators shall be minimum 16-gauge.

5.6.4 Frames for wood doors specified to have automatic operators shall comply with Steel Door Institute (SDI) 250; shall be welded construction; knockdown frames are not allowed; and shall be minimum 16 gauge.

## 5.7 AUTOMATIC DOORS

5.7.1 At a minimum, automatic door equipment shall comply with the requirements of Builders Hardware Manufacturers Association (BHMA) 156.10. Provide operators which will move the doors from the fully closed to fully opened position three seconds maximum time interval, when speed adjustment is at maximum setting. Equipment shall conform to UL 325. Provide key operated power disconnect wall switch for each door installation.

5.7.2 Automatic door operators and hardware shall be selected and sized appropriately for the door and frame, and for the type and frequency of traffic anticipated for the opening. Provide controls to open automatic doors from both sides. Equip controls with safety devices for pedestrian protection. Provide door operator controls and equipment that are easily accessible for maintenance.

5.7.3 Swing door operators shall be of institutional type, door panel size 2'-0" to 5'-0" width, weight not to exceed 600 pounds, electric operated for overhead mounting. Furnish metal mounting supports, brackets, and other accessories necessary for the installation of operators at the head of the door frames. The motor on automatic door operator shall be provided with an interlock so that the motor will not operate when doors are locked. Operators shall have checking mechanism providing cushioning action at last part of door travel, in both opening and closing cycle. Operators shall be capable of recycling doors instantaneously to fully open position from any point in the closing cycle when control switch is

activated. Operators shall, when automatic power is interrupted or shut-off, permit doors to easily open manually without damage to automatic operator system.

5.7.4 Sliding doors shall have electric operators, conforming to BHMA A156.10 and the following. Assembly shall be single or bi-parting sliding doors as shown on conceptual drawings. Doors shall be opened by electric motor pulling door from closed to open position and shall stop door by electrically reducing voltage and stalling door against mechanical stop. System shall permit manual control of door in event of power failure. Opening and closing speeds shall be adjustable. In compliance with NFPA-101, all door panels shall allow "breakout" to the fully open position to provide instant egress at any point in the door's movement.

## 6.0 PLUMBING

**6.1.1** Lessor shall provide Plumbing systems in accordance with the latest edition of VA Plumbing Design Manual http://www.cfm.va.gov/til/dManual/dmPlbg.pdf.

**6.1.2** Potable water provided to VA from municipal or community water systems shall meet EPA and/or state standards for contaminants. For existing buildings, Lessor will repair or replace existing plumbing that is shown to increase the contaminants in municipal or community supplied water to levels that exceed EPA and/or state requirements. The Lessor shall flush and sanitize potable water systems in accordance with AWWA

**6.1.3** If potable water does not meet EPA and/or state standards, Lessor shall take action necessary to reduce contamination to acceptable levels. Lessor shall test potable water periodically to ensure that it continues to meet EPA and state standards. Lessor shall provide bottled water at his/her expense at any time contaminant levels exceed EPA and/or state requirements. If potable water does not meet EPA and/or state standards, Lessor shall take action necessary to reduce contamination to acceptable levels.

**6.1.4** Plumbing design and tenant improvements shall be in strict accordance with the latest edition of the International Plumbing Code (IPC), VA Plumbing Design Guide, and VA Master Construction Specifications, Division 22.

**6.1.5** Lessor shall provide emergency shower/eye and face wash stations in Lab in accordance with ANSI Z358.1-2009 In-Depth Compliance Guide, and latest ANSI Eyewash Standards. Locate eyewash stations on the same level as the hazard and the path of travel shall be free of obstructions. Lessor shall provide Thermostatic Mixing Valves (TMV) or water tempering valves to deliver tempered water to eye wash stations (range 60°F to 100°F) per ANSI Z358.1-2009. Refer to ANSI Standard for Minimum Performance and Installation requirements. Provide Eyewash Signage as required.

**6.1.6** Size the piping for the hot and cold-water systems per criteria specified in the IPC including backflow preventers, water hammer arrestors, and trap primers. Minimum pipe size shall be 3⁄4".

**6.1.7** Maintain a minimum pressure of 35 PSI [240 kPa] at the plumbing fixtures on the top floor. In minimum pressure calculations, use residual pressure at design flow. Monitor for diurnal pressure fluctuations experienced by the building water supply and modify starting pressures accordingly. Provide a pressure gauge on the top floor branch adjacent to the riser.

**6.1.8** **Legionella Mitigation:** There are currently no EPA enforceable regulations governing the levels of *Legionella* bacteria in potable water systems; however, EPA has issued a Maximum Contaminant Level Goal (MCLG) of 0 ppm [mg/L]. Municipal water supplies and wells can carry *Legionella*, so it is a given that the bacteria will be introduced into the facility potable water system at some time. The A/E will consider the following design recommendations:

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1) Provide means to easily remove and disinfect all outlet devices such as showerheads and faucets, etc. Utilize self-draining showerheads.

2) Provide a 3⁄4" ball valve at the end of each piping section as a means to drain heated (above 140 °F [60 ℃]) flushing hot water that will be used for initial and supplemental disinfection. Ball valve shall be within 50 feet [15.24 meters] of a floor sink, floor drain, sink, or lavatory.

3) Mix hot/cold water as near the showerhead and faucets as possible. Eliminate all dead legs in the piping system.

4) Subsequent to piping disinfection required per IPC, and as part of the commissioning process, disinfect the potable water systems against *Legionella* by the following methods:

   - **Chlorine:** Flush free chlorine at a level of 2 parts per million (PPM) or greater for a period of at least 2 hours. Further information can be found in ASHRAE paper CH-03-3-2.

6.1.9 Assess and/or provide hardwater issues in economical fashion

## 6.2 PLUMBING FIXTURES, TRIM AND EQUIPMENT

**6.2.1** Provide plumbing fixtures, trim and equipment as required by the VA Plumbing Design Manual, and the International Plumbing Code (IPC). Water closets, urinals, sinks and lavatories shall be vitreous china. Bariatric water closets shall be rated at 1,000 pound [454 kg] capacity. Waterless urinals are not permitted. Service sinks (mop sink/basin) shall be floor mounted.

**6.2.2** Faucets and showerheads shall be of chromed brass, monel, or stainless steel; plastic trim is not permitted. Faucets shall be laminar flow; aerators are not permitted. Electronic hands- free controls shall be provided at all hand washing sinks and lavatories.

**6.2.3** Provide wall-hung, self-contained, electric wheelchair accessible water cooler. Hot water re-circulation pump shall be all bronze, with timer-based controls.

## 7.0 ELECTRICAL

7.0.1 Lessor shall provide electrical systems design and tenant electrical system improvements in accordance with the latest editions of the VA Electrical Design Manual, NFPA 70 National Electrical Code (NEC), and VA Master Construction Specifications, specifically Division 26, Electrical Systems. https://vatilms.va.gov/vatilms/reports/PG-18-10%20Design%20Manuals

7.0.2 The Lessor shall provide all the necessary electrical facilities for the project. It is expected that electrical systems will meet their primary objective of providing appropriate and reliable interior and exterior electrical, lighting, and auxiliary systems and services necessary to the safety and comfort to the veterans, employees, and visitors. In addition, the systems shall be safe, easily accessible for repairs and maintenance, and energy efficient.

7.0.3 Prepare and submit calculations as required by the type of design work performed. Calculations shall justify lighting designs; size of each branch circuit and feeder conductor, overcurrent protective device, equipment bus, generator, transformer, etc., at all voltage levels; setting of each overcurrent protective device with adjustable characteristic; required PPE to meet arc flash energy levels; etc. The Lessor shall submit the following calculations to VA: fault current calculations, protective device coordination study, arc flash calculations, load calculations, generator-set sizing calculations, voltage drop calculations, lightning protection system risk analysis, and lighting calculations.

7.0.4 Perform all lighting calculations based on illumination criteria per the IESNA Lighting Handbook, latest edition. Calculations shall include room name, room number, fixture type chosen for the room, number and type of lamps to be used in the room, required illumination level, calculated illumination level, and all assumptions used.

7.0.5 Calculations for most interior spaces may be performed using the zonal cavity method. Perform and submit point-by-point calculations for areas of greater architectural or luminous sophistication. Calculations for exterior spaces, including parking structures, shall be point by point. Calculations shall demonstrate compliance with energy requirements.

7.0.6 Electrical distribution components shall have copper bussing. Each panelboard shall contain 25% spare breakers.

## 7.1 RACEWAYS, RECEPTACLES, & WIRING

7.1.1 Install all wiring in raceways. All wiring shall be copper. All circuits and branch circuits shall have a separate equipment grounding conductor of appropriate size per the NEC. No more than 3 branch circuits are allowed to run in one homerun.

7.1.2 No more than 6 receptacles shall be installed on a single circuit. Receptacles - All receptacles shall comply with NEMA, NFPA, and UL. Duplex Receptacles shall be hospital-grade, single phase, 20 ampere, 120 volts, 2-pole, 3-wire, NEMA 5-20R, with break-off feature for two-circuit operation. Wall plates for switches and receptacles shall be type 302 stainless steel.

7.1.3 Lessor shall provide two duplex (QUAD) outlets and adequate data drops for each computer workstation and central printer locations.

7.1.4 Ground Fault Circuit Interrupter (GFCI) Duplex Receptacles shall be provided at locations within three feet of a water source such as a sink and provided at all outdoor locations. GFCI's shall be an integral unit, hospital-grade, suitable for mounting in a standard outlet box, with end-of-life indication and provisions to isolate the face due to improper wiring. Interior wall plates for receptacles shall be type-302 stainless steel. Outdoor receptacles shall be weatherproof.

## 7.2 LIGHTING FIXTURES

7.2.1 Standardize lamp types across fixture types to limit the number of different lamp types and wattages used. Select the number of lamps and the fixture type according to the recommended finishes specified in each area to ensure the intended lighting levels.

7.2.2 Linear 2-foot and 4-foot dimmable LED lamps

7.2.3 Color-corrected lamps, having a CRI of 85 or above and correlated color temperature between 5000 degrees K and 6000 degrees K, are required in recovery rooms, operating rooms (color shall match that of the surgical light), and dental rooms (examination, oral hygiene, oral surgery, recovery, labs, treatment, and x-ray).

7.2.4 Select fixtures and light sources with long operating lives; which utilize controlling elements (lenses, louvers, reflectors, etc.) designed to provide the best utilization of emitted light at the task location; that are appropriate for the ambient temperature; and that are not prone to dirt accumulation. In high ceiling areas, locate fixtures for maintenance access or provide access for maintenance equipment.

7.2.5 Exterior lighting shall comply with energy requirements and should comply with Dark Sky principles. When required by VA, exterior lighting designs are to meet the requirements of local outdoor lighting codes. Criteria recommended in the IESNA Guideline for Security Lighting for People, Property, and Public Spaces (latest edition) shall govern the lighting design. Exterior lighting shall be coordinated with physical security, SSTV, and landscaping requirements.

## 7.3 BALLASTS

7.3.1 Electronic LED type ballasts shall be used for all LED lamps,

## 7.4 LIGHTING CONTROL

7.4.1 Provide programmable Switches/Dimmers

7.4.2 Energy consumption constraints dictate the installation of automatic lighting controls for both interior and exterior lighting. Select and design master and room-specific lighting control systems that comply with energy codes and requirements; that respond to daylight harvesting; that utilize the correct sensor and sensor location for the controlled space; that are compatible with the controlled ballasts and lamps; and that are responsive to the occupant's desire not to feel "over-controlled."

## 7.5 AUDIO VISUAL SYSTEMS FOR CONFERENCE/GROUP ROOMS

7.5.1 Lessor shall provide commercial grade state-of-the-art multi-media audio/visual systems with teleconferencing capability. Independent audio-visual systems shall be provided on each side of rooms where room partitions are provided. The audio-visual systems shall include screens, projectors, camera's, monitors, speakers, overhead microphones, and cabling for a complete and operational audio-visual system.

## 7.6 WIRELESS NETWORK

7.6.1 The Lessor shall furnish, install, certify, test, and guaranty a complete and operating wireless Cable Distribution System. The System shall include, but not be limited to: equipment cabinets, interface enclosures, and relay racks and necessary passive devices such as: cable "patch", "punch down", and cross-connector blocks or devices, wireless distribution sub-systems, and associated hardware. VA will provide and install wireless access point field devices.

## 7.7 TELECOMMUNICATIONS

7.7.1 Lessor shall provide telecommunications systems design and tenant Communications improvements in accordance with VA Master Construction Specifications, Division 27 Communications, and VA Electrical Design Manual,

latest edition. Lessor shall coordinate with VA Communications point of contact (POC) for equipment and telecommunications room requirements.

7.7.2 The Lessor shall furnish, install, certify, test, and guaranty a complete and operating Voice and Digital Cable Distribution System (here-in-after referred to as "*the System*"), and associated equipment and hardware to be installed in the VA Outpatient Clinic here-in-after referred to as "the Facility". The System shall include, but not be limited to: Guest WiFi, equipment cabinets, interface enclosures, and relay racks; necessary combiners, traps, and filters; and necessary passive devices such as: splitters, couplers, cable "patch", "punch down", and cross-connector blocks or devices, voice and data distribution sub-systems, and associated hardware. The System shall additionally include, but not be limited to: telecommunication closets (TC); telecommunications outlets (TCO); copper and fiber optic, and analog radio frequency (RF) systems coaxial distribution cables, connectors, "patch" cables, and/or "break out" devices.

7.7.3 At a minimum, the System shall be able to support voice and data and analog RF operations for **Category 6A** Certified Telecommunication Service to all Wireless Access Program (WAP) and Category 6 for all other locations. Refer to VA Master Construction Specifications, Section 27 15 00 Communications Horizontal Cabling for further minimum system performance requirements, TCO, and cabling requirements.

7.7.4 The installation shall comply with all of the following:

1) ANSI/EIA/TIA 568-B (Commercial Building Telecommunication Standard).

2) ANSI/EIA/TIA 568-A (Commercial Building Standards for Telecommunications Pathways and Spaces).

3) ANSI/EIA/TIA 606-A (Administration Standard for the Telecommunications Infrastructure of Commercial Buildings).

4) ANSI/EIA/TIA 607 (Grounding and Bonding Requirements for Telecommunications in Commercial Buildings).

5) National Fire Protection Agency (NFPA) 101 Life Safety Code.

6) National Electric Code (NEC).

7) All Voice and Data Telecommunications Outlets shall be terminated using the 568-A color code.

7.7.5 Closet Construction: Dependent on the size of the facility, it will require 1 telecom closet and will be designated as the "main" closet for DEMARC extension. The

closet will be centrally located so that the furthest network connection is no longer than 300 feet.

1) Contractor shall provide and install 1 each 84-inch-tall 19-inch distribution racks in TC. Rack must be mounted to the floor with shallow anchors not to exceed 1 inch in depth. Install Ladder rack and necessary hardware on 3 walls opposite door and from wall to distribution rack. Conduit carrying data and voice circuits will terminate above the panel on the right-hand side.

2) Walls will be constructed to fit the entire height from floor to roof top. All walls, excluding entrance wall, shall be lined with ¾ inch fire rated plywood from floor to 8 feet above finished floor.

3) Floor material shall be static-dissipative vinyl tile.

4) All circuit connections will be terminated on the patch panel in the Telecom room.

5) Provide and install data patch panels starting towards the top on the left-hand side of the panel and work down. There must be enough patch panels to support a minimum of 65 data jack connections with one VOIP data connection and two data connections per data jack. Patch panels will have a female RJ45 connection in the switch and a punch connection in the back for the cable from the data jack. All terminations to be 568-B.

6) Wooden or metal security door. Door hinges on the inside. Doors shall have a key lock different than all other locks. Door shall be 1 ¾ inches thick, solid core, flush wood. 44'Wx84" H.

7) The telecom room must include at least one 110/120V, dedicated 30-amp circuit NEMA L5-30P. Label outlet to identify as a dedicated circuit.

8) Dedicated A/C will be required for the main closet with its own thermostat to regulate temperature.

9) Conduit to DEMARC: If the DEMARC is not in the telecom room, then the lessor will provide, install conduit from the DEMARC to the telecom room. The lessor may have to provide more than one conduit depending upon the type of connectivity provided. At a minimum there will be one conduit runs for T-1 and/or Fiber Optic data connections. These conduits will be a minimum of one inch in diameter each, will not have any turns with a diameter of less than four inches and will have an access panel to facilitate pulls after every third curve in addition; if cable service is available there will be a separate conduit for the cable run. This conduit will be a minimum of 1½ inches in diameter, will not have any turns with a diameter of less than 10 inches, and will have an access panel to facilitate cable pulls after every third curve.

10) External Connections: The location will support a minimum of two external POTS line connection and two T-1 circuits and/or Fiber Optic circuits; in addition, preference will be given to locations that provide MetroE type connectivity at 100Mb or 1000Mb or 1Gb to a carrier that also provides MetroE type connectivity at the Vet Center VA Support Facility.

7.7.6 Data Lines**:** Data outlets will have a minimum of 1 VoIP and 2 data connections. See attached scheme for labeling patch panels and wall plates.

1) Offices will have a data outlet located as provided in attached scheme.

2) Data connections will use plenum **CAT 6A** cabling. Data connections will be run from the data outlets to the telecom room and punched down on the RJ45 (569-A) patch panels. They will be terminated and tested, and a report sent to the Contracting Officer, Contracting Officer's Representative (COR), and the Vet Center VA Support Facility IT Representative.

3) Each patch panel will be labeled as directed by the Contracting Officer or Contracting Officer's Representative.

4) All outlets shall be triplex jacks with a quad-plex flush mounted face plate unless identified otherwise by the VA Telecommunications Manager at the site. The top one jack is designated for voice applications only and is Ivory color to distinguish them from the data jacks. The second jack is designated for data and will be the color Orange. The third jack is also designated for data and will be the color Black. The last jack is a spare and will be used for voice or data and will have a blank Ivory cover on the jack. New outlets will follow this same scheme.

5) Data cables are not to pass within 6 inches of fluorescent lights, speakers, or motors mounted above the ceiling.

6) Offices: Complete data line connectivity in offices as per above general arrangements.

7) Conference Room and Video Conferencing: Provide and install data outlets at locations approved by the Contracting Officer.

8) Intrusion Detection System: Provide connectivity for an intrusion detection system with control panels at each entrance to the space as well as other location designated by the Contracting Officer.

7.7.7 Provide cable television service, subject to identical requirements as defined for telephone service.

## 8.0 BUILDING MAINTENANCE BY LESSOR

8.0.1 The Lessor is responsible for total maintenance of the leased premises. Such maintenance and repairs include site and private access roads. All building service equipment and systems shall be maintained in accordance with industry standards and the Original Equipment Manufacturers (OEM) recommendations to provide reliable, energy efficient service without unusual interruption, disturbing noises, exposure to fire and safety hazards, uncomfortable drafts, excessive air velocities, or unusual emissions of dirt or fumes. The Lessor's maintenance responsibility includes initial supply and replacement of all supplies, materials, and equipment necessary for such maintenance. Maintenance, testing, and inspection of appropriate equipment and systems shall be done in accordance with applicable codes, and inspection certificates shall be displayed as appropriate. Copies of all records in this regard shall be forwarded to the VA Contracting Officers Representative (COR) or a designated representative.

8.0.2 The lessor is responsible to assure that the building is properly maintained to provide a safe and healthy environment and as required by the National Fire Prevention Association (NFPA). The following is a list of items that the building owner is responsible for. It is not an exhaustive list, nor does it relieve the building owner of performing other work as necessary to meet code or to maintain a safe and healthy environment.
Properly maintaining and performing periodic maintenance on all building service equipment, including replacing filters as needed and at appropriate frequencies.

| ITEM / SYSTEM | FREQUENCY |
|---|---|
| Exit lights - CHECK ALL to ensure they are properly lit. | As needed - Minimum Monthy |
| Fire alarm and fire sprinkler system - Test ALL systems components | As needed - Minimum Annually |
| EP6 Fire Pumps Tested (No Flow) | Weekly (Diesel) |
| Battery powered emergency and exit lights - TEST ALL for a minimum of 30 seconds. | Monthly |
| Fire Extinguishers: checking, dating, and initialing ALL fire extinguishers | Monthly |
| EP6 Fire Pumps Tested (No Flow) | Monthly (Electric) |
| Water Storage Tanks (low water temperature alarms) | Monthly (winter) |
| Fire Department Connection Inspection | Quarterly |
| Water Flow Devices | Semiannually |
| Water Storage Tanks (high- and low-level alarms) | Semiannually |
| Extinguishing System - Kitchen | Semiannually |
| Battery powered emergency and exit lights - TEST ALL for a minimum of 1.5 hours. | Annually |
| Fire Extinguisher maintenance - ALL perform annual maintence | Annually |
| Fire sprinkler system - perform annual inspections | Annually |
| Duct, Heat, Smoke Detectors, Pull Boxes, Electromechanical | Annually |
| Releasing Devices | Annually |
| Notification Appliances (Visual and Audio) | Annually |
| Emergency Services Notification Transmission Equipment | Annually |
| Supervisory Signals (Including Tamper Switches) | Annually |
| Sprinkler Systems Main Drain Test on All Risers | Annually (lead-in to a building) |
| Fire Pumps Tested Under Flow | Annually |
| Gaseous extinguishing Systems (no discharge required) | Annually |
| Smoke Detection Shutdown Devices for HVAC | Annually |
| Doors: all horizontal & vertical rolling & sliding Doors | Annually |
| Smoke and Fire Dampers | 1 year after installation, then 4 years after |
| Standpipe Systems Tested with Water Flow | Five Years |



Initials: Lessor_____ VA_____

Provide VA documentation annually that required testing and maintenance was performed.

8.0.3 Within 60 days after occupancy by the Government, the Lessor shall provide the Leasing Contracting Officer (LCO) with a detailed written schedule of all periodic services and maintenance to be performed other than daily, weekly, or monthly.

8.0.4 Without any additional charge, the Government reserves the right to require documentation of proper operations or testing prior to occupancy of such systems as fire alarm, fire sprinkler, emergency generator, physical security systems, nurse call/code blue, etc. to ensure proper operation. These tests shall be witnessed by a designated representative of the LCO.

8.0.5 The Lessor must have a building superintendent or a local, designated representative available to promptly correct deficiencies or attempt to correct deficiencies upon written notice of such condition from VA. The Lessor's superintendent or designated representative shall correct or attempt to correct deficiencies within the timeframes agreed to by the LCO. If no substantial attempt has been made to correct the deficiencies within the specified time, action will be taken by VA to correct such deficiencies and the cost of repairs will be deducted from the next month's rental payment.

8.0.6 The Lessor shall provide the labor, material, and supervision to adequately maintain the structure, the roof, the exterior walls, windows, doors, and any other necessary building appurtenances to provide watertight integrity, structural soundness, and acceptable appearance.

8.0.7 The Lessor's maintenance responsibility includes initial supplies of all items, materials, and equipment necessary for such maintenance. All maintenance work will be done in accordance with applicable local Building Codes and ordinances, and inspection certificates will be displayed as appropriate.

8.0.8 Maintenance by Lessor includes, but is not limited to, interior and exterior care of the building and the site; all sidewalks, parking areas, driveways, private access roads, lawns, and shrubbery; utilities; and building service equipment including all repairs and replacements. All equipment and systems shall be maintained to provide reliable service without unusual interruption, disturbing noises, exposure to fire or safety hazards, or unusual emissions of dirt.

8.0.9 **Landscape Maintenance:** Performance will be based on the LCO's evaluation of results and not the frequency or the method of performance. Landscape maintenance shall be performed during the growing season on a weekly cycle and shall consist of watering, mowing and edging, weeding, and policing the area to keep it free of debris. Pruning and fertilization shall be done on an as needed basis. In addition, dead or dying plants shall be replaced.

## 8.1 FREQUENCY OF BUILDING MAINTENANCE

At a minimum, the Lessor shall perform the following at the frequency indicated:

1) Weekly

- Mow and edge lawns weekly during the growth season.

2) Monthly

- Remove weeds from around building, parking areas, all landscaped areas (including lawn), and fence borders (both sides of fence).

- Mow and edge lawns at least once a month during the dormant season.

- Trim and prune shrubbery and trees to maintain an attractive appearance. Shrubbery shall not be allowed to grow up and cover windows.

3) Quarterly

- Provide interior and exterior extermination of insects and rodents. Use of chemicals shall conform to EPA and State requirements. The Lessor shall provide additional service at the request of VA, if any signs of re-infestation appear.

- Pest management is to be done using an integrated pest management approach that minimizes the use of toxic chemicals. Pesticide shall only be applied by persons deemed qualified by EPA and state requirements.

- Lessor shall coordinate application of pesticide with the Government and only apply pesticide in a manner that VA agrees is protective of the health of patients, employees, and visitors.

4) Semi-Annually

- Replace all filters in HVAC system. Replace on a more frequent basis if required by the manufacturer's recommendations.

5) Annually

- Clean interior of all double-walled HVAC units and drain pans. Cleaning shall be done at times when clinic is not in operation.

- Re-mulch all planting beds.

6) **<u>As Required</u>**:

- Lessor is responsible for the repair and replacement of all light fixture ballasts and starters. Lessor shall replace burned out bulbs and fluorescent tubes in interior light fixtures.

- Lessor is responsible for the repair and replacement of all Plumbing fixtures.

- Lessor is responsible for replacement of worn floor or wall coverings (this includes the moving and returning of furnishings and equipment), unless caused by negligence on the part of VA.

- Provide interior extermination of insects and rodents upon any sign of infestation. Use of chemicals shall conform to EPA and State requirements.

- Water the grass and plantings as necessary to maintain their health and attractive appearance.

- Fertilize all lawn areas at least three times per year. Fertilizer application prior the start of the growth season shall contain weed killer per manufacturer's recommendations.

- Fertilize plants and trees with type of fertilizer recommended by manufacturer. Fertilize with frequency recommended by manufacturer of type of fertilizer used.

- Dead plantings or lawn shall be replaced with like kind immediately. Partially dead plantings may be trimmed if, after trimming, a good appearance is maintained.

- Rake and remove leaves to ensure a good appearance of the site.

- Clean HVAC units inside and out upon any signs of mildew or bacterial growth. Clean condensate pans in HVAC units shall be treated as required to prevent mildew or bacterial growth.

- Before working hours **7:00 AM to 5:00 PM** remove snow and ice from all entrances, sidewalks parking lots, and approaches. In the event of snow or freezing rain during working hours, removal must occur within one hour from receipt of notification by VA staff. Chemicals or sand may be used to reduce safety hazards.

## 8.2 EXTERIOR CLEANING BY LESSOR

8.2.1 **Lessor's Responsibilities:** The Lessor shall maintain the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. At a minimum, the Lessor shall perform the following at the frequency indicated:

1) Daily:

- Building entrances: Pick up trash, litter, debris, and cigarette butts. Empty trash receptacles.

2) Three Times Weekly:

- Sweep landings, steps, and sidewalks.

- Police all sidewalks, parking areas, green areas, planting beds, driveways, lawns, shrubbery, outside loading dock areas, platforms, etc., to maintain a neat and attractive appearance. This shall include, but not be limited to, the removal of cigarette butts, debris, litter, trash, limbs, etc. (from both sides of fences).

3) Quarterly

- Lessor shall clean bugs and cobwebs from the interior of exterior light lenses.
  Clean balconies, ledges, courts, areaways, gutters, and flat roofs.

- Clean mildew from exterior of building, sidewalks, and roof areas, etc.

4) Semi-Annually

- Wash outside of all exterior windows, glass located over and in exterior and vestibule doors, and all exterior plate glass around entrances, lobbies, vestibules, and skylights.

- Inspect and clean all onsite catch basins and storm drain inlets of trash, leaves, and other deleterious materials.
  Detention/retention and silting basins shall be inspected and cleaned of weeds and overgrowth to ensure proper drainage is maintained.

- Basin bottoms should be scarified to maintain the integrity of the drainage design.

5) Annually

- Clean exterior of building. Remove all spider webs, wasp nests, dirt dauber nests, stains, etc.

8.2.2 **Waste and Recycling:** The Lessor shall have no responsibility for disposing of hazardous or pathological waste. The Lessor shall provide collection, disposal, and recycling for all other waste materials generated by VA. Recycling of cardboard and plastics as required for LEED Certification or by local ordinances.

- Locate waste and recycling containers near the loading dock/service area in accordance with security requirements. The Lessor shall provide and maintain adequate quantity of trash container(s), including compacting equipment as required, based on volume of waste and frequency of collection.

- The Lessor shall provide the covered recycling receptacles and shall collect and remove recycled materials bi-weekly.

8.2.3 **Extermination Services:** Extermination of insects and rodents shall be provided on a regular basis (minimum of every three (3) months), and upon any sign of infestation. Use of chemicals shall conform to EPA and state requirements. If any signs of re-infestation appear, additional service shall be provided by the Lessor at the request of VA.

## 9.0 INTERIOR CLEANING BY LESSOR (JANITORIAL SERVICES)

9.0.1 Lessor's Responsibilities: The Lessor shall furnish all supplies, materials, machinery, appliances, supervision, and labor necessary to provide complete janitorial services for the clinic. Services shall be provided in all interior and exterior areas of the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. The Lessor shall select cleaning products that are compatible and approved with VA EMS. The lessor equipment ensure they are cleaning products are packaged ecologically, environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable, and minimize the use of harsh chemicals and the release of irritating fumes. The Lessor shall select paper and paper products with recycled content conforming to EPA's CPG. Performance will be based on the Contracting Officer's evaluation of results, not the frequency or method of performance.

- Cleaning crew shall turn off lights as necessary and check all doors on completion of the work to ensure that doors are locked. Ensure that security alarm is set before leaving if there are no VA personnel on the premises.

9.0.2 Materials and Procedures:

1) Standards: It is the Lessor's responsibility to maintain the clinic in a condition that meets all housekeeping and sanitation requirements of this solicitation and the current standards of the Joint Commission (JC) for the Accreditation

of Hospitals and Outpatient Clinics. The Lessor shall be responsible for providing a weekly certification in writing to the Government that all required cyclic cleaning has been completed.

2) Work Schedule: Work will be accomplished at times indicated. Work schedule shall be from 5:30 PM to 12:30 AM, Monday through Friday. The Lessor shall ensure that sufficient employees are available to prepare the clinic to see patients at 6:30 AM, to be available to clean up spills, keep the public and specimen collection toilet rooms clean, and keep the toilet rooms stocked with sufficient paper products and soap. Mechanical equipment such as vacuum cleaners, burnishers, scrubbing machines, etc., will not be used during the hours of 7:30 AM to 4:30 PM.

3) Janitorial Staff and Supervision: Janitorial staff will have access throughout the building; therefore, none of the janitorial staff may have a police record for anything more serious than traffic or parking violations.

4) There shall be always a janitorial staff supervisor on duty when janitorial staff is in the building. Any person whose work or conduct is found to be unacceptable by the Government shall be removed from the janitorial staff.

5) Smoking is permitted in designated areas only. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search.

6) Janitorial company's standard uniforms are acceptable, if they clearly identify the company and the occupation of the individual. Janitorial staff shall be required to obtain and always wear VA photo identification badges at no additional cost to the government.

7) <u>Safety and Special Procedures:</u> The Lessor shall consider the clinical environment and ensure that the janitorial staff is instructed on applicable safety precautions and special requirements. These requirements may include, but are not limited to, such conditions as cleaning of human secretions, blood, barium, etc., from both floors and walls.

   - Lessor will be notified of areas that need terminal cleaning. Terminal cleaning is defined as complete wipe down of all sinks, walls, countertops, casework, exam tables, etc., with germicide, and mopping of the floor with germicide. These areas require the use of gloves, gowns, masks, and shoe covers, which will not be provided by the Government.

   - The Lessor shall be responsible for collecting of sharps containers and hazardous materials. See "ALL AREAS" below under "Daily Cleaning Requirements" for method of handling sharps containers and hazardous waste.

The janitorial staff shall comply with applicable Federal, State, and Local safety and fire regulations and codes. The Lessor shall immediately bring to the attention of the Government any fire and safety deficiencies. The Lessor shall take such safety precautions as necessary to protect the lives and health of occupants of the building.

8) Equipment and Materials: All equipment and materials used in the performance of this contract will be cleaned and stored properly at the end of the workday. Cleaning carts and/or equipment will not be left unattended for any reason while patients are in the clinic. Lessor shall ensure all equipment, tools, and supplies meet necessary safety requirements and janitorial staff have full working knowledge of their use.
All equipment shall have adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings or buildings surfaces.

9) Cleaning Products: An EPA-registered germicide will be used to clean all patient areas, floors, examination tables, and medical equipment. The Lessor shall provide all labor, materials, supplies, machinery, and appliances that may be necessary or appropriate in the performance of janitorial services.

- The Lessor shall provide supplies such as toilet tissue, multifold paper towels, toilet seat covers, and Medicated Vestal hand soap.

- The Lessor shall provide plastic linings for all trash receptacles. Provide clear plastic linings for non-hazardous waste trash receptacles and red plastic linings for hazardous waste trash receptacles.

- Housekeeping aide closets are located throughout the clinic for storage of supplies and equipment. The Lessor shall keep a minimum of two weeks stock of supplies on hand. All accumulated waste shall be removed and disposed of in the dumpster.

- Hazardous waste and sharps containers shall be picked up and stored in a designated storage area. Supplies to be used shall be approved by the Government.

9.0.3 Specifications for supplies are as follows:

1) Toilet tissue: Contractor furnished toilet paper, roll type, 4-1/2 inches wide, single ply, of acceptable quality as determined by the COR. It shall be of appropriate size and quality to accommodate all toilet tissue dispensers throughout the Clinic.



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2) Paper towels: Contractor Furnished, Multi-fold, 10-1/8 inches wide or of appropriate size to accommodate all paper towel dispensers of acceptable quality towel as determined by the COR

3) Hand Soap/Foam Hand Sanitizer: Contractor provides hand soap and hand sanitizing foam shall be of a quality consistent with the prevailing standards for hand washing and sanitizing as approved from VA SLC EMS. The product or liquid will be dispensed from a closed bacteria-free system, medical grade and fragrance free. Refillable containers will not be used. Only disposable cartridge/bag type refills will be used for the compatible dispensers.

4) Waste Receptacles and Liners (Plastic Bags): Contractor furnished plastic bags shall be appropriate size to accommodate all waste receptacles in the Clinic. Red bags will be furnished and disposed of by the VA for receptacles in patient exam rooms and any other area designated or determined to have contaminated waste. These receptacles will be designated by the COR. Trash receptacle liners: (a) Polyethylene, flat type, 33 inches long, 52 inches wide, .66 millimeters thick; (b) Polyethylene, flat type, 24 inches long, 33 inches wide, .31 millimeters thick.

5) Carpet shampoo and soil resistant treatment: Non-allergenic type.

6) Furniture polish: Spray type for use on wood and wood veneer.

7) Window cleaner: Ammonia type sufficient to remove smoke film and dust.

8) Air freshener cartridges in bathrooms: Johnson Wax Good Sense.

9) Upholstery cleaners: Dry or foam type recommended for fabric upholstery.

10) Germicide: Contractor furnished, EPA-registered, Hospital type.

11) Resilient floor tile cleaner and maintainer: As recommended by manufacturer of resilient flooring.

12) Floor finish: High-speed floor finish as recommended by manufacturer of resilient flooring.

13) Floor sealer: As recommended by manufacturer of resilient flooring.

14) Floor stripper: As recommended by manufacturer of resilient flooring.

15) Flushable toilet seat covers: Contractor furnished, paper, white, shall be of acceptable quality as determined by COR.

16) Feminine hygiene/sanitary products

17) Safety Data Sheets (SDS): The Contractor will maintain SDS(s) for all chemicals used to carry out the specifications of this contract. Prior to the use at the clinic of any product that has an SDS sheet, The Contractor will provide the COR with SDS(s). The Contractor will maintain a clearly marked separate file of all SDS sheets of contractor used products at the Clinic in the cleaning room. The Contractor will ensure SDS(s) are readily available to each contractor employees for all chemicals used to carry out the specifications of this contract. Each contractor employee shall have documented safety training on each chemical used to carry out the specifications of this contract.
18) Disposable curtains are to be provided by janitorial vendor and replaced on a monthly basis or when they are otherwise soiled.

9.0.4 Cleaning Frequencies: At a minimum, the Lessor shall perform the following at the frequency indicated:

9.0.5

1) Daily Cleaning Requirements for Clinical Exam Areas:

- All primary care area resilient floors shall be wet mopped using a germicide.
- Wipe down all exam tables with a clean cloth dampened with germicide.
- Clean and disinfect sinks, countertops, and Re-usable Medical Equipment (RME).
- Clean and refill soap and paper towel dispensers. Clean mirrors.
- Empty trash.

2) Daily Cleaning Requirements for Office & General Use Space:

- Dust furniture, desks (do not disturb papers on desks), machines, phones, file cabinets, window ledges, etc.
- All resilient tile floor areas shall be swept and wet mopped with germicide. Carpeted areas and mats shall be vacuumed. Carpet sweeper is not acceptable.
- Vacuum all carpeted areas. Spot clean any carpet stains.
- Spot clean walls and doors.
- The areas shall be swept, wet mopped with a neutral cleaner, and burnished. Carpeted areas shall be vacuumed.

- Dust and clean waiting room tables, sills, baseboards, and chairs.
- Clean water coolers. Housing shall be wiped down. Particular attention shall be given to top surface and spout to prevent lime build-up, bacterial growth, etc.
- Clean all glass at entrances.
- Clean and disinfect handrails.
- Empty trash.

3) Daily Cleaning Requirements for Restrooms and Locker Rooms:

- All restrooms shall be swept and wet mopped at least twice each day.
- All paper products and hand soap shall be replenished.
- All surfaces, including commodes, urinals, walls, mirrors, counters and sinks, shall be cleaned and disinfected. Sponges and cloths shall not be used to clean commodes and urinals. Commodes and urinals shall be cleaned with disposable items that are disposed of after cleaning commode and/or urinal in each toilet room. Items used to clean commodes and urinals shall not be used in turn for cleaning other items or wiping down other surfaces. Clean exterior of commodes and urinals first, followed by cleaning of the interior.
- Ceramic tile floors shall be swept, and damp mopped. If dirt build-up occurs, ceramic tile floors shall be scrubbed when determined that it is required by COR.
- Empty trash.

4) Daily Cleaning Requirements for HAC Closets:

- Clean daily including sinks, floors, and shelves.

5) Weekly Cleaning Requirements for Furniture:

- Clean as necessary, but no less than weekly. Vacuum upholstered furniture.

6) Monthly Cleaning Requirements:

- Polish all furniture as necessary, but not less than monthly.



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- *Air Conditioning Grilles and Registers:* Vacuum all grilles and registers.

- *Waiting Areas, Labs, Exam Rooms, Offices, Treatment Rooms* Wash waste receptacles with germicide.

- *Floor Maintenance of Resilient Tile Areas:* Apply cleaning soap, as recommended by resilient tile manufacturer, scrub and re-wax hallways, waiting rooms, and lobbies. Apply cleaning soap, as recommended by resilient tile manufacturer, scrub and re-wax other resilient tiled areas as required.

7) Quarterly Cleaning Requirements:

- Dust window coverings/blinds

- Dust handrails and handrail brackets.

8) Semi-Annual Cleaning Requirements:

- Shampoo upholstered furniture during January and July.

- Have carpets professionally steam cleaned and soil resistant treatment applied during January and July. Spot clean as needed.

- Strip floors, apply sealer, apply wax and refinish all resilient tile floors.

- Wash inside glass and clean interior of all window frames and window stools.

9.0.6 Example Procedure & Exam room Terminal Cleaning process

1) ***Purpose*.** To establish the proper procedure and safe daily cleaning of patient examination rooms/procedure rooms.

2) ***Equipment*.**
   - Micro-fiber mopping system
   - Dust mop assembly
   - Personal Protective Equipment (PPE) - Gloves
   - Vacuum cleaner
3) ***Cleaning Products*.**
   - EPA-approved one step cleaner/disinfectant
   - Glass/window cleaner
4) ***Supplies*.**
   - Abrasive pads



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- ☐ Antiseptic hand cleaner
- ☐ Broom and dustpan
- ☐ Clear and bio-hazard trash bags (all sizes)
- ☐ Paper towels
- ☐ Plastic bucket
- ☐ Putty knife or edging tool
- ☐ Wet Floor/Caution signs
- ☐ Wiping cloths

5) ***Procedures*.**

a. Make sure you wear the appropriate Personal Protective Equipment (PPE)

b. Make sure your housekeeping cart is prepped with supplies and equipment.

c. Place cloths in bucket and fill with enough EPA-approved one step cleaner/disinfectant to thoroughly soak the cleaning cloths.

d. Place Micro-fiber mops in mop bucket and fill with enough EPA-approved one step cleaner/disinfectant to thoroughly soak the mops.

e. Use one damp cloth at a time to wipe objects in the room. Change the cloth regularly by placing in a plastic bag to be laundered.

f. Take down curtains if there's curtain in the procedure room and replace them once the room is terminal cleaned.

g. Swiffer the walls starting from top to bottom, work your way from one end of the room and ending at your starting point.

h. Apply the EPA-approved one-step cleaner/disinfectant on exam table/chairs/ gurneys, let stand (follow manufacturers guidelines for contact time(s), then wipe clean.

**Note: Some procedure rooms use exam table, exam chairs and gurneys. Cleaning exam table, exam chairs and gurney first allow the EPA-approved one step cleaner/disinfectant to remain wet for the proper dwell time.**

i. Apply the EPA-approved one-step cleaner/disinfectant in sink, let stand (Follow manufacturer's guidelines for contact time(s), then wipe clean.

j. After damp wiping the following objects, let air-dry:

- ☐ Cabinets and closets – inside and out
- ☐ Nightstand
- ☐ Dresser – inside and out
- ☐ Over-the-bed table – inside and out

- Bed frame, handrails, and mattress
- Telephone and TV control
- Oxygen and air regulator valves
- Wall mounted digital thermometers
- IV Polls, pump
- Reading and exam lights
- Windowsills and walls
  - Patient lift
  - Door handles
  - Light switch
  - Chair
  - Sink
  - Soap Dispenser
  - Sanitizer Dispenser
  - Paper Towel Dispenser

k. Restock paper and soap products, if necessary.

l. Remove all waste. Clean receptacle using EPA-approved one-step Cleaner/disinfectant.

m. Replace and clean laundry hamper.

n. Sweep/Dust mop floor, if necessary.

o. Set out wet floor sign and begin mopping floor using Micro-Fiber mop procedure. Mop entire room.

p. Prepare bed for the next patient if the procedure room uses gurneys. Remove gloves prior to getting linen. Make bed using clean linen. Avoid shaking the sheets and blankets, as this keeps the air free from lint.

q. Return all furniture and equipment to its proper location.

r. Conduct a visible room inspection to ensure mirrors, blinds and vents are not soiled and free of dust. Change sharps container(s) as needed.

6) Procedure for cleaning exam rooms that is not required terminal cleaning.

a. When cleaning exam rooms that is not required to terminal cleaning every night, follow above step except (f. & g.)

9.0.7 Additional Applicable Tasks and Standards Included

9.0.6.1. Dusting Standard: Dry dusting is strictly prohibited throughout the KFCBOC.

9.0.6.2. Medical Equipment Moving Standard: The Contractor shall request that Government staff members move all electrical/medical equipment that must be relocated from surgical areas prior to cleaning of the area. The Contractor shall not handle electrical/medical equipment in surgical areas. The Contractor shall not unplug equipment that is plugged in for recharging.

9.0.6.3 Smoking Areas/Bus Shelters Standard: The Contractor shall clean all outside smoking areas/shelters and empty ashtrays and outside trash receptacles to include those at outer buildings. This will be conducted Monday through Friday.

9.0.6.4 Register/Diffusers/Grill Covers Standard: The Contractor shall clean intake, exhaust registers, and airway grills where access panels permit entry. Heat registers are to be cleaned both inside and out (by removing front panel) to be free of all dirt, dust and debris. This excludes interior register ways, diffusers or grills. The portion of the heating unit protruding into the room shall be vacuumed to remove all foreign matter.

9.0.6.5. Routine Cleaning of Ceilings Standard: Ceiling areas shall be cleaned using the method and technique appropriate for the surface to be cleaned. Cleaning includes removal of streaks or foreign debris. Compliance - as appropriate to the type of service standard for given area.

9.0.6.6. Laundering of Hospital Housekeeping Durable Items Standard: Laundering of all Contractor mops, dust mops, rags and cleaning cloths at the KFCBOC shall be laundered at a temperature of one hundred eighty ($180^0$) degrees for fifteen (15) minutes in accordance with standard hospital health care standards.

9.0.6.7. Inside and Outside Trash Receptacles throughout the KFCBOC; e.g., Outer Buildings, clinics, Smoking Areas, etc. Standard: All inside and outside trash receptacles shall be visibly clean inside and out, emptied, with no ground debris in immediate vicinity of receptacles. Compliance - as appropriate to the type of service standard for given area.
The Government will furnish replacement trash receptacles, as required.

9.0.6.8. Artificial Plants Standard: The Contractor shall dust/wash artificial plants to prevent dust build up or as requested by the COR.

9.0.6.9. Clean Interior Signs/Plaques: Standard: Contractor shall clean interior signs, way finding sets, and, plaques. Compliance - Monday through Friday.

9.0.6.10. Cleaning of Internal and External Light Fixtures Standard: Includes ceiling lights, emergency exit lights, patio lights, outside entrance and loading dock lights, interior lighted signs, canopy lights, and all other lights

(except desk, table, bed, floor, delivery and operating room lights). Compliance as appropriate to type of service standard for given area.

9.0.6.11. Clean Fabric, PVC, Plastic Interior or Vinyl Blinds Standard: PVC or fabric blinds shall be free of foreign debris and obvious stains to the extent possible. Compliance as appropriate to type of service standard for given area.

9.0.6.12. Dispenser Servicing (Clean and Refill). The Contractor shall service and clean both inside and out of all dispenser types throughout all work areas. Refill supplies shall be kept in assigned janitorial closets. Defective dispensers shall be identified and reported to the COR. This includes, but is not limited to, paper products, soap products (restrooms, showers, tubs, sink locations, etc.) and feminine hygiene products. Compliance as appropriate to type of service standard for given area.

9.0.6.13. Clean and Polish Metal Surfaces Standard: Metal push plates, water fountains, kick plates, name plates, escutcheons, vestibule enclosures, doors, metal protective corner plates, elevator call buttons/plates, restroom partitions, and other metal fixtures shall be cleaned and polished and free of all build up and streaks. Metal floor grates at door entries shall be cleaned and free of debris and dirt. Compliance as appropriate to type of service standard for given area.

9.0.6.14. Miscellaneous Spot Cleaning. Standard: The Contractor shall spot clean which includes the removal of soil and stains from furniture, door surfaces, windows, sills, handrails, walls, access panels, wainscoting, base boards and structural surfaces at any time such soil and stains appear and shall polish wood surfaces as appropriate.

9.0.6.15. Ledges/Surfaces Standard: The Contractor shall clean all ledges and all surfaces except for medical equipment that is in use for patient care as required. Ledges and all surfaces include but are not limited to, pipes, physical therapy equipment, copy and fax machines, exposed duct work, exposed wire molds, etc. shall be maintained free of noticeable accumulation of dust and dirt. Compliance as appropriate to type of service standard for given area.

9.0.6.16. Telephones, Furniture, Cabinet Cleaning Standard: The Contractor shall clean and disinfect all telephone surfaces as appropriate to the disinfection cleaning standard in the given buildings and room listed in Appendices B, C, and D. All furniture surfaces shall be cleaned and/or polished as appropriate to maintain a visually neat appearance.

9.0.6.17. Window Treatment Standard: The Contractor shall establish a schedule to ensure all window treatments are cleaned semi-annually or when visibly soiled. Contractor will maintain documentation (preferably attached to each curtain) indicating when curtain was cleaned and/or hung.

9.0.6.18 Bed Bug Standard: The Contractor is expected to tape off the area once identified as a potential bed bug area. Facilities personnel will then determine the appropriate course of action. If Facilities determines that evidence does not suggest that an infestation has occurred and that a terminal cleaning is required, the Contractor will then clean to that standard and place traps as required. If Facilities determines that evidence does suggest that an infestation has occurred, then Facilities will contact a professional elimination service. Following completion of the elimination service, a terminal cleaning will be required, and the Contractor will then clean to that standard and place traps as required. The Contractor is required to utilize all precautions and personal equipment so as not to spread any potential insects

9.0.6.19. Conference room set-up Standard: The Contractor shall provide services to arrange/rearrange/move and sett-up conference room into 4 designated layouts. Notification of conference room set-up will be provided via electronic notice at least 24 hours in advance. It is assumed that there will be 120 conference room set-ups per year.

## 10.0 ADDITIONAL SEPARTELY PRICED LINE ITEM TASKS

10.0.1 ANNUAL EXTERIOR AND INTERIOR WINDOWS CLEANING
Standard: Regardless of height and location, all exterior and interior windows (regardless of height and location) shall be cleaned annually between the months of July-October. Safety precautions must be adhered to for all elevated work. Contractor shall coordinate the schedule with the COR.

10.0.2 HIGH DUSTING
Standard: Regardless of height and location, high dusting shall be accomplished semi-annually during the 2nd and 4th quarters of the fiscal year. Safety precautions must be adhered to for all elevated work. Contractor shall coordinate the schedule with the COR.

10.0.3 FAIR AND EVENT CLEANING
Standard: During various fairs and events throughout the year primarily on the weekends, will require lobby and restroom cleanings. Notification of fairs and events will be provided to the contractor within 15 days of the event. It is assumed that there will be 6 events per year.

10.0.4. CONSTRUCTION PROJECTS
Standard: The Contractor shall clean the area for occupancy after completion of a construction project, subject to the task and standards for that area. The Contractor shall provide continued housekeeping services for those activities relocated to alternate work sites (within the facility and/or the immediate area) due to construction. Contractor will perform Post-Construction housekeeping services in an area that has recently been under construction before the occupants are allowed to return the area. The need for this type of service will be priced and negotiated separately, as warranted.



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10.0.5. NATURAL DISASTER
Standard: This is cleaning required after a flood, natural disaster, or any other type of unforeseen contingency cleaning need. The Contractor shall obtain clearance from the Contracting Officer or COR prior to the Contractor determining additional staff is required, with the exception of an internal flood in the hospital. When staff is pulled away from normal duty areas, their areas shall be brought back into compliance with applicable standards within eight hours after the emergency cleanup has been accomplished. The Contractor shall be knowledgeable of the KFCBOC Emergency Management Program and shall participate in exercises as specified at no additional cost to the Government. The need for this type of service will be priced and negotiated separately, as warranted.

## 11.0 APPLICABLE DOCUMENTS, PUBLICATIONS AND FORMS

General: Mandatory (M) and advisory (A) documents applicable to this contract are listed below.

The Contractor is obligated to abide by the mandatory documents to the extent they are applicable to the service required by this contract. Advisory documents may be used by the Contractor for information and guidance, but they are not contractually binding. Government publications will be furnished to the Contractor at the start of the contract. The Contractor shall establish follow-up requirements with the installation publications distribution section. Supplements or amendments to these publications may be issued during the life of the contract. Supplements and amendments to these publications will be in full force and effective immediately upon receipt by the Contractor. The Contractor shall ensure that it maintains a copy of current publications.

**Table 1 Applicable Documents, Publications and Forms for this contract.**

| No. | APPLICABLE DOCUMENTS, PUBLICATIONS, AND FORMS | MANDATORY/ ADVISORY |
|---|---|---|
| 1 | Comprehensive Accreditation Manual for Ambulatory Care, The Joint Commission, One Renaissance Blvd. Oakbrook Terrace, IL 60181, Publication Date: November 2015 | M |
| 2 | Environment of Care: Essentials for Health Care, Joint Commission on Accreditation of Healthcare Organizations, One Renaissance Blvd. Oakbrook Terrace, IL 6018, Publication Date: January 1, 2009 | M |
| 3 | Hazard Communication Standard, Title 29, Code of Federal regulations (CFR), Part 1910.1200, US Department of Labor, Occupational Safety and Health Administration, Publications Office Room N3104, Washington, DC 20210, Publication Date: December 27, 2014 | M |
| 4 | KFCBOC MCP-01-02, Privacy and Freedom Information Policy, | M |
| 5 | KFCBOC MCP-011-04, Blood borne Pathogens Exposure Control Plan, Publication Date: October 16, 2018 | M |



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| No. | APPLICABLE DOCUMENTS, PUBLICATIONS, AND FORMS | MANDATORY/ ADVISORY |
|---|---|---|
| 6 | KFCBOC MCP-011-05 , Infection Control Policy, Publication Date: April 20, 2016 | M |
| 7 | KFCBOC MCP-114-02, Radiation Safety Program, Publication Date: | A |
| 8 | KFCBOC MCP-118-05, Tuberculosis Prevention Plan, Publication Date: October 3, 2016 | M |
| 9 | KFCBOC MCP-118-06, Occupational Health Service, Publication Date: April 21, 2016 | A |
| 10 | KFCBOC MCP-118-11, Required Hand Hygiene Requirements, Publication Date: October 15, 2017 | M |
| 11 | KFCBOC MCP-138-04, Green Environmental Management System (GEMS), Publication Date: June 29, 2017 | A |
| 12 | KFCBOC MCP-138-17, Hazardous Waste Management Plan, Publication Date: October 30, 2018 | A |
| 13 | KFCBOC MCP-138-09, Facility Hazard Communication Standard, Publication Date: October 3, 2016 | M |
| 14 | KFCBOC MCP-138-18, Smoking Policy, Publication Date: May 26, 2017 | M |
| 15 | KFCBOC MCP-00-12, Weather and Emergency Situations, Publication Date: May 5, 2016 | M |
| 16 | KFCBOC MCP-138-36, Safety Management Plan, Publication Date: | M |
| 17 | KFCBOC MCP-138-43, Publication Date: October 3, 2016 | M |
| 18 | Executive Order 13148, Greening the Government Through Leadership in Environmental Management, Publication Date: April 21, 2000 | M |

## 12.0 PERFORMANCE REQUIREMENTS QA SUMMARY

**TABLE 2 QA SUMMARY**

| Performance Objective | Performance Threshold | Remedy | Method of Assessment |
|---|---|---|---|
| Type I Services ASU | No more than 5 valid defects per month | Re-performance within 2 hours of notification | Random Sampling and Customer Complaints |
| Type II Services Common/Corridors/Stairwells/Elevators | No more than 5 valid defects per month | Re-performance within 2 hours of notification | Random Sampling and Customer Complaints |
| Type III Services Patient/Clinic/Restroom | No more than 5 valid defects per month | Re-performance within 2 hours of notification | Random Sampling and Customer Complaints |



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| Performance Objective | Performance Threshold | Remedy | Method of Assessment |
|---|---|---|---|
| Type IV Services Clinical | No more than 5 valid defects per month | Re-performance within 2 hours of notification | Random Sampling and Customer Complaints |
| Type V Services Admin | No more than 5 valid defects per month | Re-performance within 2 hours of notification | Random Sampling and Customer Complaints |
| Quality Control | 1 valid defect per month | Contractor shall provide a written Corrective Action Report | Random, Sampling and Customer Complaints |

12.0.1 The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

12.0.2. Quality Control: The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The Quality Control Plan (QCP) should be submitted within the first thirty (30) days after the contract is awarded for approval. After acceptance of the QCP the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

12.0.3. Quality Assurance: The Government shall inspect and evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance and minimum acceptable defect rate(s).

12.0.4. Random Sampling: A methodology of selecting areas to be inspected, which guarantees that no prejudicial, factors pre-dispose one area to be inspected over another. The methodology used is "Sampling with Replacement" meaning that an area once selected, is returned to the pool, and could be selected again with infinite frequency.
- Any unsatisfactory inspection (defect) result shall be recorded, and the Contractor shall re-perform the service within two hours after notification.

- Exceeding the performance threshold for any of these performance objectives in anyone-month period shall result in a warning letter or letter of concern from the CO.

- Exceeding the performance threshold of these performance objectives, in any combination for any two, or more consecutive or non-consecutive months during a contract period shall

constitute an immediate Progress Meeting. All remedies shall be in accordance with FAR 52.212-4(a), Contract Terms and Conditions – Commercial Items, Inspection/Acceptance.

12.0.5. Customer Complaints: The COR will receive and investigate complaints. The COR shall be responsible for initially validating customer complaints. The CO shall make final determination of the validity of customer complaints in the cases of disagreement with the COR and the Contractor. Validated customer complaints shall be re-performed.

- Exceeding the performance threshold for any of these performance objectives in any one-month period shall result in a warning letter or letter of concern from the CO.
- Exceeding the performance threshold of these performance objectives, in any combination for any two, or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting. All remedies shall be in accordance with FAR 52.212-4(a), Contract Terms and Conditions – Commercial Items, Inspection/Acceptance.

12.0.6. Periodic Quarterly Progress Meetings: The CO, COR and other personnel as appropriate, and the Contractor shall periodically meet and discuss the Contractor's performance. The following issues shall be discussed; opportunities to improve the contract, any modifications required of the contract, unsatisfactory inspections and valid customer complaints against each performance objective observed and steps taken by the Contractor to prevent occurrences in the future.

12.0.7. The minutes of these meetings will be reduced to writing, signed by the CO and any other signatures as deemed appropriate, distributed to the functional area and the Contractor. Should the Contractor not concur with the minutes, the Contractor will provide a written notification the Contracting Office identifying areas of non-concurrence for resolution.

12.0.8. Lessor shall have the ability to accept credit card purchase requests <$10k from the government for various maintenance and minor tenant improvements. This involves several steps including being registered in SAM.gov.

## 13.0 DELIVERY SCHEDULE

**TABLE 3 Delivery Schedule**

| Documentation to COR | Calendar Days |
|---|---|
| Provide the Government with copies of certifications illustrating that the Executive Housekeeper (EH) is a member of the International Executive Housekeeper's Association (IEHA) and/or a current member of the American Society for Healthcare Environmental Services of the American Hospital Association, or have successfully completed a publicly-offered housekeeper's course certified by the IEHA, or have successful completion of a comparable formal Executive Housekeeper's Course emphasizing hospital disinfection and independently controlled by an in-service management training program. The EH shall comply with any industrial, State, or Federal continuing education requirements. | Prior to award |



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| Documentation to COR | Calendar Days |
|---|---|
| Provide the Government notification orally, if the Executive Housekeeper is absent from duty. | No later than 2 hours after commencement of the designated 8-hour shift. |
| Provide the Government with all proposed substitution of Shift Leaders in writing. | 15 days prior to proposed substitution. |
| Provide the Government with EH and Shift Leaders' Certifications technical capability | At time of proposal. |
| Provide the Government monthly work schedules. | 30 calendar days prior to month of accomplishment. |
| Provide the Government with any work schedule changes in writing. | 24 hours in advanced. |
| Provide the Government with an initial personnel roster of all personnel proposed to provide housekeeping services. Include name, DOB, and SSN. | 30 calendar days after award. |
| Provide the Government with copies of employee's certificates for eight hours of Hazardous Waste/Regulated Medical Waste training. | Annually or as required to the COR. |
| Provide the Government with a copy of your company's QCP. | 30 days after contract award. |
| Provide the Government with annual training documents for current and new employees, continuing education documentation or certificates covering all topics and areas in the orientation training program. | As requested by COR. |
| Provide renewal certificates detailing health requirement compliance. | Annually or as requested by COR. |
| Contractor employees to report accidental percutaneous, ocular or mucous membrane exposure to blood or other body fluids or other injuries while working in KFCBOC facilities. | Report immediately to the COR. |
| Provide the Government with a statement from a physician stating that the employee is free from illness or disease before being allowed to return to duty. | Submitted to COR upon employee's return. |
| Provide the Government with required immunization records of employees prior to beginning work. | 5 calendar days of any Government request. |



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| Documentation to COR | Calendar Days |
|---|---|
| Provide a copy of required immunizations. | Before start of work and at the required frequency stated and within 5 calendar days of request from COR. |
| Provide the Government with a copy of the existing Occupational Health Program for Contractor employees. | 30 calendar days after award. |
| Provide the Government with total monthly hours worked. | Monthly. On the first day of every month for the previous month. |
| Provide the Government with any Accident Reports in accordance with the provisions of the KFCBOC policy. | No later than 3 working days after accident. |
| Provide the Government in writing of any damage to Government Property or work areas cause by a direct result of Contract negligence, equipment, or supplies. | No later than 24 hours of damage. |
| Contractor to report noted facility defects in writing. | Within same duty day of discovery. |
| Contractor to report noted Emergency facility defects in writing. | As soon as possible after discovery. |
| Contractor to submit Emergency Lighting Test report per NFPA 101, 7.9.3 | Yearly. On October 15th. |
| Contractor to submit fire alarm testing reports per NFPA 101 by city fire marshal | Monthly. On the first day of every month for the previous month. |
| Provide the Government with an itemized list of all supplies/chemical inventory/equipment. | Annually |
| The Contractor shall provide the Government with a contingency plan on how they shall provide services in the event the EMP is activated. | 30 days after contract award. |



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