

STATEMENT OF WORK
Fire Alarm and Fire Suppression Systems Testing, Inspection, Maintenance, and
Repair VA SALT LAKE CITY HEALTH CARE SYSTEM

1. GENERAL

- 1.1 **General:** This is a non-personal services contract to provide fire alarm and fire suppression systems services. The Government shall not exercise any supervision or control over the service providers providing the services described herein.
- 1.2 **Description of Services/Introduction:** The Contractor shall provide all personnel, transportation, equipment, supplies, facilities, supervision, other items and non-personal services necessary to perform fire alarm and fire suppression monitoring, inspection, testing, maintenance and repair services as defined in this Statement of Work. The Contractor is to provide as-built CAD drawings for all fire alarms and fire suppression systems by the completion of the first option period of the contract. The Contractor assumes all liability risks for work performed under this contract. The Contractor must assume total liability for all contract employees. The Contractor shall perform to the standards of the contract.
- 1.3 **Physical Security:** The Contractor shall be responsible for safeguarding all government equipment, information and property provided to Contractor personnel while performing the services described herein.
- 1.4 **Period of Performance:** Base Period of Performance: To Be Determined 1.5 **Type of Contract:** The government will award a firm fixed-priced contract 1.6 **Service Contract Act:** The Service Contract Act applies to this contract. Current Service Contract Act Wage Determinations for the service areas will be attached to the contract. Employees performing under this contract must be paid at least the pay and fringe benefits described therein.
- 1.7 **Contracting Officer Representative (COR):** The COR will be identified by a separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which will be provided to the Contractor, states the responsibilities and limitations of the COR, especially regarding changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.
- 1.8 **Contract Administration:** The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect price, quantity, or quality of performance in this contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modification in writing from the Contracting Officer to the Contractor.
- 1.9 **Invoices:** Invoices are to be submitted electronically; quarterly, upon completion of the services that are performed, or upon completion of non-scheduled services. Electronic invoices can be submitted at no additional cost at the VA Vendor Information System (VIS) website <https://www.vis.fsc.va.gov/login.aspx?ReturnUrl=%2fDefault.aspx>, or at <http://www.tungsten-network.com/us/en/veterans-affairs/>. Invoices must include the IFCAP obligation number (Finance Purchase Order Number) that is provided on the order in order to ensure timely payment. The COR is responsible for acceptance of services and/or the processing of receiving reports for the services provided to the government. Invoices will

be submitted via email to COR prior to submitting in Tungsten

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to facilitate review and eliminate delays in payment due to questions or errors.

2. BACKGROUND

The VA Salt Lake City Health Care System (VASLCHCS) is comprised of 3 patient care buildings and 23 support buildings that require fire alarm and fire suppression system monitoring, maintenance, and support. Geographically the facility is located in Salt Lake City, Utah. The fire alarm systems in use across the facility is Siemens. VASLCHCS requires a single Contractor with the ability to perform fire alarm and fire suppression system monitoring, preventative maintenance, inspection, testing and repair of all devices across the buildings. The Contractor must be able to provide database management of all inspection, testing, and repairs as required. Likewise, the ability to produce comprehensive printed and electronic reports of all data is required of the same contractor for all systems.

3. CONTRACTOR QUALIFICATIONS

3.1 Technician/Dealer/Contractor Certifications: The Contractor must be qualified and experienced in accordance with NFPA requirements. The Contractor must be able to perform all duties defined within this scope on the Fire Alarm System identified in Section 2. Certifications for the Siemens system must be submitted as part of the original proposal and annually thereafter. The Fire Alarm System and Fire Suppression System may be supported by sub-contractors at the cost of the prime Contractor. The requirement for proof of certifications will apply to all sub-contractors.

3.2 Contractor Facility: It is required that the Contractor have a primary or satellite office for doing business geographically within or in close proximity of Salt Lake County, Utah. It is recommended that the Contractor have a minimum of 4 National Fire Protection Association (NFPA) qualified technicians employed and living within 60 driving miles of the George E Wahlen SLC VA campus located at XXX.

3.3 Risk Control: Prior to work at any location the Contractor must:

3.3.1 Contractor employees must attend a 1-hour Infection Control Training class. 3.3.2 Contractor employees must attend a 1-hour Interstitial and Fall Prevention Training. 3.3.3 Contractor must provide proof of tuberculosis (TB) testing for each Contractor employee working onsite. Testing results must be less than one year old.

- Labor and/or technician costs for Contractor employees to obtain a TB test, attend safety and infection control trainings are the responsibility of the Contractor.

- The cost of the TB test is the responsibility of the Contractor and/or Contractor employees and is not administered by the VA.

3.4 Safety and PPE equipment must be provided for each Contractor employee by the Contractor.

4. TASK SPECIFICATIONS

4.1 Fire Alarm and Fire Suppression System Inspection, Testing, and Maintenance (ITM): Contractor must be able to inspect, test, maintain, and repair 100% of all fire alarm and fire suppression system devices in accordance with National Fire Protection Association

(NFPA) and Joint Commission (JC) and provide these services for the VA Salt Lake City campus.

4.2 Fire Alarm Monitoring Locations: Contractor shall provide monitoring and notification to first responders of the campus Fire Alarm System(s) 24 hours/day, 7 days per week for

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the following location:

- a) George E Wahlen Medical Center
500 Foothill Drive,
Salt Lake City, UT 84148

The SLC campus is composed of several buildings encompassing multiple fire alarm components. Buildings 1, 3, 14 (multi-storied Hospital buildings); 2, 45, 7, 26, 30, 35, 37 (Research buildings); 4, 6, 7, 8, 9, 38, 47 (support buildings); 5 (kitchen); 16 (multi-story office building); 27, 39, 40, 41, 42, 44 (engineering buildings); 32 (Fisher House); and 34 (propane storage) contain fire alarm components and are included in this contract.

4.3 Inspection & Testing Schedules: Contractor must be able to meet the following schedule:

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
A/S/Q			Q			S/Q			Q		

A/S/Q = All devices tested Annually, Semi-annually, and Quarterly as defined in the most current edition of the Joint Commission and/or NFPA.

S/Q = All devices tested Semi-annually and Quarterly as defined in the most current edition of the Joint and/or NFPA.

Q = All devices tested Quarterly as defined in the most current edition of the Joint Commission and/or NFPA.

4.4 Fire Alarm

Contractor shall provide 100% ITM and repair service for all fire alarm devices. Types of devices are listed below:

- Duct Detectors
- Smoke Detectors
- Water Flow Devices
- Heat Detectors
- Fire Alarm Pull Stations
- Audible Devices (Speakers)
- Visual Devices (Strobes)
- Tamper Switches
- Electromagnetic Releasing Devices
- CO Detectors
- Horn Strobe Devices

- Combination Speaker/Strobe Devices
- Voice Evacuation Devices
- Fire Alarms Control Panels
- Power Supply Devices
- Batteries
- Fan Shutdown Devices
- Communicator Device
- Initiating Device
- Annunciating Devices (Main Panels)

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- Supervisory Devices

4.4.1 The fire alarm panel's sensitivity self-diagnostic report will be reviewed during the inspection. Any detectors reported to be outside of the allowable range will be repaired or replaced.

4.4.2 In addition to fire alarms testing, the Contractor shall test to ensure that access control doors with fire alarm interface release upon operation of the fire alarms. 4.4.3 All fire dampers shall be physically tested to ensure proper electrical and mechanical operation of motor, linkage and dampers.

4.4.4 All water flows and tampers shall be tested to ensure proper functionality as related to the fire alarms system.

4.4.5 The Contractor shall provide all necessary test equipment and labor to perform required inspection, testing, maintenance, and repairs.

4.4.6 During all onsite work, the Contractor will provide a daily in-brief prior to any work completed and out-brief prior to departure to the COR (or representative). 4.4.7 All devices of the fire alarm system shall have a Unique Identifier (UID) number. - Vendor will provide a UID for every device in the fire alarm system.

- All inventories and inspection reports shall be organized by the UID.
- UID numbers shall never change over the lifetime of the device (cradle to grave data maintenance).
- UID numbers must never be re-used or re-issued to new devices from a previously retired device.

4.5 Fire Suppression

Contractor shall provide 100% ITM and repair service for the following fire suppression devices. Approximate current types of devices are listed below. Devices change periodically as devices are placed in and out of service:

- Heads
- Dry Systems
- Wet Systems
- Pre-Action Systems
- Fire Hydrants
- Fire Pumps
- Valve Tamper devices
- Standpipes
- Risers/Drains
- Water Flow devices

5. REPAIRS AND PARTS – FIRE ALARM AND FIRE SUPPRESSION SYSTEMS

5.1 Contractor must be qualified to complete all repairs. Contractor shall identify any and all needed repairs and modifications needed during onsite ITM. All deficiencies identified by the Contractor shall be repaired and documented immediately by the Contractor while on site, and at the time of discovery. Documentation shall include as found condition, corrective actions, and the as left condition.

5.2 Necessary repairs for deficient or inoperable devices such as those found during ITM, or have failed during operation will be provided by the contractor. Only original replacement

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components manufactured by the original equipment manufacturer or other compatible components are used in order to preserve Underwriters Laboratories (U.L.) Listings and meet NFPA requirements.

5.3 Normal business hours (M-F, 0700-1600, excluding government holidays and emergencies) require 4-hour response times.

5.4 After hours/Emergency calls (all other times to include emergencies) require 2-hour response times during the after-hours period.

5.5 A hard copy and e-copy (e-mailed) of all findings and repairs will be produced and delivered to the COR (or representative) by the end of the following business day in which the repairs were made.

5.6 Deficiencies should be completed within 5 days of final report but need to be identified by the close of business of the day found.

6. DELIVERABLES

Documentation Requirements

All documentation requirements will be kept current and up-to date. Documented results are due to the COR within five (5) business days after each ITM cycle. No hand-written reports will be accepted.

6.1 Contractor shall provide a secure internet-based data-center with drop down filterable menus for all ITM and repair activities. The Contractor shall allow government employees access to the Contractor's internet-based data-center. The filters shall be able to separate by individual device, group of devices, buildings, dates, EC/EP # per JC, etc. The filters shall include the following information for JC and higher headquarters review:

- Name of the activity
- Date of the activity
- Required frequency of the activity
- Name and contact information, including affiliation, of individual who performed the activity
- Result of the activity

6.2 Contractor will provide a total of 2 e-copies of all data by means of CD/DVD quarterly for all inspection, testing, maintenance, and repair activities for each individual device covered under this contract. E-folders shall match binder tabs exactly with all matching documents individually delineated for ease of identification. E-copy folders should replicate hard copy binder.

6.3 Contractor will provide two (2) 3-ring binders **for location identified in Section 4.2**, per quarter, which clearly documents all JC and NFPA requirements for all ITM and repair activities for each individual device covered under this contract. An index shall be included in the front of the binder delineating all tabbed items.

6.4 Data Organization:

Each quarterly binder (and associated internet-based data-center and CD/DVD) shall be clearly tabbed out as follows:

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6.4.1 **Binder 1:** Tabs shall have all **JC-required** documentation requirements **only**: 6.4.1.1 Sample mandatory documentation requirements for JC are EC.01.02.05, EPs 1-5, 9, and 19. Note, these requirements could change, and it is up to the Contractor to ensure documentation contains the most current requirements per JC. See Attachment 1 for sample requirements.

6.4.1.2 If an EC/EP Component contains documentation requirement for more than one (1) device, sub tabs will be created so that each separately-grouped device under a single EC/EP identifier has its own unique section. Example: EC.02.03.05, EP9

6.4.1.3 Each tab shall have a cover sheet specifically delineating JC (EC/EP identifier) and NFPA requirements verbatim out of the most current standard or edition. 6.4.1.4 Each tab shall have a second cover sheet defining time/testing interval requirements for the specific tabbed item per NFPA and JC individually.

6.4.2 **Binder 2:** All other Fire Alarm and Fire Suppression testing requirements will be contained within a secondary binder. The binder will match Binder 1 in regard to organization and set-up.

6.5 If a device fails, the Contractor will initiate a Deficiency Notification (DN) via electronic correspondence to VA COR identifying device (description/UID), location, date, and discovered fault.

6.5.1 The same DN will remain open/un-resolved until conclusion of repairs. The comments on a DN will identify all repair activities, UID's of any equipment removed and new UID's of any new equipment added to the system. Ultimately the DN must contain the test results after each repair is completed.

6.6 If a large section of devices or fire zone fails for a prolonged period due to complex repair requirements or awaiting parts, an Interim Life Safety Measure (ILSM) may be required. A prolonged period is defined as greater than 8 hours for a fire alarm system and greater than 10 hours for a fire suppression system within a 24-hour period. The Contractor will initiate this process in accordance with VA policies and guidelines, providing a written ILSM plan submittal for approval and routing by VA COR. Once approved and implemented by the VA, the Contractor will ensure the ILSM does not

expire and the document is filed behind appropriate tabbed section.

As-Built Drawings

During the base year of the contract the Contractor will use the available drawings (as-built, etc.) in order to establish a CAD drawing and complete schematic of the fire alarm and fire suppression systems at the locations in the Statement of Work. The task will require extensive onsite analysis, measurements and research in order to provide complete drawings. The final as-built drawings will be reviewed by a licensed Fire Protection Engineer in order to ensure accuracy. Complete updated drawings will be provided to the VASLCHCS in accessible CAD files. This CAD data will be the property of the VASLCHCS.

7. GOVERNMENT REQUIREMENTS

7.1 All Contractor employees dispatched to or working at any of the VA sites identified herein must obtain and wear a VA issued badge while performing services. VA badges are to be obtained through coordination with the COR.

7.2 Contractor will obtain work and safety permits from the VASLCHCS Safety Office.

7.3 Information Security

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7.3.1 The Contractor will not have access to the VA information system or access to government computers to access online resources while in the performance of services of the contract.

7.3.2 The Contractor will not have access to Patient Health Information (PHI) while in the performance of services of the contract. In the event any confidential data is encountered, the Contractor will act accordingly with the conditions set forth in the Privacy Act.

8. SPECIAL CONTRACT REQUIREMENTS

8.1 Contractor must submit a current Health and Safety plan to the VASLCHCS Safety Office.

8.2 Any incidents shall first be reported by telephone to the VASLCHCS Boiler Plant, 801.582.1565 x1043 who will contact the Safety Office immediately following discovery.

Contractor notification must be followed up in writing to the Safety Manager and the COR (or Alternate COR), not later than five (5) days after the initial telephone report. 8.3 The contractor shall take every precaution necessary to protect all employees, the public and the environment from any hazards associated with the performance of this contract. 8.4 The contractor shall appoint a contract liaison to coordinate and ensure the timely completion of all requirements of this contract. No work will be completed under this contract unless specifically allowed for in the scope of work. All direction to work under this contract shall be in writing. No work will occur based on verbal agreements. Any work completed outside the terms of the contract will be at the contractor's expense and risk.

8.5 Contractor shall only respond to requests for service from the CO, COR (or alternate COR). If service is requested from any other source the Contractor is to advise requestors of this requirement and refuse to respond. Any billing resulting from unauthorized service will not be paid by the government.

8.6 Trained and certified personnel for on-site system support will be provided. As part of the services, any additional training will be provided while technicians are on site. 8.7 Contractor will provide technical support regarding current Joint Commission and NFPA code requirements, upcoming changes to the code, as well as a plan to ensure timely compliance. Technicians must have access to engineers, designers, and installers with on-site hospital

and government experience.