



Subject: Statement of Work: Pneumatic Tube System
Location: Campus
Project #: 659-22-202
Date: 15 NOV 2022

STATEMENT OF WORK

A. SCOPE OF WORK:

1. **General:** The work covered by this document and accompanying specifications consists of furnishing all labor, equipment, appliances, devices, and materials, and performing all operations necessary in designing, producing, and expanding Swisslog Healthcare's current pneumatic tube system located in bldgs. 2, 20, and 21 to additional floors in bldg. 2, and bldgs. 8, 42, & 43 on the VA Medical Center Campus in Salisbury NC. Work includes, but not limited to, installation of a pneumatic tube system throughout buildings and associated pathways, equipment, millwork, carpentry, painting, plumbing, HVAC, fire suppression, electrical, and communications. All work, including final cleanup and completion of any punch list items, shall be performed within two hundred and ten (210) calendar days of receipt of the Notice to Proceed. Work shall be performed in accordance with specifications and drawings as they apply to industry standards. Contractor will provide user training, maintenance training and a train the trainer program.
2. **DEMOLITION & MOBILIZATION:**
 - Site Preparation: Contractor to conduct Site Survey before mobilizing. Coordinate with COR of location of material and/or office support elements.
 - Dumpster shall be located on site and covered at all times. Coordinate with COR for location.
 - All debris shall be removed from site and if exposed outside of construction area it shall be covered and protected at all times.
 - Infection control measures shall be deployed at all times.
3. **ARCHITECTURAL**
 - Contractor shall submit shop drawings produced by the subcontractor of all required equipment locations and site modifications. the COR shall be informed of any site differing conditions.
 - New materials shall match existing space if condition exists
4. **STRUCTURAL**
 - All partitions, walls, floors, and ceilings shall remain structurally sound.
 - Walls shall consist of 20-gauge metal studs with 5/8th sheetrock and must be constructed in a way as to not protrude more than necessary into existing spaces.



- New ceilings and replacement ceiling tiles shall match existing. Ceiling tiles will be replaced when work is not being conducted above ceiling in order to maintain a clean space.

5. MECHANICAL/PLUMBING

- All penetrations shall be properly sealed with preapproved fireproofing methods.
- Piping and fittings for sprinkler systems shall be in accordance with NFPA 13 and NFPA 99.
- Mechanical, plumbing, and fire suppression system modifications will be coordinated with the COR and VA Hospital a minimum of seven (7) workdays prior to start of work.
- If welding is required, Contractor shall submit the welder's certifications and other requested documentation to the COR for CO's approval prior to work.
- HVAC piping, ductwork and equipment modifications shall be conducted in a way as to not corrupt the current system's performance.
- Mechanical, electrical, and fire suppression work shall be performed by a licensed individual and conform to Building Code and VA Hospital specifications.

6. ELECTRICAL

- Electrical modifications will be coordinated with the COR and VA Hospital a minimum of seven (7) workdays prior to start of work.
- New work will be tied into predetermined locations decided by the subcontractor's provided electrical engineer and the VA Hospital's electrical shop.
- Locations will be on dedicated circuits and connected to emergency power.
- Bolt-in circuit breakers shall be used for panel connections.
- Electrical work shall be performed by a licensed individual and conform to Building Code and VA Hospital specifications.

7. COMMUNICAITON

- New data lines will be tied into predetermined cabinets decided by the VA Hospital's electronic shop.
- Communication work shall be performed by a licensed individual and conform to Building Code and VA Hospital specifications.
- CAT 6a data cables with a type B punch down will be used, unless otherwise stated, per VA's OI&T department

8. FINISHES

- Low VOC paint and other applicable finishes shall match existing spaces.
- Necessary millwork modifications shall be performed in a way as to not impede the VA's staff and patients and accurately cut for sizing and penetrations.
- All finishes shall conform to Building Code and VA Hospital specifications. Samples to be provided upon request.

9. MATERIALS AND ITEMS PROVIDED BY PNEUMATIC TUBE VENDOR:

- Design simulation, existing conditions coordination, submittals, and support as required



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- VFD Regenerative blower package with maintenance stand
- Recessed stations with Nexus panel and RFID
- Desktop station with RFID
- Ultra-Station in Pharmacy with two active lanes
- Dedicated carrier storage rack for Pharmacy
- Transfer units
- Carrier Tracking Systems
- Empty Carrier Call storage lane
- NexSeal RFID carriers with foam insert (colors TBD)
- 6" pneumatic tubing, fittings, and related hanging materials as required
- Zip wall fire resistant dust barriers as required
- Core drilling, horizontal and vertical
- Fire stopping of fire rated penetrations
- Warranty on all parts and labor
- Maintenance and user training
- ***Contractor shall assume responsibility for additional items and materials not covered by the vendor***

B. TECHNICAL REQUIREMENTS

1. **Progress Reporting:** The Contractor shall report construction progress daily to the Contracting Officer's Representative (COR). Any delays must be communicated to the COR as soon as possible after they occur. This report must be in writing. The format of this report will be discussed during the pre-construction meeting. Any changes to this scope of work must be approved IN WRITING, by the Contracting Officer, before the Contractor is authorized to begin work on the proposed change
2. **Supervision by Contractor:** The Contractor shall provide a Site Superintendent carrying a 30-hr OSHA card who shall be on-site whenever work is being performed. The Site Superintendent shall be separate from the prime sub-contractor and employed by the prime contractor. Responsibilities of the Site Superintendent are as follows:
 - Oversight of project and preliminary approval of all material submittals and change order requests.
 - Daily inspections of progress. The results of the daily inspections shall be submitted to the COR in a daily report.
 - Coordination of a weekly meeting with the COR.

- C. REMOVAL OF UNACCEPTABLE AND UNAUTHORIZED WORK.** All work which does not conform to the requirements of the Contract will be considered unacceptable. Unacceptable work, whether the result of poor workmanship, use of defective materials, damage through carelessness or any other



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cause, found to exist prior to the final acceptance of the work, shall be remedied or removed immediately and replaced in an acceptable manner

D. LOCATION OF WORK: Salisbury VAMC

E. PROJECT SCHEDULE: Details of the project schedule pertaining to the definitions of percent completion will be submitted and milestone noted for progress payments.

F. PERFORMANCE REQUIREMENTS:

1. A jobsite supervisor carrying a 30-hour OSHA card must be on-site whenever work is being performed. A photocopy of that card along with a State or Federally issued photo ID must be provided before any work begins on-site.
2. Vendor will clean up daily before leaving the worksite.
3. Smoking is not permitted in the building or near entrances.
4. Tube system must be fabricated before arrival. On-site fabrication is not allowed. Modifications may be made in COR designated areas only.
5. Vendor arranges a work schedule with us so we can make the appropriate notifications a minimum of **ten (10)** working days in advance of arrival.
6. Any removed debris will be disposed of daily by the vendor, in the vendor provided dumpster.
7. Tools and equipment will not be left un-attended or left overnight.
8. No restroom facilities are in the immediate area. It is the contractors' responsibility to provide and maintain any portable restroom facility deemed necessary for the project.

G. WORK HOURS: The services covered by this contract shall be furnished by the contractor as defined herein or as coordinated with the Contracting Officer Representative (COR). The contractor shall not be required, except in case of emergency, to furnish such services on a Federal Holiday or during off duty hours as described below.

1. The following terms have the following meanings:
 - Normal working hours: Monday through Sunday, 8:00 a.m. – 8:00 p.m., excluding federal holidays.
2. Federal Holidays: The 11 holidays observed by the Federal Government are:

New Year's Day	Martin Luther King's Day	President's Day	
Memorial Day			
Juneteenth Day	Independence Day	Labor Day	Columbus Day
Veterans Day	Thanksgiving	Christmas	
3. Any other day specifically declared by the President of the United States to be a federal holiday. When one of the holidays falls on Sunday, the following Monday shall be observed as a Federal Holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as a Federal Holiday.



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- H. PAYMENTS:** Payments will be made in arrears following the receipt of the invoice and the monthly summary report. Two payments will occur under this contract; once material delivery occurs, and at completion of the project.
- I. INVOICES:** Invoices shall be submitted twice (as directed in Payments section above), in arrears, and shall include at a minimum: Date of invoice, Contract Number, Purchase Order Number, Vendor Name, Invoice Number, CLIN & Date of service.
1. Payment will be made upon receipt of a properly prepared detailed invoice, prepared by the Contractor, and submitted through the COR for initial approval, then into Tungsten Network (formerly known as OB10) <http://www.tungsten-network.com/us/en/>. A properly prepared invoice shall contain:
 - Invoice Number and Date
 - Contractor's Name and Address
 - Accurate Purchase Order Number
 - Supply or Service provided
 - Period Supply or Service Provided
 - Total Amount Due
 2. Please begin submitting your electronic invoices through the Tungsten Network for payment processing, free of charge.
 3. If you have questions about the e-invoicing program or Tungsten Network, contact information is as follows:
 - Tungsten e-Invoice Setup Information: 1-877-489-6135
 - Tungsten e-Invoice email: VA.Registration@Tungsten-Network.com
 - FSC e-Invoice Contact Information: 1-877-353-9791
 - FSC e-invoice email: vafscshd@va.gov
 - Web Address: [HTTP://WWW.FSC.VA.GOV/EINVOICE.ASP](http://WWW.FSC.VA.GOV/EINVOICE.ASP)
- J. SAFETY AND LIABILITY:** Contractor assumes all responsibility for the safety of the workers on the job site. Site Superintendent shall meet the following requirements: A minimum of 1-year safety work on similar projects; 30-hour OSHA construction safety class or equivalent within the last 3 years. Some work will be in shafts, special safety consideration will need to be taken and addressed.
1. **LIABLE CONTRACT ITEMS:** Contractor is only responsible for initial items included in this Statement of Work and for any repairs to damage caused by the workers during construction. Contractor will be responsible for all damages caused by construction, regardless of whether the item was originally included in the scope of work. Damaged work area shall be restored to its original condition.
 2. **PORTABLE EXTENSION CORDS:** Portable extension cords shall be sized in accordance with manufacturer ratings for the tool to be powered and protected from damage. All damaged extension cords shall be immediately removed from service. Portable extension cords shall meet



the requirements of NFPA 70. (GFCI) Ground-Fault Circuit Interrupters shall be provided at all times for any plug-in at VAMC electrical outlets.

3. INFECTION CONTROL:

- a) Class I includes inspection and non-invasive activities, e.g., small scale removal of ceiling tiles and painting (but not sanding).
 - b) Class II includes small scale, short duration activities that create minimal dust, e.g., access to chase spaces or computer cables.
 - c) Class III includes any work which generates a moderate to high level of dust or requires demolition or removal of any fixed components or assemblies (e.g., removal of floor coverings) or new construction.
1. Construction personnel will use a designated entry and exit site.
 2. Only authorized personnel should be allowed to enter the construction area.
 3. Doorways and walkways must be kept free of debris.
 4. Appropriate personal protective equipment (PPE), such as hardhat, goggles for eye protection, face mask or shield, (possibly shoe covers, a hairnet, and a clean gown or Tyvek™ suit), will be donned before entering the site.
 5. All PPE for infection prevention and control must be removed at the site of exit to prevent carrying dust to other areas within the facility. Clothes and shoes should be free of loose sand or debris once the PPE has been removed.
 6. Walk-off mats will be placed at any entry/exit and must be changed frequently (checked at least twice daily) to prevent tracking of dust/debris into clean areas. Walk-off mats must be placed where they will not interfere with routine staff and patient traffic, e.g., immediately inside the construction area.
 7. Contractor is responsible for keeping the construction entrance/exit zones clean. This may include wet/damp mopping and/or vacuuming with HEPA filtered vacuum at the end of each workday, or more frequently. Dry sweeping may not be performed because dust can accumulate in the building ventilation system or migrate into patient areas. However, under limited circumstances in locations sufficiently removed from patient areas, a wax-based sweeping compound, which has an NFPA Health Code of no higher than Code 1, may be used to control dust during broom sweeping activities.
 8. The Infection Control Practitioner will make periodic unannounced compliance rounds. Issues needing attention will be discussed and corrected as soon as possible.
 9. No food or beverages should be taken into the construction area.
 10. During demolition and other dust-producing construction activities, dust will be vented to the outside of the building or personnel must use a HEPA-equipped air filtration unit 24 hours/day.



11. Proper containment of construction waste, i.e., using a tightly covered container, is mandatory.
12. Unless otherwise approved by the facility, the shortest exit route to the outside should be taken when construction waste is being transported.
13. Appropriate barrier systems for dust control must be in place before any construction starts.
A job in patient areas or hospital hallways taking 5 Minutes or longer to complete requires dust barriers and barricades.
14. Once the project has been completed, Infection Control will be invited to do a walk-thru inspection to ensure cleanliness in the area.

J. STATION BADGING AND MISCELLANEOUS:

1. ***To obtain a badge, each worker must go to COR and present the following:***
 - a valid photo ID and one other form of identification such as a Social Security Card
 - evidence of negative TB screening within 90 days prior to working on site
 - certification of OSHA 10-hour or 30-hour Construction Safety training and other relevant competency training as determined by the by the Construction Safety Committee with input from the Multi-Disciplinary Team.
 - Site superintendent/foreman for general contractor and subcontractors are required to have certification of OSHA 30-hour Construction Safety training and other relevant competency training.
 - Site superintendents for general contractors are encouraged to obtain and maintain the U.S. Army Corps of Engineers Contractor Safety and Health Requirements EM 385-1-1 40-hour Certification.
2. Workers may not drive or park on the grass without approval from the COR. The Medical Center and its surrounding grounds are Federal property.
3. The following, which includes a partial list of forbidden items and practices forbidden on federal property, are strictly prohibited in the Medical Center buildings or on the campus:
 - Weapons: Knives, Guns, and/or anything that deemed a weapon by nature
 - Drugs of any kind
 - Tobacco and alcohol products
 - Animals of any species

K. SITE CLEAN-UP AND RESTORATION: The contractor shall ensure the work site and areas around the work site are free of any debris and materials upon completion of work each day, as well as at the completion of the job. Contractor shall remove and properly dispose of all materials and equipment at the completion of the job.

L. INSPECTIONS:

1. The Contractor shall maintain an adequate inspection system and perform such periodic inspections as will ensure that the work performed under the contract conforms to contract



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requirements. The Contractor shall maintain complete inspection records and make them available to the Government. All work shall be conducted under the general direction of the COR as supported by the Contracting Officer and is subject to Government inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract. Government inspections and tests are for the sole benefit of the Government and do not relieve the Contractor of responsibility for providing adequate quality control measures; of responsibility for damage to or loss of the material before acceptance; constitute or imply acceptance of work unless so stated in writing; or affect the continuing rights of the Government after acceptance of the completed work.

2. The presence or absence of a government inspector does not relieve the Contractor from any contract requirements, nor is the inspector authorized to change any term or condition of the contract without written authorization from the Contracting Officer, as set forth elsewhere in this agreement.
3. The Contractor shall promptly furnish, at no increase in contract price, all facilities, labor, and material reasonably needed for performing such safe and convenient inspections and tests as may be required by the Contracting Officer.
4. The Contractor shall, without charge, replace or correct work found by the Government not to conform to contract requirements, unless in the public interest the Government consents to accept the work with an appropriate adjustment in contract price. The Contractor shall promptly segregate and remove rejected material from the premises.
5. If the Contractor does not promptly replace or correct rejected work, the Government may, by contract or otherwise, replace or correct the work and charge the cost to the Contractor; or terminate the Contract for default.

M. VHA Specific Requirement:

1. TB, Flu, OSHA, and COVID-19 REQUIREMENTS:
 - TB - The Contractor shall comply with the Federal OSHA Blood borne Pathogens Standard. The Contractor shall: Produce negative results within 90 days of start of work for every employee.
 - Flu - The Contractor shall comply with the W. G. Hefner Medical Center VA Directive 1192 requirements for Flu Shots. All Construction Contractors working on site must either have a Flu Shot or wear a mask regardless of interaction with patient areas.
 - OSHA – The Contractor shall comply with the Federal Guidelines. A minimum of 30(Forman)/10(Workers) hours training is required.
 - COVID-19 - Per current VA guidelines, mandatory COVID-19 could reinstate screening at the entrances throughout all VA Medical centers.



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2. Facilities could also enforce singular entrance to buildings where the screenings are being done to all who enter. If you are contracted to perform work within a timeframe of the current COVID-19 outbreak, please make appropriate preparations.
3. ***Facilities are enforcing the wearing of face masks while on government property.***
4. Performance of contractual duties is required unless there are interruptions or reasons to prohibit performance. In that circumstance, please communicate with the Contracting Officer (CO) and Contracting Officer Representative (COR) for guidance.

N. CONTRACT ADMINISTRATION

1. Notwithstanding the Contractor's responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor.
2. The Contracting Officer is the only person authorized to approve changes or modify any of the requirements of 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 shall affect price, quantity, or quality of performance of this contract.
3. The COR shall be responsible for the overall technical administration of this contract as outlined in the COR Delegation of Authority.
4. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer without authority, no adjustment shall be made in the contract price to cover an increase in costs incurred as a result thereof.

POINTS OF CONTACT

Contracting Officer (CO)

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Contracting Officer's Representative (COR)

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