

**Performance Work Statement (PWS)**  
**Upgrade Building 27 Warehouse Security System and Access Controls**  
VA Central Iowa Health Care System  
3600<sup>th</sup> St, Des Moines, IA, 50310

**1. General Description of Work**

- 1.1. VA Central Iowa Health Care System (VACIHCS) requires a Contractor to furnish all labor, materials, equipment, supervision, testing, programming, documentation, training, and incidentals necessary to upgrade the Building 27 Warehouse security system and access controls. The Contractor shall remove existing access control devices as specified and install new Hirsch Scrambleprox readers – three in total – at designated entry points. Additionally, the Contractor shall replace existing card readers and install five motion detectors, including four located in Warehouse Room 1002 and one in Corridor C1000, to ensure comprehensive motion detection coverage. A complete automatic door operator with relay control and ADA-accessible push button shall be installed for the interior double doors at Door D, providing secure access and egress functionality. The Contractor shall furnish and install Hirsch input and relay boards, as well as supply and install all associated cabling, conduit, and junction boxes, totaling approximately 470 linear feet. All new devices – including readers, detectors, door operators, and boards – must be fully integrated into the existing Hirsch access control system. The Contractor is also responsible for providing labeling, programming, testing, and all final documentation in compliance with VA security, safety, and IT standards.
- 1.2. The period of performance for this project is thirty (30) calendar days from the Notice to Proceed (NTP), which includes site investigation, procurement, installation, system integration, testing, end-user training, and close-out documentation.

**2. Problem Statement**

- 2.1. The VA Building 27 Warehouse at VACIHCS lacks adequate intrusion detection coverage and updated access controls at multiple entry points. Existing card readers require replacement with compatible Hirsch Scrambleprox models. An interior double door lacks secure access control and ADA egress capability. All system upgrades shall provide reliable reporting of access and alarm events to VA Police and connect to the current Hirsch system in the IT Room.

**3. Contract Deliverables**

*Note: Reference to door labelling, approximate locations, and deliverable summaries are available in Attachment A: Warehouse Diagram with Door Labels. This attachment is provided for reference only and does not outline all Performance work statement deliverables. The Contractor is responsible for fully reviewing and complying with all contract deliverables and requirements as detailed in Section 3: Contract Deliverables and*

*Section 4: Contract Equipment Installation Constraints and Requirements of this Performance work statement.*

3.1. Card Reader and Access Hardware Deliverable

- 3.1.1. Remove and replace card reader at Door A (Northwest side, Building 27) with new Scrambleprox reader in a covered mounting box.
- 3.1.2. Remove and replace exterior card reader at Door C (double doors, northeast exterior, Building 27) with new Scrambleprox reader in a covered mounting box.
- 3.1.3. Relocate and reinstall card reader from Door A to Door D (double doors, northeast interior, Building 27); install covered mounting box.
- 3.1.4. Install new Scrambleprox card reader at Door E (southwest exterior, Building 27) in a covered mounting box.

3.2. Automatic Door Operator Deliverable

- 3.2.1. Install new automatic door operator and relay interface for Door D (interior double doors)
- 3.2.2. System shall permit entry from hallway into Warehouse (Corridor C1000) via card reader; exit from warehouse shall be permitted via ADA-accessible push-button installed in Corridor C1000.
- 3.2.3. Operator must be fully integrated and compatible with existing Hirsch relay output board and physical access security system.

3.3. Motion Detection Deliverable

- 3.3.1. Install four motion detectors in Warehouse Room 1002 for complete interior motion coverage.
- 3.3.2. Install one motion detector in Corridor C1000, placed to monitor corridor entry/exit, perpendicular to entry/exit on the east end of Corridor C1002.

3.4. System Integration and Boards Deliverable

- 3.4.1. Furnish and install all cabling, wiring, conduit, cable trays, and junction boxes required for new devices. Integrate required electrical to the Electrical Room (Room 1017).
- 3.4.2. Furnish and install Hirsch alarm input boards and relay output boards as needed. Integrate with existing Hirsch panel in IT Room (Room 1019).
- 3.4.3. All system programming, device enrollment, commissioning, and full event alarm reporting to VA Police.

3.5. Labelling and Documentation Deliverable

- 3.5.1. The Contractor shall label all cabling, conduit, trays, devices, panels, and junction boxes per VA/NECA standards.
- 3.5.2. Deliver closeout submittals including product data, final labelling schedule, and alarm integration documentation to the Contracting Officer Representative in PDF format via email.

3.6. Fire Caulking/Firestopping Deliverable

3.6.1. The Contractor shall provide and install rated fire caulking and/or other approved firestopping material at any location where penetrations are made through a fire-rated barrier, including but not limited to walls, floors, and ceilings. All firestopping shall be performed in accordance with VA, NFPA, and local fire protection codes and shall restore the fire-resistance rating of the barrier.

#### 3.7. End-User Training Deliverable

3.7.1. The Contractor shall provide training to VA warehouse staff and designated personnel on the operation, arming/disarming, and reporting features of the upgraded access control system. Training shall be conducted prior to project acceptance. Designated personnel will be identified by the COR following the Notice to Proceed.

### 4. Contract Equipment Installation Restraints and Requirements

#### 4.1. Hours of Work on VACIHCS Property Requirement

4.1.1. All work under this contract shall be performed during normal business hours, defined as 8:00 AM to 3:30 PM CST, Monday through Friday, excluding Federal holidays, unless otherwise approved in writing by the Contracting Officer (CO) and Contracting Officer Representative (COR). No work shall be performed on VACIHCS property outside of these hours without advance written authorization from CO and COR.

#### 4.2. Contract Schedule and Station-Level Notification Requirements

4.2.1. The Contractor must submit a detailed project schedule within seven (7) calendar days of the NTP, showing procurement, installation, programming, testing, integration, and documentation milestones.

4.2.2. The Contractor shall notify the Contracting Officer Representative (COR) in writing, via email, at least three (3) calendar days prior to commencing any work within the Building 27 Warehouse space at VACIHCS. Failure to provide timely and proper notification may result in the COR postponing the start of work to their discretion, without incurring any additional costs to the Government for Contractor delays or rescheduling.

#### 4.3. Safety Requirements

4.3.1. Contractor shall designate in writing an OSHA-certified Competent Person (CP) for site safety oversight; provide evidence of OSHA 30-hour Construction Safety training for CP; OSHA 10-hour training for all other staff within seven (7) calendar days of the Notice to Proceed (NTP).

4.3.2. CP/Superintendent must be present onsite for all work involving contract deliverables, as described in Section 3: Contract Deliverables.

4.3.3. The Contractor is solely responsible for the safety of their own employees, subcontractors, and any personnel under their direction while performing work on VACIHCS property. This includes compliance with all federal, state, local, and VA

safety regulations and standards, and ensuring all required certifications and training are current and in place.

4.3.4. The Contractor shall organize and execute all work associated with the contract deliverables and requirements in full compliance with all applicable VA directives and regulation, as well as all relevant federal, state, and local laws.

4.3.5. The Contractor shall ensure that safe egress and access to the building and all required exits are always maintained during contract activities. Any temporary modifications to access or egress routes must be reviewed and approved by the COR in advance.

#### 4.4. Contractor Personnel Conduct and Site Cleanliness Requirement

4.4.1. Contractor and subcontractor personnel shall always maintain professional conduct and attire while on VA property and shall keep their work areas clean and free of debris. All work areas must be returned to a clean and safe condition at the end of each workday.

#### 4.5. Environmental Protection Requirements

4.5.1. The Contractor shall properly dispose of or recycle removed devices, packaging, and construction debris in compliance with VA and local environmental regulations.

#### 4.6. Utility Outage Documentation and Notification Requirements

4.6.1. If work requires a utility outage affecting building services (such as electrical, IT, fire alarm, or other critical systems), the Contractor shall notify the Contracting Officer Representative (COR) in writing at least five (5) calendar days prior to the required outage. The Contractor shall not proceed with any work necessitating a utility outage until the COR has reviewed the request and provided the necessary outage memorandum or written approval. All utility interruptions shall be minimized and coordinated to avoid disruption of critical VA operations.

#### 4.7. Security and Badging Requirements

4.7.1. Contractor personnel must obtain and display VA-provided badges at all times while on site.

4.7.2. Contractor is responsible for proper management and return of all badges issued; lost/unreturned badges may incur replacement charges.

4.7.3. The Contractor is responsible for notifying the COR whenever work within an IT room is required. COR provided escorts may be required while working within this space. Notification for work within IT spaces shall be communicated from the Contractor to the COR in writing, via email, no later than two (2) calendar days prior to the start of work.

#### 4.8. Coordination with VA Police Requirement

4.8.1. The Contractor shall coordinate all work that may impact facility security operations, alarms, or lock-down procedures with VA Police and the COR at least two (2) calendar days in advance. This includes any work affecting access controls, intrusion detection systems, perimeter security, or emergency communication

systems. The Contractor shall comply with directives from VA Police regarding procedures and schedules for such work.

#### 4.9. Contractor Laydown and Staging Space

4.9.1. No formal construction laydown space will be provided by the VA for this contract. The Contractor is responsible for securing and managing their own storage (if necessary) and staging areas for materials, equipment, and tools. Any temporary staging within VA property shall be communicated in writing, via email within seven (7) calendar days of the Notice to Proceed (NTP). Temporary staging shall not impede facility operations, pedestrian traffic, or emergency egress.

#### 4.10. Submittals Requirement

4.10.1. Contractor shall submit product sheet data, cut sheets, and catalog information for all hardware, cabling, and firestopping materials for VA approval prior to the commencement of work.

#### 4.11. Contractor Provided 1-Year Warranty Requirement

4.11.1. The Contractor shall provide a minimum one-year warranty on workmanship and installed equipment, commencing at final acceptance. Related equipment, shipping, handling, and labor costs for necessary replacements shall be borne by the Contractor.

#### 4.12. Network Connection and Cybersecurity Requirements

4.12.1. Any device, hardware, or software connected to the VA network, including but not limited to access control panels, relay or alarm boards, and operator workstations, must conform to all applicable VA, OIT, and federal cybersecurity directives, standards, and practices.

4.12.2. The Contractor shall not connect any equipment or device to the VA network without prior written approval from the VA Office of Information and Technology (OIT) and the facility Information Security Officer (ISO). The Contractor must schedule and coordinate all network connections and integrations with OIT and the COR in advance.

4.12.3. The Contractor shall ensure factory default credentials are removed, implement strong passwords as specified by VA guidelines, and disable any unnecessary network services or ports on all connected devices.

4.12.4. Any security incident, suspected breach, or unauthorized access to VA systems must be reported immediately to the CO, COR, VA OIT, and the facility ISO in accordance with VA Handbook 6500 and 6500.6.

#### 4.13. Contractor Protection of VACIHCS Property Requirements

4.13.1. The Contractor shall coordinate work to avoid interference with existing fire suppression, lighting, and IT systems.

4.13.2. The Contractor is responsible for repairing or replacing, at no additional cost to the Government, any existing equipment, infrastructure, or property that is damaged

as a result of their work activities. All repairs or replacements shall restore affected items to their original condition or better, to satisfaction of the Government.

#### 5. Performance Work Statement (PWS) Table

Performance Objective	Performance Standard	Surveillance Method	AQL
Install all required card readers (Doors A, C, D relocation, and E)	Proper model, covered box, and full functional integration	100% Inspection; Functional Testing	100%
Install automatic door operator & ADA egress button at Door D	Fully integrated into Hirsch relay output board	Functional/Operational Test	100%
Install 5 motion detectors	Proper placement, alarm reporting to VA Police	Witness Testing	100%
Install all conduit, cabling, junction boxes (~470 ft)	Installed per VA/NECA/electrical standards	Random & Periodic Inspections	95% workmanship; all deficiencies corrected
Install input and relay boards; integrate to existing Hirsch panel	All events report correctly to VA Police	Functional Testing; COR Inspection	100%
Label all devices, cabling, trays, and panels	Labels per VA/NECA standards	100% Inspection	100%
Submit product data, labeling schedule, integration documentation	Complete and accurate PDF package	COR Review	100%
Maintain OSHA-compliant safety staffing	CP onsite; training certifications submitted	Document Review	100%
Maintain work hours (0800–1530, M–F)	Compliance with VA facility requirements	Daily Logs	100%
Provide required advance notifications (3-day, 2-day, 5-day)	All notifications delivered on time	COR Verification	100%
Obtain OIT/ISO approval before network connection	Approval documented in writing	Documentation Review	100%
Maintain clean work area and proper debris disposal	No debris; disposal per VA guidelines	Daily Inspection	95% daily / 100% final
Deliver end-user training before acceptance	Complete training with materials provided	COR Observation	100%