

## Rider 101 Scope of Work

# Site Infrastructure Support Services

### I. Scope of Work

#### 1. General Description.

- A. Contractor shall Furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, and other items necessary to provide the services outlined herein, in the Specifications, in the Terms and Conditions or elsewhere in the Contract Documents, and described in this Performance Work Statement (PWS) at The University of Texas MD Anderson Cancer Center by means of a combination of firm-fixed price (FFP - repairs with a total cost of less than \$500 per repair), and indefinite delivery-indefinite quantity (ID/IQ - repairs with a total cost of greater than \$500 per repair).
- B. The services described pursuant to these Specifications shall be performed under this Maintenance Agreement, on a fixed cost per month, as stated in the attached in Paragraph 3, Performance Locations, (below). Under this Agreement, the Contract Administrator or his designee has the option to select whether or not the buildings listed in Paragraph 3, Performance Locations, (below) should be scheduled for any of the services specified herein, during each MDACC fiscal year
- C. The fact that this PWS specifically delineates some tasks, but not others, does not relieve the contractor from the overall responsibility to complete all tasks necessary to meet the performance based objectives of this contract.
- D. The Contractor awarded this contract shall be required to self perform a minimum of seventy five percent (75%) of the tasks for any awarded activity.
- E. The Contractor shall function as the outsourced workforce of the Exterior Building Services (EBS) work unit as part of Administrative Facilities and Campus Operations (AFCO), Facilities Management and Operations Division.

#### 2. The work shall include, but not be limited to:

- A. Maintain, inspect, and repair the existing:
  - 1.) Site hardscape including sidewalks, patios, Owner owned roads and pavement.
  - 2.) Site infrastructure including exterior lightning not directly attached to buildings, fountains, Owner owned storm water systems and site drainage structures and Owner owned sanitary systems.
  - 3.) Building cladding systems
  - 4.) Building exterior systems.

- 5.) Building envelope systems excluding roofing.
  - B. Maintain, inspect, and repair AFCO Exterior Building Services (EBS) Mechanical Equipment and Rolling Stock.
  - C. Perform all maintenance related, repair and construction installations on Houston Metroplex campus locations and with travel reimbursement, Bastrop and Science Park campus locations.
    - 1.) This document is not intended to address any new installations or construction projects. Such work will be issued under a separate contract or existing contract modifications using MD Anderson's standard procurement procedures
  - D. The intent of this solicitation is to obtain Site Maintenance Support Services.
    - 1.) The contract is a performance based specification relying on the contractor's experience and expertise in determining the best method of services.
    - 2.) The Contractor is required to have in place a Quality Management System, providing quality control measures over all contracted operations.
3. Performance Locations.
- A. The buildings included in this Specification are located within:
- Texas Medical Center
  - The City of Houston, Texas
  - The City of Bellaire, Texas
  - The City of Bastrop, Texas
  - The City of Smithville, Texas and are listed below
- 1.) Main Building
    - a Albert B. and Margret M. Alkek Hospital (ALK)
    - b Albert B. and Margaret M. Hospital (Alkek) Steel Awning at South Entrance
    - c Anderson Central (AC)
    - d Anderson East (AE)
    - e Anderson West (AW)
    - f Annex (Place of Wellness)
    - g Bates Freeman (BF)
    - h Chapel
    - i Charles A. LaMaistre Clinic (CSF)
    - j Clinical Research Building (CRB) (Tan)
    - k Dock Building
    - l Electrical Transformer Vault (ETV)
    - m George and Cynthia Mitchell Basic Science Research Building (BSRB)
    - n Gimbel

- o Gimbel Mechanical Room
- p Lutheran Pavilion Hospital (LP)
- q Margaret and Ben Love Clinic
- r Percy and Ruth Leggett Jones Research Bldg. (BRB, Jones)
- s R. Lee Clark Clinic (1978 & 1987)
- t R. Lee Clark Clinic Port Cache
- u Radiotherapy

All new facilities/buildings, as they are accepted by MD Anderson Facilities/buildings added to the contract and/or referenced in an amendment.

## 2.) Main Building Bridges

- a Garage 10 Bridge
- b Holcombe to Rotary Bridge
- c MD Anderson to Holcombe Bridge
- d Alkek to Clinic Research Building Bridge
- e Alkek to Anderson Central Bridge
- f Mitchell to CRB Sky Bridge
- g BSRB to Anderson Central Bridge
- h 2<sup>nd</sup> Floor Library Bridge

## 3.) South of Holcombe

- a Mays Clinic (ACB)
- b Dan L. Duncan Building (CPB)
- c John Mendelsohn Faculty Center (FC)
- d T. Boone Pickens Academic Tower (FCT)
- e Fannin Holcombe Building (FHB)
- f Radiology Outpatient Center (ROC)
- g Pressler Street Garage (4<sup>th</sup> Floor)

## 4.) South of Holcombe Bridges

- a RHI to Faculty Center Bridge
- b Faculty Center to T, Boone Pickens Tower Bridge
- c Pressler to Mays Clinic Bridge
- d RHI to Garage 17 Bridge
- e Mays Clinic to Clark Clinic Bridge
- f Mays to Cancer Prevention Building Bridge
- g T. Boone Pickens to Main Sky Bridge Connector
- h Faculty Center to Main Sky Bridge Connector
- i Parking Garage to 1MC Bridge

All new facilities/buildings, as they are accepted by MD Anderson Facilities/buildings added to the contract and/or referenced in an amendment.

## 5.) South Campus Facilities

- a South Campus Research Building 1 (SCRB I)
- b South Campus Research Building 2 (SCRB II)
- c South Campus Research Building 3 (SCRB III)
- d South Campus Research Building 4 (SCRB IV)
- e Physical Plant and Police Building (PPB)
- f Vivarium
- g R.E. (Bob) Smith Research Building (SRB)
- h Modular Lab Building (MOD Lab)
- i Operations and Maintenance Building (OAM)
- j Vivarium Building
- k Proton Therapy Building
- l Medical Service Facility (MSF)

All new facilities/buildings, as they are accepted by MD Anderson Facilities/buildings added to the contract and/or referenced in an amendment.

## 6.) East Campus and Off Site

- a Pawnee Warehouse and Administrative Facility
- b El Rio Facility
- c Bellaire Treatment Center
- d Central Stores Facility – Corder Street
- e Grand Street Warehouse
- f Naomi Street Facility
- g Holly Hall Facility
- h El Rio Facility

The University of Texas  
MD Anderson Cancer Center  
Virginia Harris Cockrell Cancer Research Center  
Park Road, 1C  
Smithville, Texas 78957

The University of Texas  
MD Anderson Cancer Center  
Michael E. Keeling Center of Comparative Medicine & Research  
Route 2, Box 151-B1  
Bastrop, Texas 78602

All new facilities/buildings, as they are accepted by MD Anderson Facilities/buildings added to the contract and/or referenced in an amendment.

7.) Mid Campus Facility

- a 1MC
- b 1MC Garage
- c 1 MC to 1MC Garage Bridge

4. Contractor Responsibilities.

- A. Maintain, inspect, and repair AFCO Exterior Building Services (EBS) Mechanical Equipment and Rolling Stock.
- B. Perform all maintenance related, repair and construction installations on Houston Metroplex campus's and with travel reimbursement, Bastrop and Science Park campuses.

- 1.) This document is not intended to address any new installations or construction projects. Such work will be issued under a separate contract or existing contract modifications using MD Anderson's standard procurement procedures

5. Contractor Personnel

- A. Contractor shall provide competent personnel that are trained in all aspects of Site Support Services and are able to complete the work in a timely and professional manner.
- B. Contractor shall provide uniforms to the personnel working at MDA with the company name and the name of the individual.
- C. Contractor's personnel will be issued an MDA photo identification badge that shall be worn where it can be easily seen whenever the Contractor's personnel are on any MDA property.

D. Key Personnel

- 1.) All Contractor personnel required for the performance of this contract shall be considered Key personnel and shall be available as required by the Owner.

E. Competent Person

- 1.) A person who has the professional experience and training necessary to identify existing and predictable hazards and/ or defects in a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove the dangers and/or the defects from the environment.

F. Onsite Superintendent

1.) The Onsite Superintendant shall have relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity with a minimum of five (5) years experience as a Superintendent.

- a The Onsite Superintendent or his Owner approved alternate shall have full authority to act on the behalf of the Contractor in all contract matters relating to this contract.
- b The Onsite Superintendent or his alternate shall be on-site during the Owners normal working hours.
- c The Onsite Superintendent shall be a required member of the Owners Hurricane Ride Out Team (HRT)
- d The onsite Superintendent shall coordinate the work performed by all Site Support Service Contractors performing onsite work for AFCO Exterior Building Services (EBS).

6. Work Hours:

- A. Normal work periods shall be 7:00 AM to 5:00 PM Monday through Friday.
- B. The Contract Administrator or his designee shall approve Work outside the hours stated of these Specifications.
- C. No work shall be performed on Saturday, Sunday or MDA observed holidays except as approved by the Contract Administrator or his designee.
- D. Contractor's personnel shall be on site ready for work no later than 7:00 AM on each day the Contractor is scheduled for work unless the Contract Administrator or his designee approves adjustments to the work time.
- E. Morning preparation crews will arrive at a time predetermined by the onsite superintendent to ensure all entrance areas and access routes to those areas are open and ready for business prior to the start of each workday.

7. Work Area Safety Protection.

- A. Contractor shall provide any and all types of shielding, barricades, warning signs and any other protection necessary to protect the personnel, equipment and the area in which he is working, from injury, damage, and/or contamination during the full term of the Contract.
- B. All protection required to fulfill 1.5.A.1 of these Specifications shall be installed at the beginning of the work period and removed as soon as the work is completed unless written permission is given by the Contract Administrator or his designee to leave the protection in place for future work.
- C. Contractor shall notify the Contract Administrator or his designee immediately in the event of any damage to MDA property caused by the Contractor's personnel, equipment or materials. Contractor shall notify the Contract

Administrator or his designee in the event damage is discovered prior to the beginning of or during the work performed as part of these Specifications.

- D. Contractor shall promptly repair, or cause to have repaired, to the complete satisfaction of the Contract Administrator or his designee, any and all damage caused by the Contractor's personnel, equipment, including the procedures used and/or the materials used by them in the performance of the work pursuant to these Specifications.

## **II. MISCELLANEOUS**

### **8. Other Workplace Safety Requirements.**

- A. After Contractor has been awarded the Contract; Contractor shall provide MDA a written work and safety plan for the Contract Administrator or his designee's review at least five working days prior to the start of any work. The plan shall address potential risks in pursuing the work and steps taken to mitigate those risks including but not limited to methods of anchoring working surfaces and personnel to ensure fall protection, and procedures used in case of an emergency. Additionally, the work plan shall include the proposed work schedule and shall identify by timeline when certifications of wire ropes, working platforms, and other associated equipment are required during the course of the work. A procedural description of daily inspections to ensure personnel safety and equipment readiness must also be provided. Proof of certification, where certifications is required, shall be provided to the Contract Administrator or his designee before equipment systems and their components may be used on the jobsite and should be provided in the work plan. In addition, the work plan should provide documentation related to employee training and experience.
- B. Contractor shall present MDA the written work plan and safety plan during the preconstruction meeting held by the MDA's Chief Engineer for AFCO Exterior Building Services MDA representatives at the meeting shall include officials from the MDA Environmental Health and Safety Department and the Contract Administrator or his designee. The plan must be approved by MDACC prior to the start of work.
- C. Contractor shall meet both Houston Fire Marshal and MDA Environmental Health and Safety Department requirements and follow MDA institutional safety policies. These policies are available for review; a copy is located in the Environmental Health and Safety Department, 6900 Fannin Street, Fourth Floor, Houston, Texas 77030.
- D. All Contractors' personnel involved in the work shall have in their possession at all times and use, as required, any and all safety equipment prescribed by OSHA and/or the MDA Environmental Health and Safety Department.
- E. MDA shall maintain records of the weight testing data and annual inspections of permanent building anchorage systems used for exterior building

maintenance. These records shall be open and available for Contractor's review and are retained in the Contract Administrator or his designee's office in the Campus Operations Facility at 3000 Pawnee Street, Houston, Texas.

- F. MDA building personnel, Contractor's personnel and MDA buildings and property shall be protected at all times when overhead work is in progress.
- G. Contractor shall be required to obtain from the MDA Environmental Health and Safety Department or its representative any and all permits required for entrance into any restricted area of the main hospital or other MDACC buildings.

#### 9. Material Storage

- A. All materials stored on MD Anderson Cancer Center property shall be properly stored in weather tight structures, containers and/or cabinets designed for the purpose of storing such materials. The Contractor shall be responsible for its materials stored on MD Anderson Cancer Center property. Materials that are placed in storage on MD Anderson Cancer Center property may be invoiced, as they are stored.
- B. Flammable materials stored on MD Anderson Cancer Center property shall be stored in a flammable safety storage cabinet or shed approved by OSHA, NFPA, and the MD Anderson Cancer Center Environmental Health and Safety Department.
- C. Areas for storage of small amounts of materials may be provided by MD Anderson Cancer Center if available. Storage space, if available, will be assigned by the Contract Administrator or his designee.
- D. The Contractor shall maintain the responsibility for providing his own storage facilities and/or flammable storage cabinets for materials stored at MD Anderson Cancer Center in the event that MD Anderson Cancer Center provided storage becomes unavailable.
- E. All materials delivered to MD Anderson Cancer Center shall be new, unused and in there properly marked original carton, container or wrapper unless specific permission is given in writing by the Contract Administrator or his designee," to be reused".

#### 10. Work Site Clean Up.

- A. As part of the work process, the Contractor shall thoroughly clean all areas, including but not limited to, walls, floors, roofs, staging, storage areas, sidewalks, canopies, roadways, etc. affected by the work.
- B. All areas shall be left in a neat and clean condition in compliance with MDA's standards of cleanliness and must meet the approval of the Contract Administrator or his designee.

#### 11. Communications.



- A. The Contract Administrator or his designee must be able to make contact with the Contractor twenty four hours a day, seven days a week, and three hundred sixty five days a year. To this extent the Contractor shall:
- B. Provide to the Contract Administrator or his designee a written list of emergency phone numbers where designated personnel may be reached after normal working hours should conditions arise where Contractor personnel may be required at the work site.
- C. At a minimum, one (1) member of each Contractor's work crew shall have a cell phone or pager for use when the crew is at the work site and the number shall be provided to the Contract Administrator or his designee.

12. Material Safety Data Sheets Requirements.

- A. Contractor shall provide to the MDA Contract Administrator or his designee two (2) copies of Material Safety Data Sheets ("MSDS") on all materials used in the performance of this Contract where such a sheet is required. The Contract Administrator or his designee shall send a copy of the MSDS to the MDACC Environmental Health and Safety Department.
- B. Contractor shall keep a copy of the above referenced MSDS Sheet at its work site at all times that a product requiring such a sheet is in use.