

## STATEMENT OF WORK

### A. GENERAL GUIDANCE

1. **Title of Project:** Steris Harmony iQ Boom and Integration Installation
  
2. **Purpose:** Contractor to provide installation and professional services for the installation and integration of Steris Ceiling boom and integration equipment and electronics already purchased on PO's 612-A50178 and 612-A40213 that were purchased for the activation of new GI building at Mather VA Campus. Equipment has already been purchased for ceiling booms and A/V integration to outfit 8 new procedure rooms and control/conference areas. VA NCHCS requires services to install and manage integration from August 2016 through activation of the building in January of 2017.
  
3. **Scope of Work:** Contractor will provide installation and professional services to manage and install all previously purchased equipment, electronics and systems according to manufacturer specifications and in accordance with the design requirement of the CEMP GI building at Mather VA Medical Center. Provide cable conduit drawings, electrical requirements, and mounting requirements for the room. Provide space, structural, and heat load requirements for the base unit. Provide site preparation specifications Deliver all custom back boxes, mounting brackets, and installation-related items to the hospital in accordance with the mutually agreed upon installation or renovation schedule. Participate in project meetings in person, via conference call or via e-mail. Provide external cables and detailed specifications for the interconnections only if external cabling is specified in the Customer Proposal and Final Project Plan.

Provide a pre-installation checklist to verify site preparation is complete. Mount, install, and connect integration equipment – including video, audio, and control cables, cable terminations, wall cameras, wall monitors (does not include wall mounting brackets), base unit, touch screen control, and surgical monitors – as applicable to project. Test and validate integration system to complete customer satisfaction. Provide the hospital with a certificate of completion signed by the install team and the hospital. Adjust surgical light brakes as necessary after installation of STERIS monitors for in-service hospital staff. Further in-service training may be scheduled as mutually agreed. Leave a tidy work area each evening and remove packing material to a customer provided on-site
  
4. **Work Hours:** The contractor shall be available during normal business hours of 8:00am – 4:30 pm Monday – Friday excluding Federal Holidays and weekends.
  
5. **Period of Performance:** Installation not to exceed 90 Days and Integration Management for one (1) year from effective date of contract. Estimate POP August 1, 2016 to July 31, 2017.

**6. Documentation:** Contractor shall provide reports that reference services performed on the equipment at the conclusion of the service.

**7. Federal Holidays:** New Year's Day, Martin Luther King's Birthday, President's Day, Independence Day, labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day and any other day specifically declared by the President of the United States to be a national holiday.

#### **B. GENERAL REQUIREMENTS:**

1. The contractor shall provide a list of contractor employees or expected to enter building. While on VA premises, all contractor personnel shall comply with the rules, regulations, and procedures governing the conduct of personnel and the operation of the facility.
2. Contractor personnel has been trained and qualified to work on all components of the equipment. Contractor personnel shall provide proof of successful completion of training and certifications upon customer inquiry.

**C. GOVERNMENT RESPONSIBILITIES:** The Government shall be responsible for making the equipment available to the Contractor during normal business hours 8:00 am - 4:30 pm. If there is a need for work to be done after hours, the Government will make arrangements for the Contractor to have access to the equipment.

#### **D. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS**

The contractor shall be required to comply with all security policies/requirements. All security policies/requirements must be met and employees cleared prior to the contractor performing work under this contract. Employees that cannot meet the security and clearance requirements shall not be allowed to perform work under this contract.

**E. INTERFERENCE TO NORMAL FUNCTION:** Contractor may be required to interrupt their work at anytime so as not to interfere with the normal functioning of the facility, including utility services, fire protection systems, and passage of facility patients, personnel, equipment and carts.

1. In the event of an emergency, contractor services may be stopped and rescheduled at no additional cost to the government.
2. Contractor personnel shall inform the COR or the designee of the need to gain access to secured areas. If access is required to secure areas, prearranged scheduling will be made with COR or designee.

## F. INVOICING

All invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests.

VA's Electronic Invoice Presentment and Payment System – The FSC uses a third-party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please go to this website: <http://www.tungsten-network.com/US/en/veterans-affairs/> to begin submitting electronic invoices, free of charge.

More information on the VA Financial Services Center is available at <http://www.fsc.va.gov/einvoice.asp>.

### Vendor e-Invoice Set-Up Information:

Please contact Tungsten at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center for payment processing, free of charge. If you have question about the e-invoicing program or Tungsten, please contact the FSC at the phone number or email address listed below:

- Tungsten e-Invoice Setup Information: 1-877-489-6135
- Tungsten e-Invoice email: [VA.Registration@Tungsten-Network.com](mailto:VA.Registration@Tungsten-Network.com)
- FSC e-Invoice Contact Information: 1-877-353-9791
- FSC e-invoice email: [vafscshd@va.gov](mailto:vafscshd@va.gov)