

**Department of Veterans Affairs
VA Northern California Health Care System
10535 Hospital Way
Mather, CA 95655**

Scope of Work

SMC Moves T3&T4
Project # 612A4-17-101

1. GENERAL

- 1.1 The intent of this project is as follows: Move Medical Equipment, Exam Tables, Desk, Chairs, Medical Supplies, Computers, telephones and Administrative supplies from Trailer-3 (T3) and Trailer-4 (T4) into Trailer-8 (T8) at the Mather V.A. campus. The work site is located at the Sacramento V.A. Hospital, 10535 Hospitals Way, Mather Ca., 95655.
- 1.2 The government representative for this project will be Mr. Jimmy Tran (916) 843-9129. All on-site visits and work must be coordinated through the Government representative (Gov Rep).
- 1.3 Final payment will not be made on any project without the approval of the Gov Rep.
- 1.4 Period of performance is 3 days.

2. PROJECT REQUIREMENTS

- 2.1 Contractor will provide sufficient manpower & dollies necessary to move all Medical Equipment, Exam Tables, Desk, Chairs, Medical Supplies, Computers, telephones and Administrative supplies to the new facility.
- 2.2 Contractor will provide boxes to 42 staff members in T3 & T4 three weeks prior to the move in order for the staff to pack personal documents and belongings.
- 2.2 Contractor will place or lay floor & wall protection at the original and final destination in order to protect government property from any damages.
- 2.3 Contractor moves all items as specified during the pre-walk through of T-3 & T-4 into the new trailer.
- 2.4 Contractors will be prepared to pad wrap electronic equipment and any fragile equipment or furniture prior to beginning work.
- 2.5 Contractor will not remove RICO printer machines from existing location; RICO contractors are responsible of moving their personal equipment per contract.
- 2.6 Contractor will provide disposal services necessary per Gov Rep request.

3. Description

- 3.1 Trailer-4 (T4) and Trailer-3 (T3) are approximately 9151 square feet which is being consolidated into T8 that is 11,200 square feet. There are approximately 42 staff members who are currently located in T3, T4, and a couple of personnel who are in the main hospital that will be assigned in T8. Moving Services will be required to provide boxes for 42 staff members prior to the move. The following items will be moved from T3/T4 into T8: Medical Equipment, Exam Tables, medical Supplies, computers, telephones and administrative supplies.
- 3.2 Inspection of the area should include observing equipment and manpower necessary so a plan of action may be formalized regarding work does not impact patient care.
- 3.3 The job site inspection must also assess any access or disposal issues.

4. MATERIALS AND INSTALLATION

4.1 Contractor will provide all boxes, manpower, and moving equipment for the transitioning of Medical Equipment, Exam Tables, medical Supplies, computers, telephones and administrative supplies from T3 & T4 to T8.

4.2 Contractor will assist with taking apart and re-installing furniture if necessary for movement.

4.3 Contractor is responsible for any damages of Government property during this project.

5. FINAL

5.1 Remove all debris and clean up site.

5.2 Request final inspection from Government Representative after the move has been completed.

5.3 Project is not considered complete until Government Representative approves completion.

6. RECORDS MANAGEMENT

6.1 Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.

6.2 Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.

6.3 Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.

6.4 Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.

6.5 Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.

6.6 The Government Agency owns the rights to all data/records produced as part of this contract.

6.7 The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

6.8 Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].

6.9 No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

6.10 Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

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